

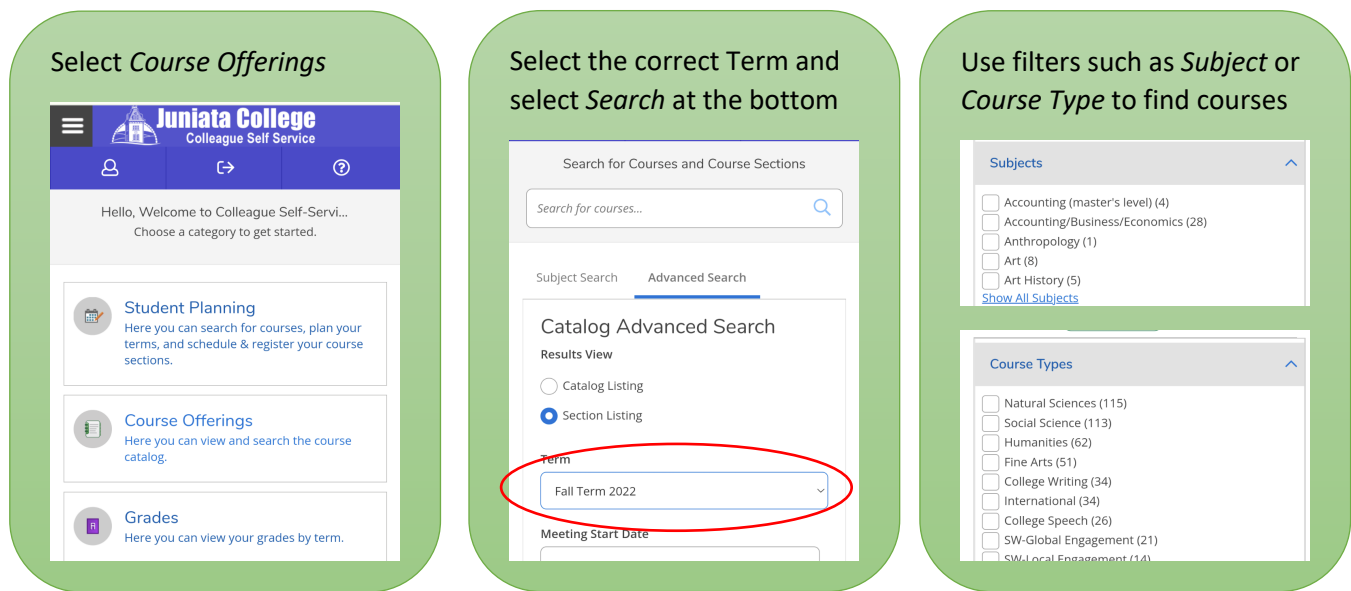
TIPS FOR USING SELF SERVICE

Do you know who your advisor is?

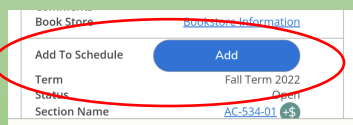
Here's how to find out in Self-Service – you can login to Self-Service from the Arch



How can you add a course to your plan for registration?



Select the **Add** button for the desired course and Confirm with **Add Section**



A few hints for registration:

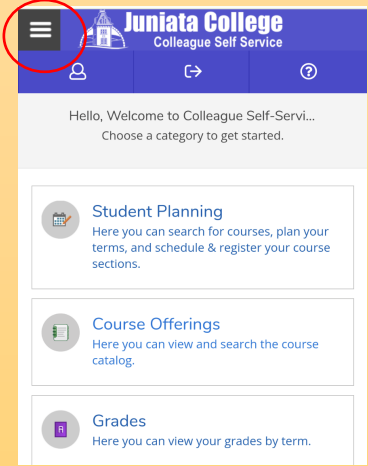
- Complete your financial responsibility agreement early!
- Have all your courses in your plan prior to registration. Have a plan if some courses are full.
- If registration is open and you have no restrictions, the Register button will be blue. Click to register!

TIPS FOR USING SELF SERVICE

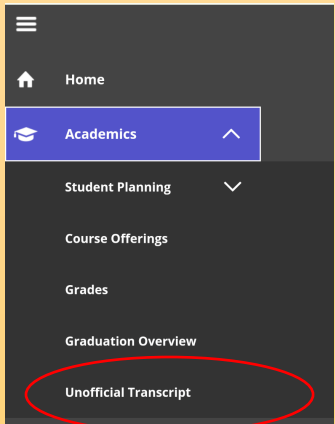
How can you get a copy of your Unofficial Transcript?

For many purposes, you don't need to pay for an official transcript. Unofficial transcripts can be given to someone writing you a recommendation letter or within Juniata.

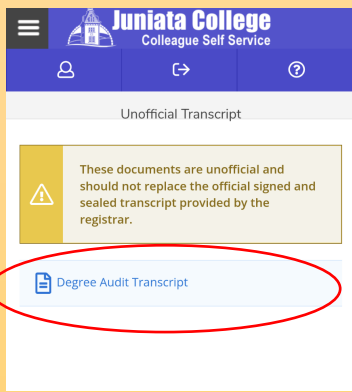
Select the menu (upper left)



Select *Academics* and *Unofficial Transcript*



Open your *Degree audit transcript* and download as needed

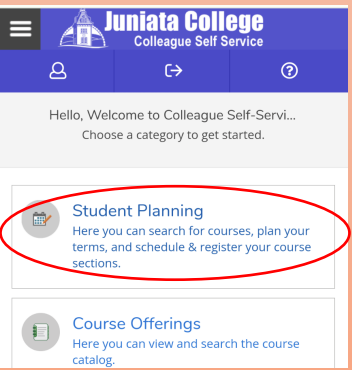


If you do need an official transcript, visit <https://www.juniata.edu/registrar/transcript-information.php>

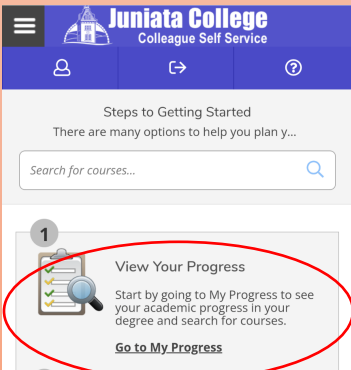
How can you know which requirements you still need to meet?

Your Progress shows you which Gen Ed and POE requirements you have met and those which you still need to fulfill.

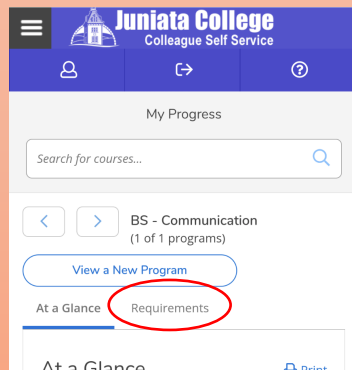
Select *Student Planning*



Select *Go to My Progress*



Select the *Requirements* tab



Color coding in Progress:

Red: Not started

Light Brown: Planned or Registered

Green: completed or in progress

Status	Course
Not Started	

Status	Course
Planned	PL-2

Status	Course
Completed	MA-1

Blue: Waivers

Status	Course
In-Progress	EN-25

If you have completed a category, it will close and be colored green!