How to: Salem College's Self Service Website
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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 @salem.edu**) and password and click Sign in.

Viewing Student ID, and MySalem Bar Descriptions

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

**Register and Add Courses**

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

• Click on **ADVANCED SEARCH**.
• Make sure the **PERIOD** is set to the term you want to register/add.

• Click the dropdown on **SESSION**.
• Choose MAIN then click the SEARCH option to view all courses available.

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

- Click **REGISTER** to add the course to your cart.
• "My Schedule" will show **PENDING** for your advisor's approval on the course.

• Once your advisor approves, the **COURSE ADDED** shows on your schedule.
Course will indicate **REGISTERED**.

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**.

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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)**.
• Scroll through the search results and find the course you wish to take.

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.