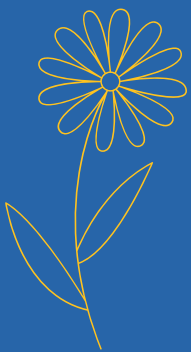




How to: Salem College's Self Service Website





How To: Salem College's Self Service Website

You will use Self Service not only for registering for courses but also for other registration tasks. You need your Salem login credentials to access Self Service.

TIPS BEFORE READING:

DESCRIPTION: If you click on a course title, you can read a description of the course and see if there are any prerequisites (courses you'd have to take first before you take this one).

DATES: Most courses run for the whole semester, but some are divided into first- and second-half term courses. PHED courses with numbers in the 100s meet for the first half of the semester; those with 200s meet for the second half of the semester.

CREDITS: Each class listing tells you how many semester hours a course is worth. You must take at least 12 per semester to be full time; you need permission to take more than 18 semester hours.

Classes are divided into sections and will have letters as indicators:

- **Y** is used as the section for hybrid courses.
- **O** is for courses that are completely online or asynchronous



Log in to MySalem

- Enter your Salem username (**do not include @saalem.edu**) and password and click Sign in.



SALEM
ACADEMY AND COLLEGE

Salem Username
Password

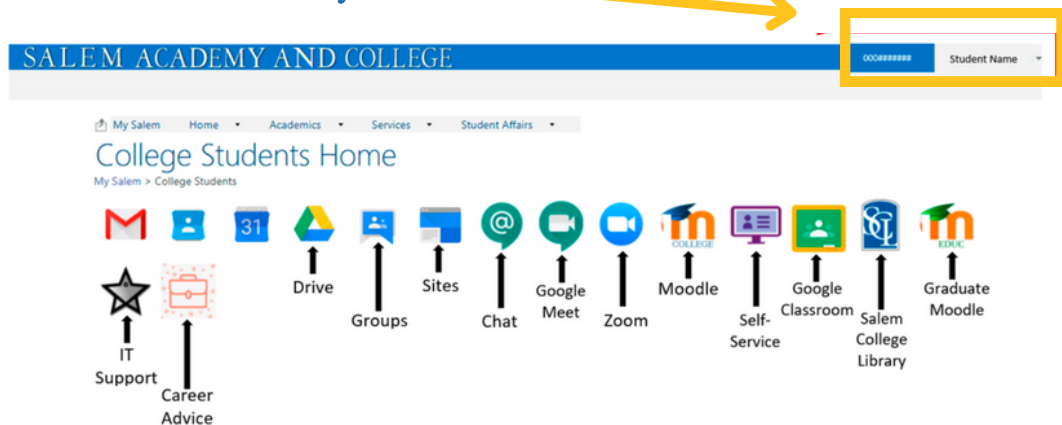
Sign in

Sign in above using your Salem account.
[Reset your password here.](#)

If you are having problems accessing this page,
please contact us by emailing help@saalem.edu.

Viewing Student ID, and MySalem Bar Descriptions

- You are now logged into your account. You will see your student ID and your name.



SALEM ACADEMY AND COLLEGE

00000000 Student Name

My Salem Home Academics Services Student Affairs

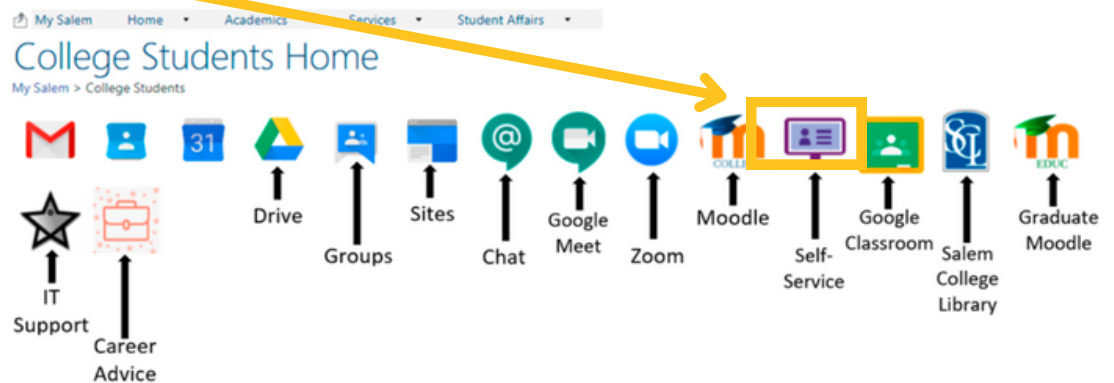
College Students Home
My Salem > College Students

IT Support Career Advice

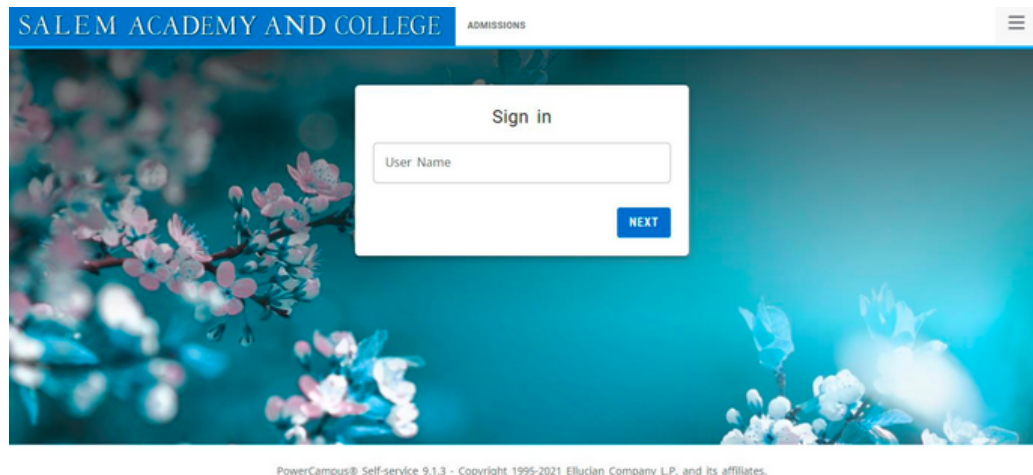
Drive Groups Chat Google Meet Zoom Moodle Self-Service Google Classroom Salem College Library Graduate Moodle

