Guide to Student Self-Service & Student Planning

TEXAS WOMAN'S UNIVERSITY™

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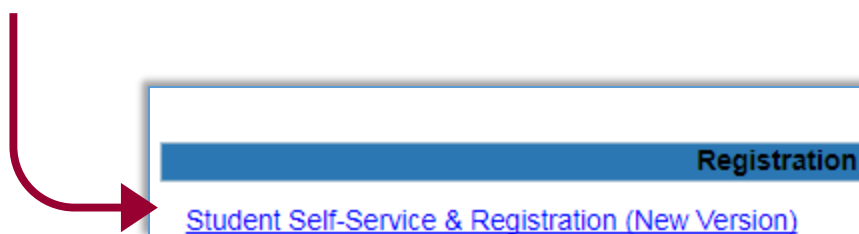Click item below to go directly to that section.

Guide to Student Self-Service & Student Planning

TEXAS WOMAN'S UNIVERSITY

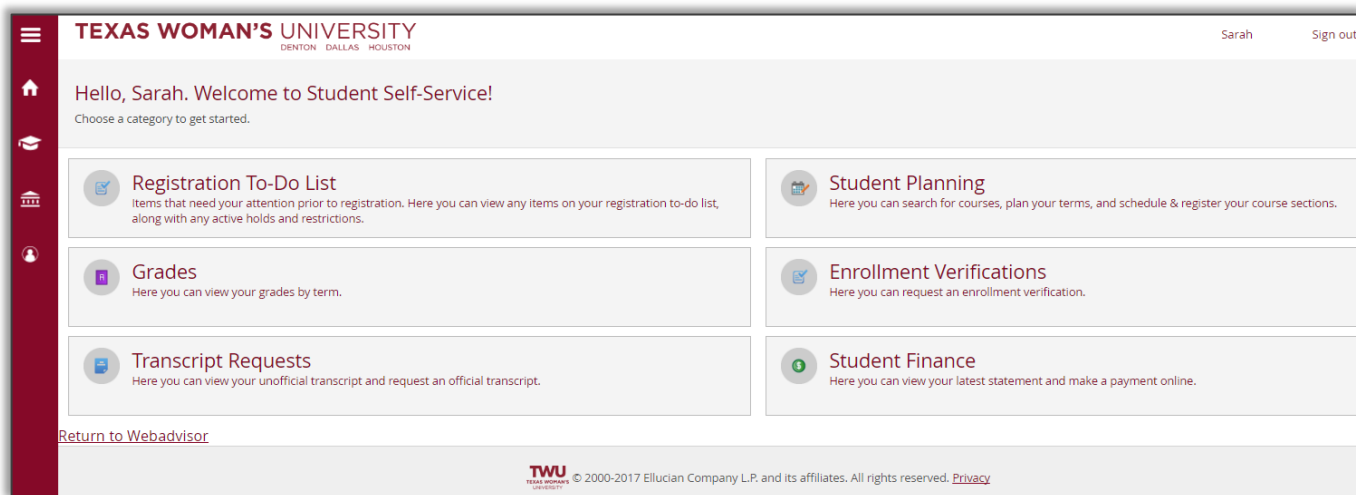## Accessing Student Self-Service

Using Chrome to access WebAdvisor, select Student Self-Service & Registration under the Registration section:

Registration

Student Self-Service & Registration (New Version)

This will take you to the new Student Self-Service homepage. From here, you can…
- view registration requirements & holds/restrictions
- access Student Planning
- view grades & unofficial transcript,
- request enrollment verifications & official transcripts
- view your financial statements & make online payments

TEXAS WOMAN'S UNIVERSITY
DENTON DALLAS HOUSTON

Sarah   Sign out

Hello, Sarah. Welcome to Student Self-Service!
Choose a category to get started.

Registration To-Do List
Items that need your attention prior to registration. Here you can view any items on your registration to-do list, along with any active holds and restrictions.

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

Grades
Here you can view your grades by term.

Enrollment Verifications
Here you can request an enrollment verification.

Transcript Requests
Here you can view your unofficial transcript and request an official transcript.

Student Finance
Here you can view your latest statement and make a payment online.

Return to Webadvisor

Registration To-Do List

- Prior to each new registration period for a term, students must complete a series of state or institutional mandated acknowledgements.

