# REVISION CONTROL

**Document Title:** Learner Services  
**Author:**  
**File Reference:** Learner Services.doc

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## Review/Approval History

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Table of Contents

Section 1  
1.1  View Course Catalog ................................................................................................................ 2  
   1.1.1  Considerations .......................................................................................................... 3  
1.2  View Schedule of Classes ........................................................................................................ 4  
   1.2.1  Considerations .......................................................................................................... 6  

Section 2  
2.1  View Enrollment Appointment .................................................................................................. 7  
   2.1.1  Considerations .......................................................................................................... 7  
   2.1.2  Recommendation ....................................................................................................... 7  
2.2  Enroll in a Class ....................................................................................................................... 8  
   2.2.1  Considerations .......................................................................................................... 8  
2.3  View My Class Schedule .......................................................................................................... 9  
   2.3.1  Considerations .......................................................................................................... 9  
2.4  View My Weekly Schedule ..................................................................................................... 10
Section 1  Catalog

Use the Course Catalog Search - Search Criteria page to search for courses in the catalog. Enter search criteria and retrieve your results.

1.1  View Course Catalog

Navigation:  SA Self Service, Learner Services, Catalog, View Course Catalog
1.1.1 Considerations

**Institution**
Select Channel Islands

**Subject**
Select a Subject from the drop down.

**Catalog Number**
Enter a Catalog Number (not required) and select Exact Match or Wildcard.
1.2 View Schedule of Classes

Use the View Schedule of Classes Search - Search Criteria page to search for courses in the schedule of classes. Enter search criteria and retrieve your results.
Select either Basic Search or Advanced Search.

**Basic Search**

**Advanced Search**
1.2.1 Considerations

**Institution**
Select Channel Islands

**Term**
Select a Term from the drop down.
Section 2  Academics

Use the View Enrollment Appointment page to view enrollment appointments for the term and/or session.

2.1  View Enrollment Appointment

Navigation:  SA Self Service, Learner Services, Academics, View Enrollment Appointment

2.1.1  Considerations

Enrollment appointments are based on the values defined in the Session Time Periods setup page.  (Design Student Administration, Design Academic Structure, Setup, Term/Session Table, Session Time Periods)

2.1.2  Recommendation
2.2 Enroll in a Class

Students can use the Enroll in a Class self-service pages to add classes, drop classes, or swap classes for a term. While students perform their enrollment transaction, they can search the schedule of classes for the class they want, seeing beforehand whether the class is open for enrollment or full. After students submit their enrollment request, the system lets them know whether they have successfully completed the transaction. If so, students can view their revised class schedule. If not, students can view the reason for the enrollment error. For example, perhaps the student is trying to add a class and has not yet taken the course prerequisites.

Navigation: SA Self Service, Learner Services, Academics, Enroll in a Class

2.2.1 Considerations

The system displays the terms in which students are active, provided that you have selected to show the term in self-service. Select to show a term in self-service on the Term Table page of the Term/Session Table component. Students select the term within the academic career and institution for which they want to submit an enrollment request. The system displays the Enrollment — View My Class Schedule page, which shows the class schedule for the selection and provides links to enrollment processing functionality.

Select the Add Classes hyperlink to add another class.
2.3 View My Class Schedule

Students can use this page (shown as View My Class Schedule) to view their class schedule for a term. If the student accesses the page through the Enroll in a Class menu item, the student can select to add, drop, swap, or change class enrollments. Advisors can use this page (shown as Student Study List) to view an advisee's class schedule for a term.

Navigation: SA Self Service, Learner Services, Academics, View My Class Schedule

2.3.1 Considerations
2.4 View My Weekly Schedule

Students can use this page to view their weekly class schedule for a term.

**Navigation:** SA Self Service, Learner Services, Academics, View My Weekly Schedule

![Weekly Schedule Image]

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<thead>
<tr>
<th>Time</th>
<th>Monday</th>
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<th>Thursday</th>
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<th>Saturday</th>
<th>Sunday</th>
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<tr>
<td>8:30AM</td>
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<td>TBA -- TBA</td>
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