Log in to Self-Service

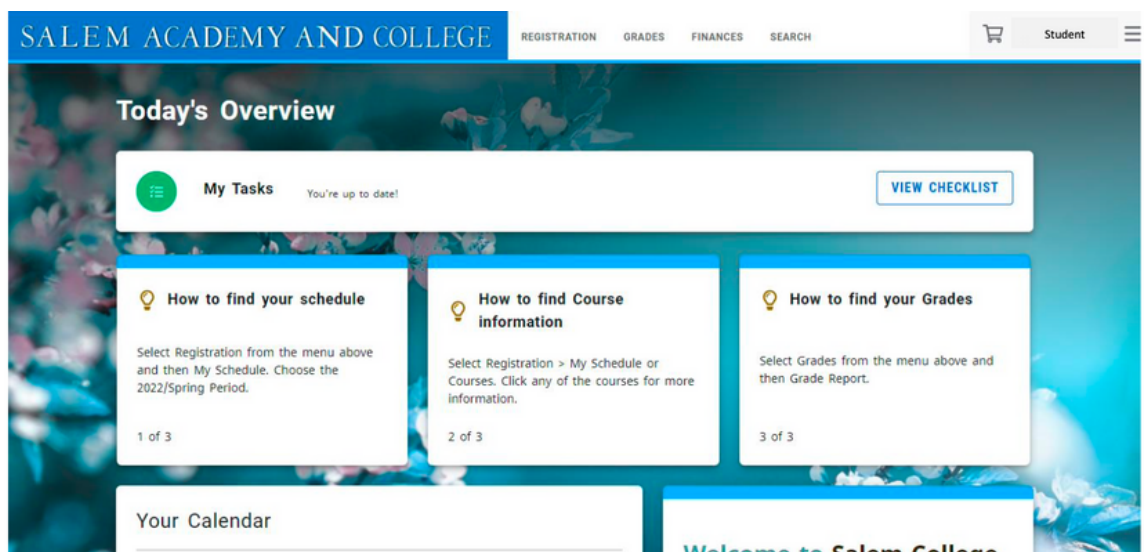
- Click the **purple computer screen**.



- Type in your User Name (**firstname.lastname**) without the “@salem.edu” on the end and click next.

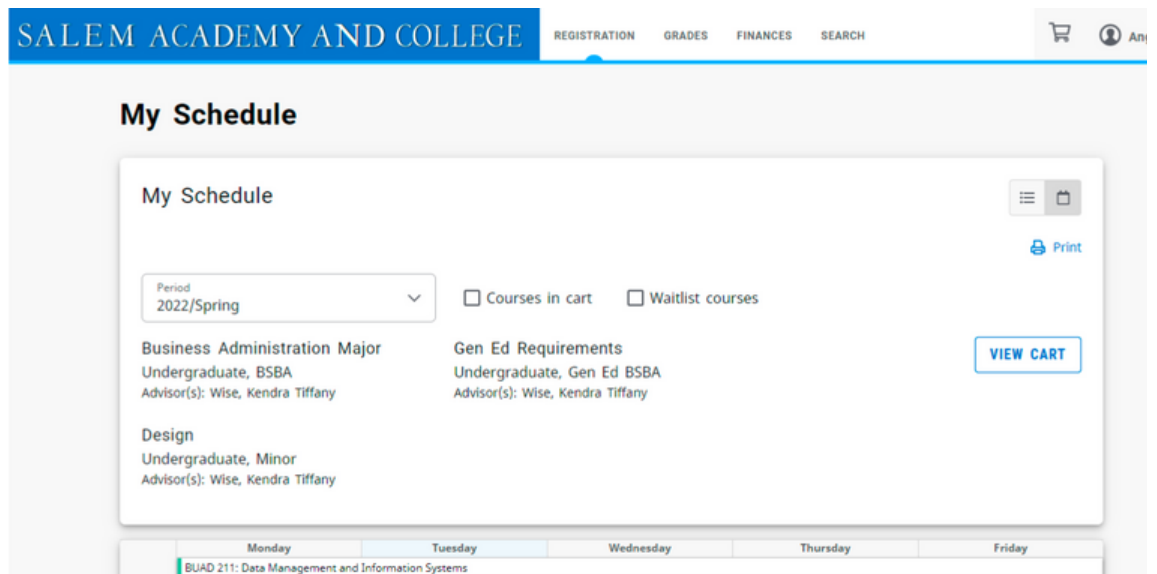
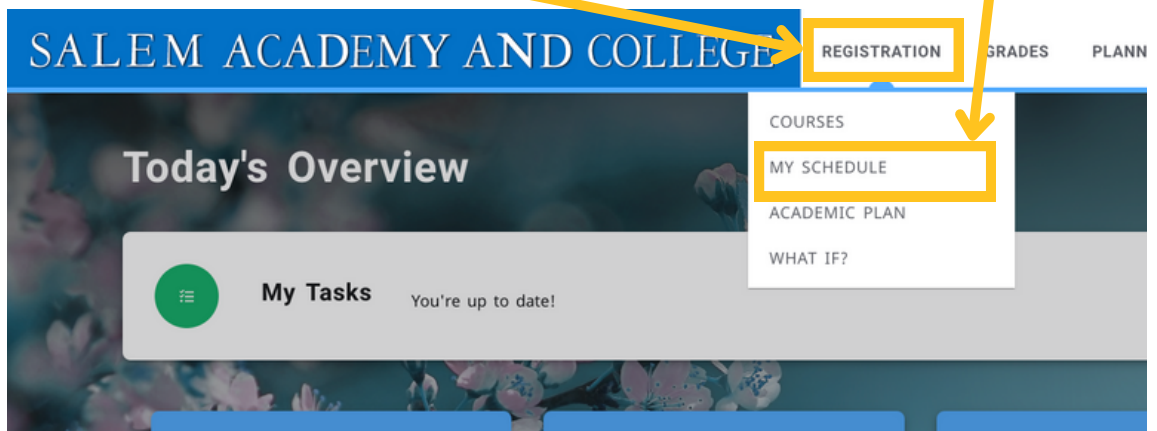


- When logged in, this is what your Self-Service account should look like.