- You will first see a notice to do these items on the Student Self-Service homepage:
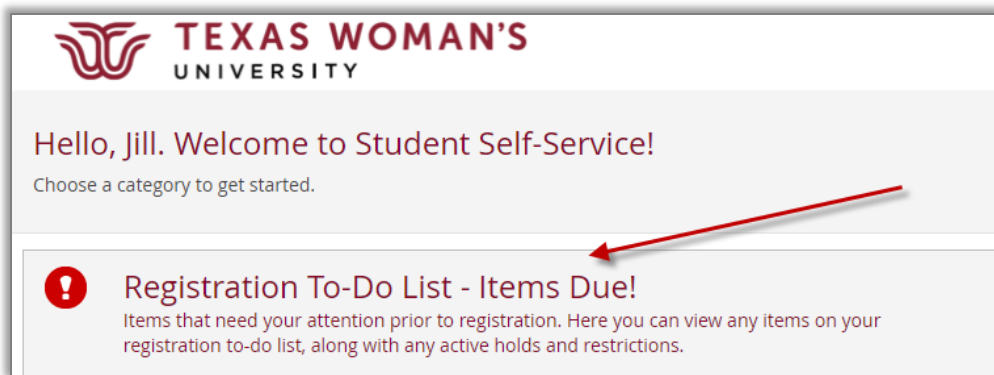
- In addition, a notice to complete these requirements will also appear when you access the Plan & Schedule section for a new registration period.
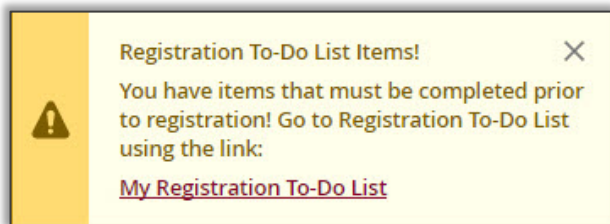
- Simply follow the link on the Registration To-Do List to complete these acknowledgements.
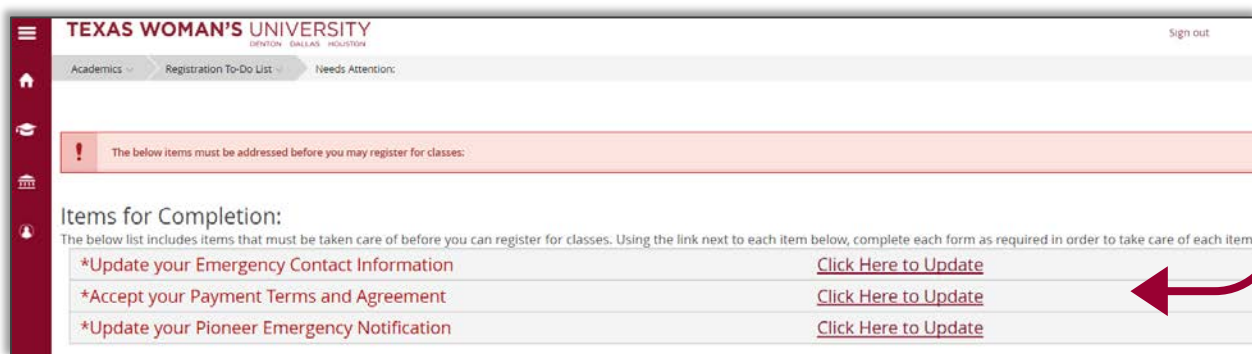
Holds & Restrictions

If you have a hold preventing you from registering, a notification will appear when you first access the Self-Service homepage.

The list of holds and restrictions is viewable in the Registration To-Do List.

> **Active Holds and Restrictions!** ✕
>
> You have active restrictions preventing registration! Go to Registration To-Do List using the link:
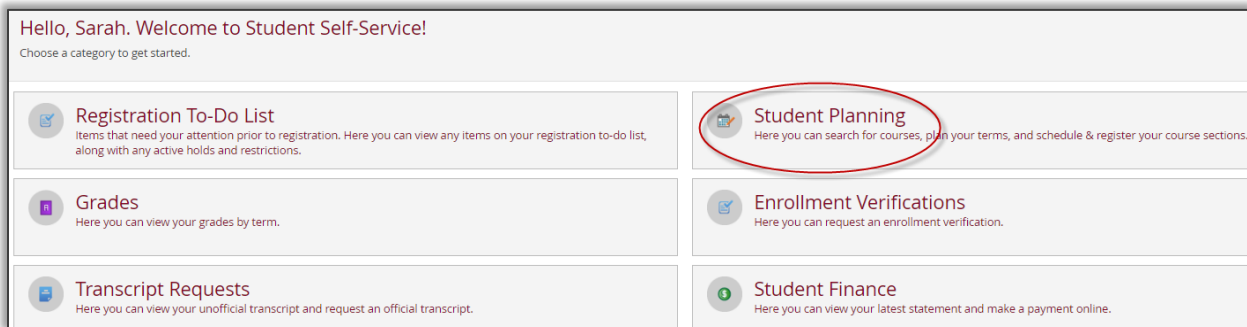>
> **My Registration To-Do List**

Holds and Restrictions

The below items include active holds and restrictions which will prevent you from registering for classes. Click on the link below to view your active view these items.

