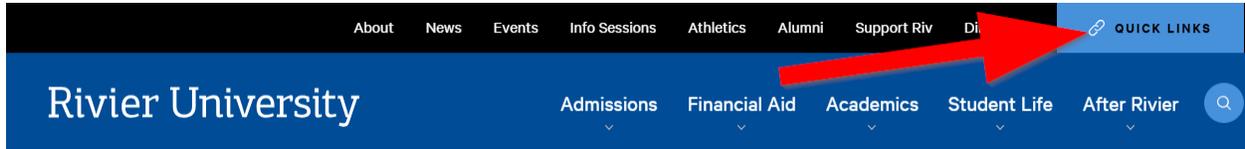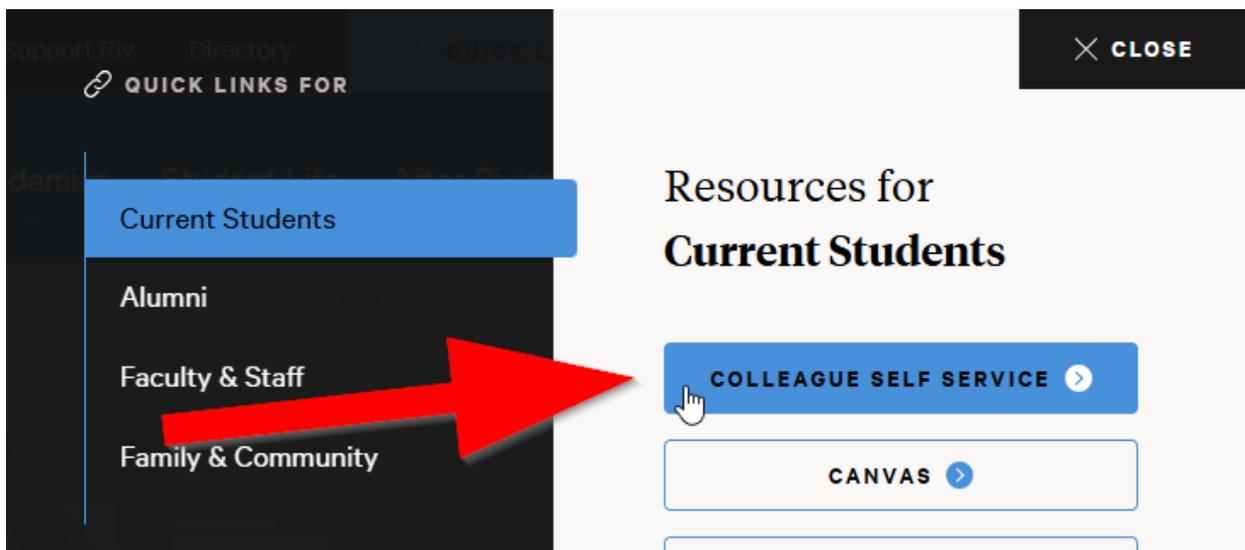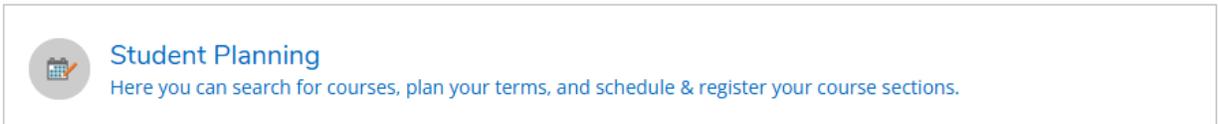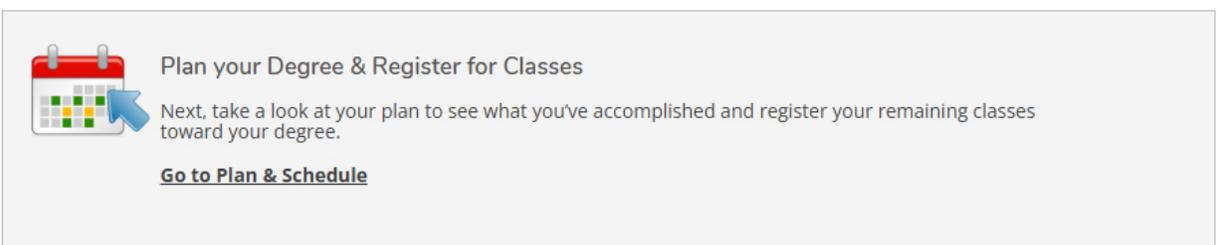# Register for Classes in Colleague Self-Service

1. Access Colleague Self-Service using the "Quick Links" section on the University website.

2. Sign in using your Rivier single sign-on credentials.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

3. From the main menu of Colleague Self-Service, select "Student Planning" to search for courses, plan terms, and register.