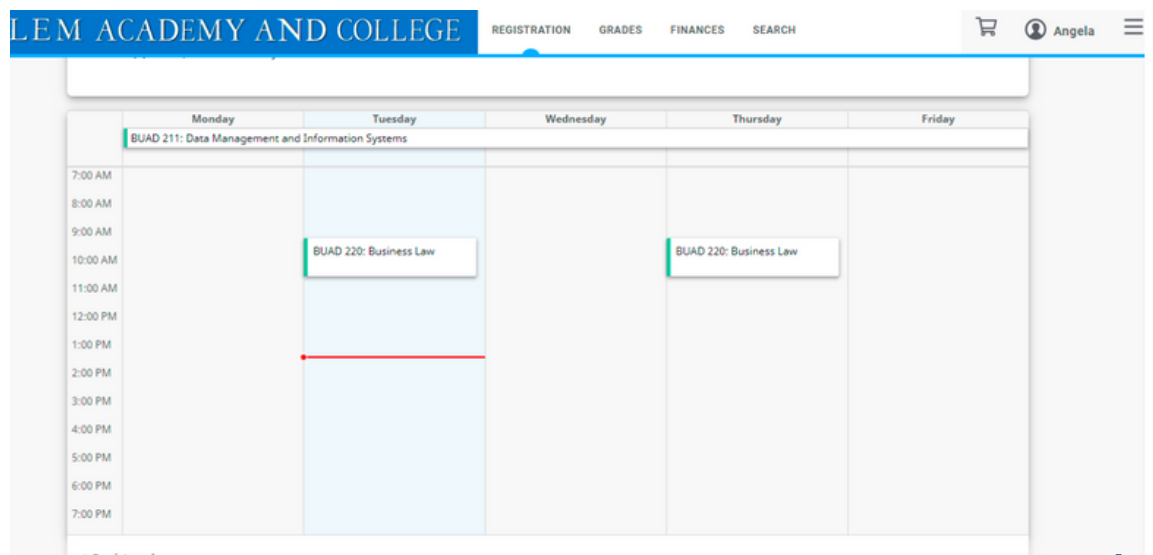


View Your Schedule

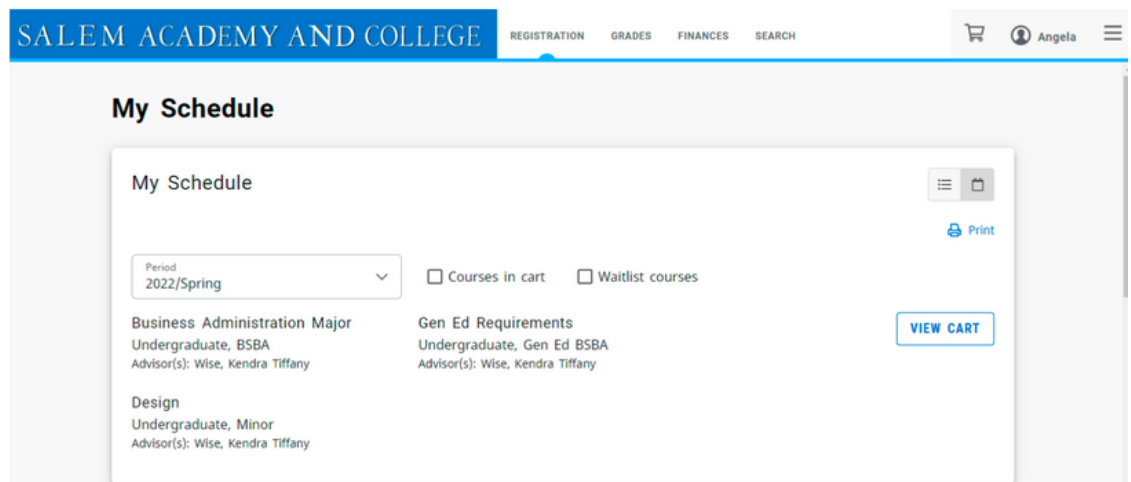
Hover over **REGISTRATION** and then click **MY SCHEDULE**.



- **SCROLL DOWN** to view as calendar.



- **SCROLL DOWN** to view as a list.



SALEM ACADEMY AND COLLEGE REGISTRATION GRADES FINANCES SEARCH

My Schedule

Period: 2022/Spring

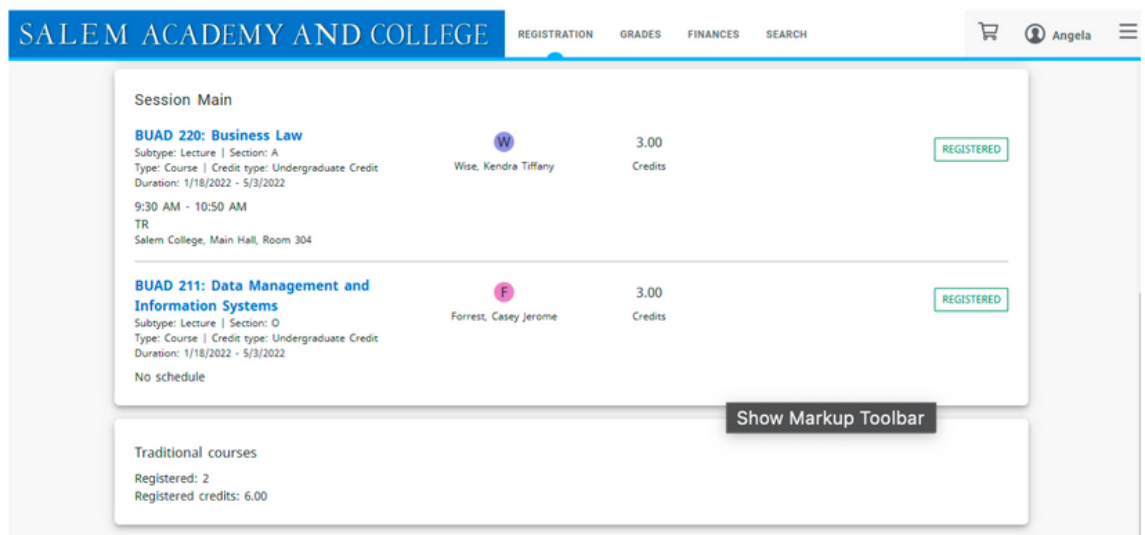
☐ Courses in cart ☐ Waitlist courses

Business Administration Major
Undergraduate, BSBA
Advisor(s): Wise, Kendra Tiffany

