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About Self-Service

This quick guide focuses on how students can use Self-Service to access and update their information. Using a web browser, students can find and register for courses, view their schedule, make payments and more. All students will first view the Self-Service homepage, which can be used to access general information.

If you have questions about registration, course schedule or general Self-Service questions, contact Enrollment Services or visit http://www.trinitydc.edu/offices/enrollment/.

Logging In

In order to access most Self-Service features, you must log in. Self-Service uses your Trinity network credentials. For more details about your username and password, visit the IT website at http://www.trinitydc.edu/it.

1. Direct your web browser to the URL http://selfservice.trinitydc.edu/
2. Input your user name.
3. Input your Password.
4. Click Log In when ready.

After successfully logging into Self-Service, you will see the following items:

Navigating the Main Menu

Home Tab

The Home page gives you a first look at the layout for each Self-Service page. You may can find courses, register for courses, view their schedule or make a payment.

- **Cart**: This page displays a list of the courses you have placed in your shopping cart for each Academic Period and Session. From here you can add sections to your shopping cart, view more information about a course, change credit types for added sections, delete sections for a specified session, empty your shopping card, register for a section, remove a section from the shopping cart, and view your class schedule for a specific year and term.
- **Application**: The Application Status page displays information about your applications for admission to Trinity.
- **Application Status**: The Checklist displays the list of action items that you need to complete for school.
Register Tab
Under the Register tab, you may register for either Degree Courses or Continuing Education courses. Click on either link to view a course schedule.

Classes Tab
At the Classes tab, you can view course schedules and pending course registrations. Faculty members can view their class lists, set up their course sections, enter student grades, and specify which course information their assistants can access.

Finances Tab
Here you can view your account balance, financial aid details, billing statements or make a payment on-line.

Grades Tab
You can view your unofficial transcript, which includes details about your academic history at Trinity, sorted by academic year and term. You can also view your grades and request that copies of your transcript be sent to specified people.

Search Tab
You can search for courses in the course catalog or search for available course sections for a specified year, term, and session.

My Profile Tab
You can view and update your user account information and personal data.

Registering For Degree Courses
1. Select the Register tab.
2. Select the Degree Courses item.
3. Read and accept the disclaimer to proceed with the registration.
4. Select the period for which you want to register.
5. If the status for the period is OK to register, select the Period and continue with the registration process.
6. If the status for the period is NOT OK to register, you are not authorized to register for this Period at this time. You can contact your advisor for more information.
7. Find the courses you want to take via Section Search and add them to your cart.
8. Review the Course Added confirmation message that appears above the list of Course Section Results.
9. After you add a course to your cart, you can choose to View Cart or Proceed to Registration. If you select to Proceed to Registration, skip steps 7-10.
10. As necessary, update the list of courses in your cart by adding a section or removing a course or deleting a session or emptying the cart.
11. Select View Schedule to see how your schedule looks with the course sections that are in your cart.
12. When you are ready to register for the courses in your cart for an open registration period, select Register on the cart page.
13. Review your Schedule to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course.
14. If the course list is correct, select Next.
15. On the Finalize Registration page, review the list of courses and the current Status for each course.
   • Registered: You are registered for the course.
- **Awaiting Advisor Approval**: You have added the course to your schedule, but your registration in the course is still awaiting approval from your advisor.
- **Drop Request Denied**: Your request to drop the registered course has been denied by your advisor.
- **Add Request Denied**: Your request to add the course has been denied by your advisor.

**Viewing Account Balance and Making a Payment**
1. Select the Finances tab.
2. Select the Balance menu item.
3. Choose the time period by selecting a period to display your account balance for a specified period.
4. Choose how much information you want to View.
   - **Detail by Charges & Credits**: A list of the charges and credits recorded for the specified period.
   - **Detail by Summary Type**: A list of all the transactions and the total amount recorded for each summary type.
   - **Balance Summary**: The total amounts for each summary type (for example, tuition, student fees).
5. Select Change.
6. View your balance.
7. If Make a Payment is displayed on the Balance page, you can make a credit card payment toward your account balance.
   1. Specify the Payment Amount you want to charge to your credit card.
   2. Select Make a Payment.
   3. Enter your credit card information and submit your payment.
   4. When the *Payment Successfully Processed* page appears, select Close to return to the *Balance* page.

**Viewing Grades**
You can display your grades for a specified year and term.

1. Select the Grades tab.
2. Select the Grade Report menu item.
3. Select the Period for which you want to view your grades.
4. View your grades for the specified period.
5. View your credits, GPA, and awards:
6. If you want to print out your grade report, follow these steps:
   1. Select Print Report.
   2. Select Print.
   3. Specify your printer options.

**Viewing Courses**
1. Select the Classes tab.
2. Select the Schedule menu item.
3. Choose to view your schedule in a text list, or within a calendar grid.
4. Choose the time period for the schedule you want to view.
5. Specify which courses you want to include in your schedule.
   - Courses in your shopping cart
   - Waitlisted Courses
   - Continuing Education courses with a start date or end date in the future
6. If you are viewing your schedule as a grid, you can specify the timeframe to be included.
7. Select Automatic Time Scale to only include the times for your classes, or
8. Specify start and end times for your schedule grid.
9. Select Submit.
10. View the following information about the various types of courses on your schedule:
   - **Registered Courses**: Course title, instructor’s name, number of credits, duration, schedule, and location. A summary of the total number of registered courses and credits will also be displayed, along with your program, advisor, class level, and full- or part-time status.
   - **Waitlisted, Pending, or Holding Courses (optional)**: Course title, instructor’s name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
   - **Courses in Shopping Cart (optional)**: Course title, instructor’s name, number of credits, duration, schedule, location, and Instructor Permission Status (if the course has a pre-requisite of instructor permission).
   - **Continuing Education Courses (optional)**: Course information for a week. If the Continuing Education course varies by week, it will not be displayed on the grid.

Note: To find out more information about a course, select the course title.