Plan your Degree & Register for Classes
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

Go to Plan & Schedule

4. Open Plan & Schedule: Click "Go to Plan & Schedule" under the "Plan Your Degree & Register for Classes" section.
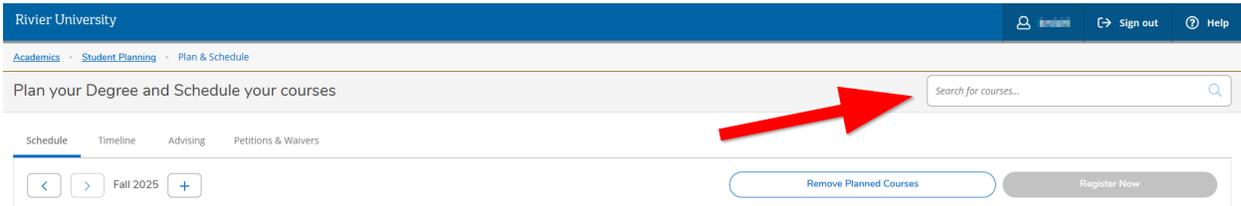
5. Search for Courses: Use the top-right search bar to enter course codes. Once located, click "Add Course to Plan."
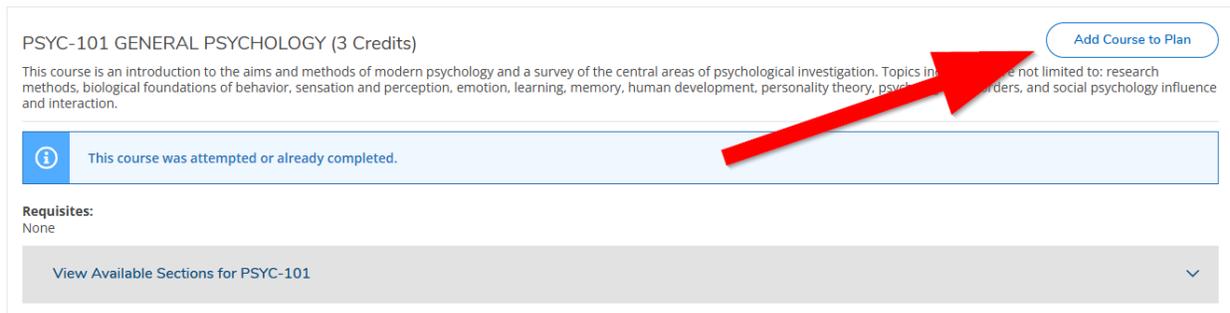
6. Select Term: Review course details, including credits and prerequisites. Choose the intended term from the "Term" dropdown.

7. Review Your Plan: After adding courses, go to "Plan and Schedule." Select your registration semester to view planned courses. Click "View Other Sections" to explore additional meeting times.

8. Add Sections: After selecting your preferred section, confirm by clicking "Add Section."

9. Repeat for All Courses: Follow the same steps for each class you plan to take. Once complete, your semester plan will be ready.

10. Register: On your registration day, log in to Colleague Self-Service. Go to "Student Planning" > "Plan & Schedule." Navigate to the correct semester. When registration opens, click the blue "Register Now" button above your calendar.

11. Course Availability: Planned courses are not guaranteed. If a section is full, a pop-up will prompt you to choose an available alternative.

12. Waitlisted Courses: A yellow "Waitlisted" label will appear for any waitlisted courses, along with your waitlist position (e.g., Rank: 1). Waitlist status does not guarantee enrollment and registration for an alternate course as a backup is recommended.

Register Now

Planned: 0 Credits   **Enrolled:** 17 Credits   **Waitlisted:** 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		BIOL-105-A		BIOL-105-A			
10am							
11am			PUBH-101-C	PSYC-101-B	PUBH-101-C	PSYC-101-B	
12pm							
1pm		SSCC-108-N	GLSC-101-A		GLSC-101-A		
2pm							
3pm		BIOL-105L-A					
4pm			MATH-123-A		MATH-123-A		
5pm							
6pm							
7pm							
8pm							

13. Course colors indicate registration status: green signifies that you are registered (but the course has not started), tan represents planned courses, and red indicates a scheduling conflict or that the course is not currently offered.