Gen Ed Requirements
Undergraduate, Gen Ed BSBA
Advisor(s): Wise, Kendra Tiffany

Design
Undergraduate, Minor
Advisor(s): Wise, Kendra Tiffany

[VIEW CART](#)



SALEM ACADEMY AND COLLEGE REGISTRATION GRADES FINANCES SEARCH

Session Main

BUAD 220: Business Law
Subtype: Lecture | Section: A
Type: Course | Credit type: Undergraduate Credit
Duration: 1/18/2022 - 5/3/2022
9:30 AM - 10:50 AM
TR
Salem College, Main Hall, Room 304

Wise, Kendra Tiffany 3.00 Credits [REGISTERED](#)

BUAD 211: Data Management and Information Systems
Subtype: Lecture | Section: O
Type: Course | Credit type: Undergraduate Credit
Duration: 1/18/2022 - 5/3/2022
No schedule

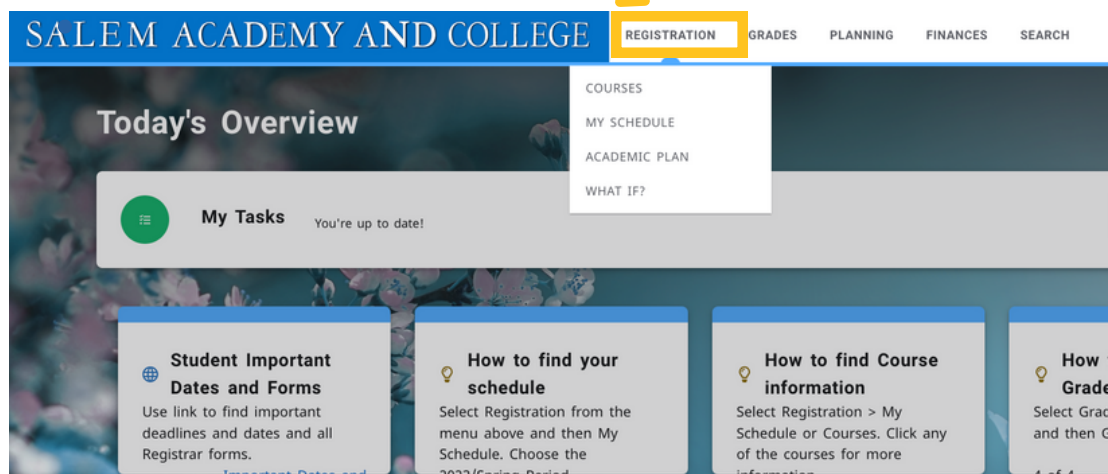
Forrest, Casey Jerome 3.00 Credits [REGISTERED](#)

[Show Markup Toolbar](#)

Traditional courses
Registered: 2
Registered credits: 6.00

Register and Add Courses

- Hover over the **REGISTRATION** tab and you can find course information, your schedule, academic plan, and what if options.



SALEM ACADEMY AND COLLEGE REGISTRATION GRADES PLANNING FINANCES SEARCH

Today's Overview

My Tasks You're up to date!

REGISTRATION COURSES MY SCHEDULE ACADEMIC PLAN WHAT IF?

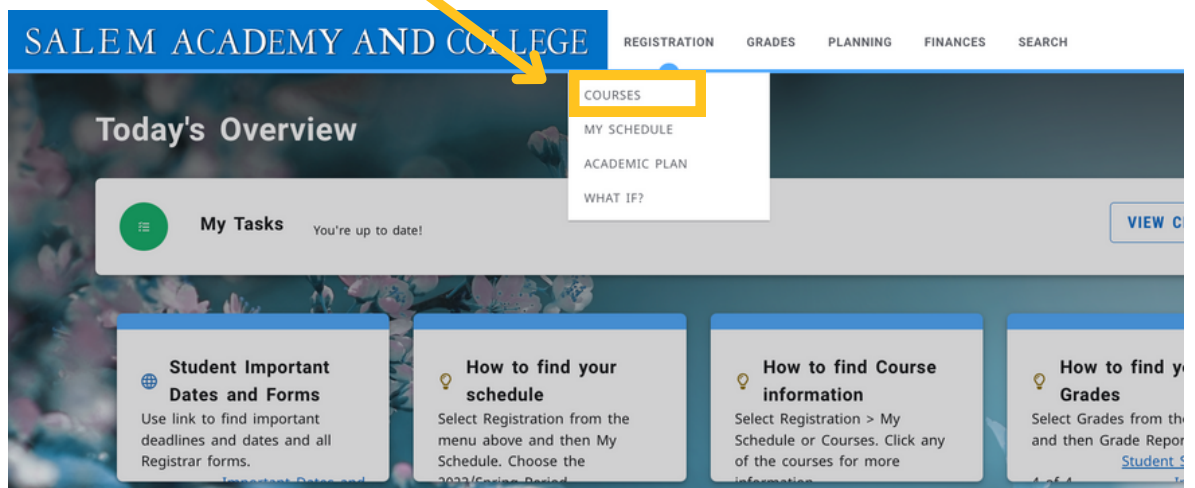
Student Important Dates and Forms
Use link to find important deadlines and dates and all Registrar forms.

How to find your schedule
Select Registration from the menu above and then My Schedule. Choose the 2022/2023 (Spring) semester.

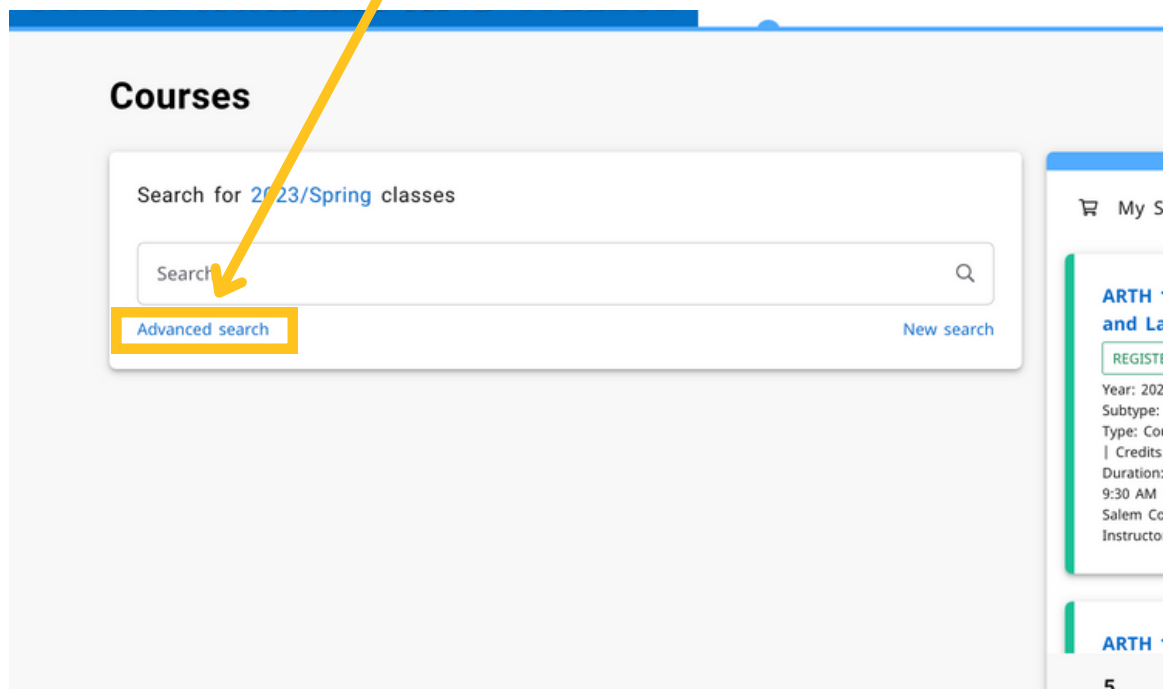
How to find Course information
Select Registration > My Schedule or Courses. Click any of the courses for more information.

How to find Grade information
Select Grade and then G

- Click on **COURSES**.



- Click on **ADVANCED SEARCH**.



- Make sure the **PERIOD** is set to the term you want to register/add.

The screenshot shows the 'Advanced Search' modal on a web application. The modal has a title bar with a close button (X). Below the title is the instruction 'Search and add classes to your schedule.' The search criteria are organized into sections: 'Keyword' and 'Course' input fields; 'Period' and 'Session' dropdown menus; 'Time and Location' section with 'Starts from' and 'Ends by' date pickers, and 'Meeting' and 'Campus' dropdowns; and 'Course Details' section. The 'Period' dropdown is highlighted with a yellow box, and an orange arrow points to it from the text above. The background shows a 'My Schedule' page with course listings like 'ARTH 113: Pre Columbian and Latin American Art' and 'ARTH 121: Survey of'.

- Click the dropdown on **SESSION**.

This screenshot is similar to the previous one, showing the 'Advanced Search' modal. In this instance, the 'Session' dropdown menu is highlighted with a yellow box, and an orange arrow points to it from the text above. The 'Period' dropdown is still set to '2023/Spring'. The background 'My Schedule' page is visible, showing the same course listings as the previous screenshot.

- Choose **MAIN** then click the **SEARCH** option to view all courses available.

Advanced Search

Search and add classes to your schedule.

Keyword Course

Period **2023/Spring**

Time and Location

Starts from

Starts from

Meeting

Session

- Main**
- Summer 10 weeks
- Summer I
- Summer II
-

Campus

Course Details

- Scroll to find the course you wish to add and then Click **ADD**.
To view a course description, click on the course number/course title.

Courses

Search for **2023/Spring** classes

[Advanced search](#) [New search](#)

224 Results

ACCT 130: Principles of Managerial Accounting Year: 2023 Term: Spring Session: Main Subtype: Lecture Section: O Type: Course Credit type: Undergraduate Credit Duration: 1/17/2023 - 5/2/2023 No schedule	<input type="radio"/>	3.00 Credits	16 Seats Left	<input type="button" value="ADD"/>
ARMN 110: Arts in the Community Year: 2023 Term: Spring Session: Main	<input type="radio"/>	3.00	11	<input type="button" value="ADD"/>

- The course will be added to your **CART** just as if you were shopping online.

The screenshot shows the ALEM Academy and College website. The top navigation bar includes links for REGISTRATION, GRADES, PLANNING, FINANCES, and SEARCH. A shopping cart icon is visible in the top right corner. The main content area is titled 'Courses' and features a search bar for '2023/Spring classes'. Below the search bar, there are 224 results. The first result is 'ACCT 130: Principles of Managerial Accounting', which is highlighted with a green dot. The second result is 'ARMN 110: Arts in the Community', highlighted with a yellow dot. A 'My Schedule' overlay is shown on the right side, displaying the course details for 'ACCT 130: Principles of Managerial Accounting' and 'ARTH 113: Pre Columbian and Latin American Art'. The 'ACCT 130' course is marked as 'IN CART'.

Courses

Search for 2023/Spring classes

Search

Advanced search New search

224 Results

ACCT 130: Principles of Managerial Accounting

Year: 2023 | Term: Spring | Session: Main
Subtype: Lecture | Section: O
Type: Course | Credit type: Undergraduate Credit
Credits: 3.00
Duration: 1/17/2023 - 5/2/2023
No schedule

3.00 Credits 16 Seats Left

ARMN 110: Arts in the Community

Year: 2023 | Term: Spring | Session: Main

3.00 Credits 11 Seats Left

My Schedule

ACCT 130: Principles of Managerial Accounting

IN CART

Year: 2023 | Term: Spring | Session: Main
Subtype: Lecture | Section: O
Type: Course | Credit type: Undergraduate Credit
Credits: 3.00
Duration: 1/17/2023 - 5/2/2023
No schedule
Instructor:

ARTH 113: Pre Columbian and Latin American Art

5 Registered 1 Cart

REGISTER

- Click **REGISTER** to add the course to your cart.

This close-up screenshot focuses on the 'My Schedule' overlay. It shows the details for 'ACCT 130: Principles of Managerial Accounting' and 'ARTH 113: Pre Columbian and Latin American Art'. The 'ACCT 130' course is marked as 'IN CART'. The 'ARTH 113' course has 5 registered students and 1 in the cart. A blue 'REGISTER' button is highlighted with a yellow box, indicating the next step to add the course to the cart.

My Schedule

ACCT 130: Principles of Managerial Accounting

IN CART

Year: 2023 | Term: Spring | Session: Main
Subtype: Lecture | Section: O
Type: Course | Credit type: Undergraduate Credit
Credits: 3.00
Duration: 1/17/2023 - 5/2/2023
No schedule
Instructor:

ARTH 113: Pre Columbian and Latin American Art

5 Registered 1 Cart

REGISTER

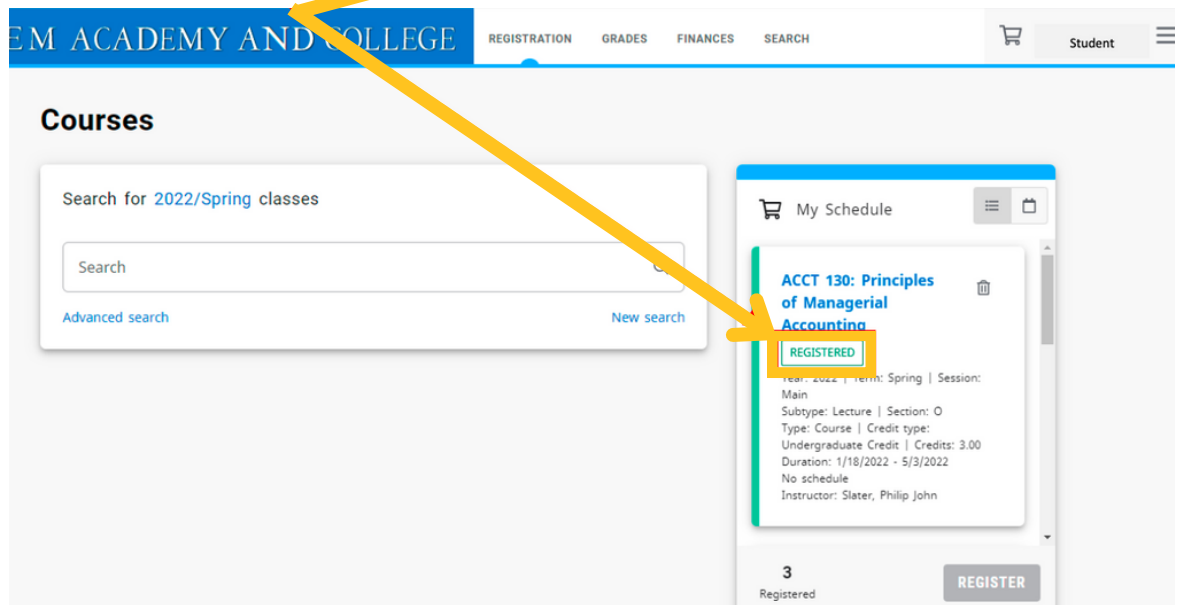
- "My Schedule" will show **PENDING** for your advisor's approval on the course.

The screenshot shows the Salem Academy and College website. The top navigation bar includes 'SALEM ACADEMY AND COLLEGE', 'REGISTRATION', 'GRADES', 'FINANCES', and 'SEARCH'. A 'Student' profile is logged in. The 'Courses' section is active, displaying a search bar for '2022/Spring classes'. On the right, the 'My Schedule' section shows a course card for 'ACCT 130: Principles of Managerial Accounting' with a 'PENDING' status and the text 'Awaiting approval'. A yellow arrow points from the 'PENDING' status to the text in the list item above.

- Once your advisor approves, the **COURSE ADDED** shows on your schedule.

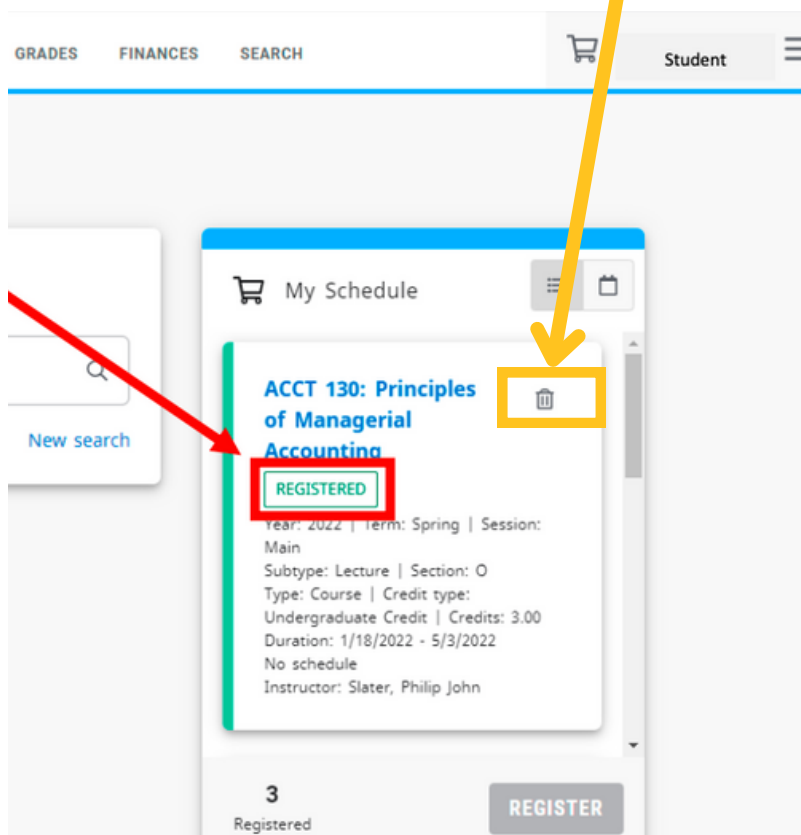
The screenshot shows the 'My Schedule' section of the Salem Academy and College website. The 'Period' is set to '2022/Spring'. The schedule lists 'Business Administration Major Undergraduate, BSBA' and 'Design Undergraduate, Minor', both advised by 'Wise, Kendra Tiffany'. A yellow arrow points from the 'COURSE ADDED' text in the list item above to the course card for 'ACCT 130: Principles of Managerial Accounting' at the bottom of the schedule. The course card shows 'ACCT 130: Principles of Managerial Accounting' and 'Undergraduate, BSBA'.

- Course will indicate **REGISTERED**.

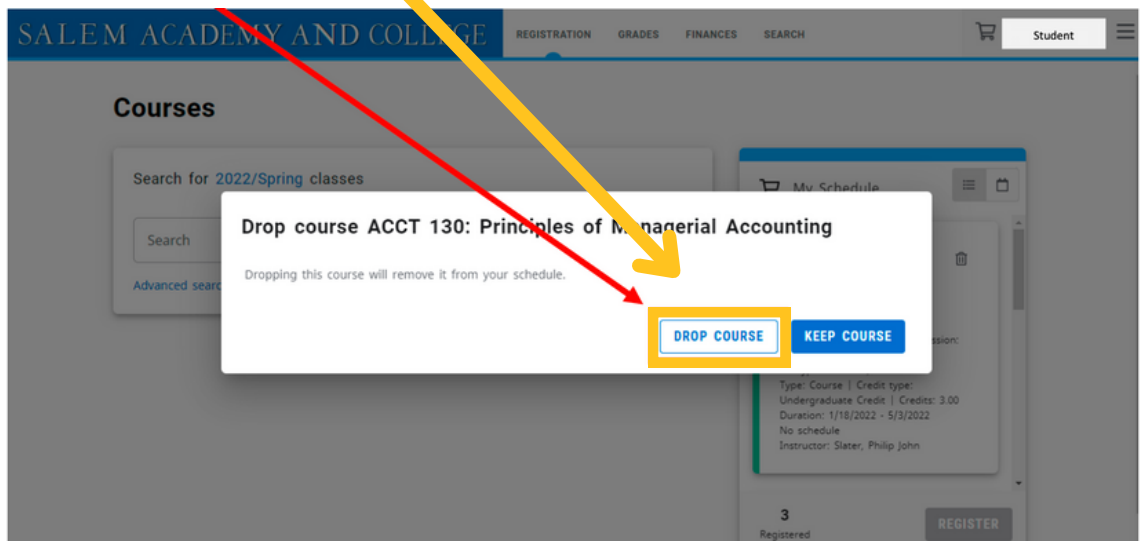


Drop Courses

To **DROP** a course, click on the **TRASH CAN**.



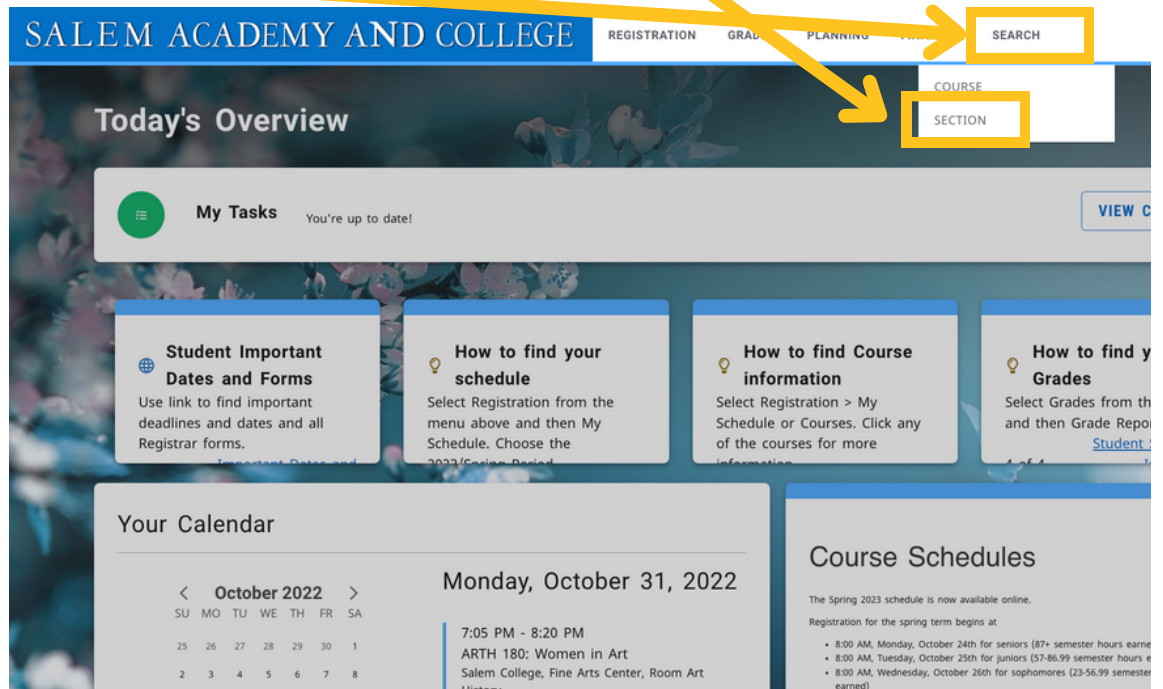
- Click on **DROP COURSE** to verify the course you wish to drop.



- Confirmation of Course successfully dropped and removed from schedule.

Finding GEN ED Requirements

- Hover over **SEARCH** and click on **SECTION**.



Under Section, type in the code for the Gen Ed requirement using the code for requirement needed.

For a listing of course requirements, refer to the [Salem College Undergraduate catalog](#) and search for courses which satisfy Salem Impact Requirements.

EXAMPLE: Gender Inquiry is a Salem Impact category in which you are required to take one course. Its 'code' is gi.

Type in (gi) under **SECTION (1)** (the code must be in parenthesis to complete the search). Then select the **PERIOD (2)** from the dropdown and click **SEARCH (3)**.

The screenshot shows the 'Section' search interface. A large yellow number '1' is next to the 'Section' input field, which contains '(gi)'. A large yellow number '2' is next to the 'Period' dropdown menu in the 'Filters' section, which is set to '2023/Spring'. A large yellow number '3' is next to the 'SEARCH' button at the bottom of the 'Filters' section. The search results show two courses: 'COMM 223: Gender Race and Class in Media' and 'ENGL 105: Narratives of Health and Healing'.

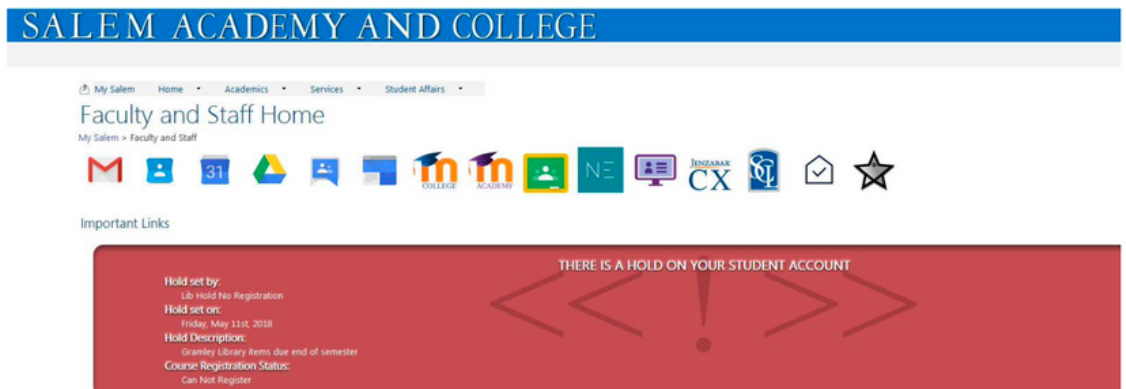
Section	Course	Year	Term	Session	Day	Time	Location	Credits	Seats Left
1	COMM 223: Gender Race and Class in Media	2023	Spring	Main	Duval, Spring-Serenity	11:00 AM - 12:20 PM	Salem College, Main Hall, Room 303	3.00	13
2	ENGL 105: Narratives of Health and Healing	2023	Spring	Main	Oczkowicz, Edyta			3.00	9

- 

1-5 of 7

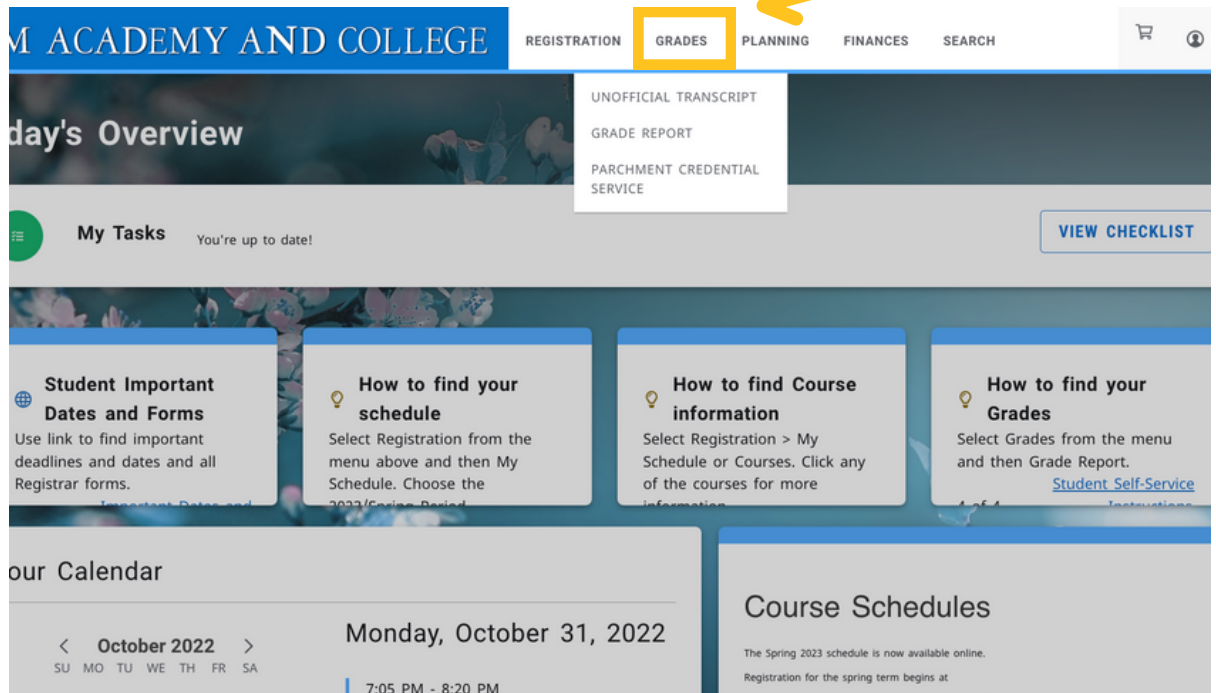
A HOLD on Your Account

If you log into your My Salem account and there is a “**HOLD**” on your account, you cannot register for classes. Once you clear the reason for the **HOLD** on your account, you may proceed with registration.



Navigating Self-Service

- Hover over **GRADES** to view your **UNOFFICIAL TRANSCRIPT**, **GRADE REPORT**, or use the **PARCHMENT CREDENTIAL SERVICE**.



- To View your finances hover over **FINANCES** then click on **NELNET**.