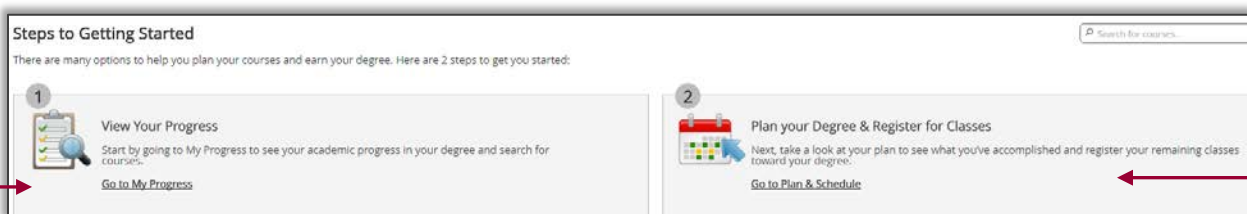| Restriction	Description	Severity	Start Date	Information
AFRAD	Academic Advising hold	900	02/11/2016	You must see an academic advisor before you will be able to register. Please contact your academic advisor by visiting www.twu.edu/aac/.
SO	STUDENT ORIENTATION	70	07/16/2015	Please contact the Student Life Office regarding this hold, 940-898-3626.
SR3	Application Fee Needed	80	07/12/2015	Application Fee Needed. Please contact the Office of Admissions Processing at 940-898-3076 or oap@twu.edu .
SR7	Transcript(s) Needed	80	07/12/2015	Transcript(s) Needed. Please contact the Office of Admissions Processing at 940-898-3076 or oap@twu.edu .

Student Planning & Registration Overview

Select the Student Planning tab from the Self-Service homepage to view your degree progress, plan and map your schedule, select courses and sections, and register for courses.

Hello, Sarah. Welcome to Student Self-Service!
Choose a category to get started.

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

Grades
Here you can view your grades by term.

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Here you can request an enrollment verification.

Transcript Requests
Here you can view your unofficial transcript and request an official transcript.

Student Finance
Here you can view your latest statement and make a payment online.

From the Student Planning homepage, there are multiple options to get started.

- To look at your degree progress by viewing your degree plan evaluation, go to the View Your Progress section.
- To search for courses, plan your semesters and register for courses, go to the Plan your Degree & Register for Classes section.

Steps to Getting Started
There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1

View Your Progress
Start by going to My Progress to see your academic progress in your degree and search for courses.

Go to My Progress

2

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

Search for courses...

View Your Progress

My Progress will display the degree plan evaluation for your current, official major on file. If you have multiple majors, it will display the requirements for one major at a time. You can use the arrows to toggle between your active majors.

The Progress bar provides a quick glance at the completed (dark green), registered (light green), and planned (yellow) hours that are applicable to your specific degree plan.

The Requirements section shows the specific degree plan requirements by the various sections of Core, Global Perspectives, Major, Department (if required), Minor (if exists), and minimum advanced level hours.

Completed requirements display in green and show a check mark with the fulfilled number of completed hours.

Requirements that have not been completed but that are planned out will be coded in red, have a yellow checkmark, and will state "Fully Planned," which means that you have registered for the remaining courses or placed all of the remaining courses for that section in your planned term calendars in the Plan & Schedule section of Student Planning.

Biology Major

Must have 2.000 minimum GPA for this requirement. Current GPA: 4.000

Complete all of the following items. **1 of 2 Completed.** ✅ **Fully Planned** Show Details

Department Requirements

Must have 2.000 minimum GPA for this requirement. Current GPA: 4.000

Complete all of the following items. **2 of 3 Completed.** ✅ **Fully Planned** Show Details

Click on the Show Details link to expand the section and view the specific courses needed to fulfill that requirement.

C.
Requirement 3

Complete (1) set with a "C" or better: MATH 1303 and MATH 1313 or MATH 2014.
Complete 1 of the following 2 items. **0 of 1 Completed.** ✅ **Fully Planned** Show Details

C.
Requirement 3

Complete (1) set with a "C" or better: MATH 1303 and MATH 1313 or MATH 2014.
Complete 1 of the following 2 items. **0 of 1 Completed.** ✅ **Fully Planned** Hide Details

1.
MATH 1303 & MATH 1313 ✅ **Fully Planned 0 of 2 Courses Completed.** Hide Details

Status	Course	
🌓 In-Progress	MATH*1303	ELEMENTARY ANALYSIS I
✅ Registered	MATH*1313	ELEMENTARY ANALYSIS II

2.
MATH 2014 **0 of 1 Courses Completed.** Hide Details

Status	Course	
❗ Not Started	MATH-2014	CALCULUS I

You can click on any hyperlinked course listed in your degree plan to go to the Catalog in Plan & Register for the course description and offerings.

You can also use the Search button to the right of the course to access the course description and offerings in Plan & Register.

Understanding the Core Requirements Section (*Undergraduate Only*)

In Texas, an undergraduate student can complete the Core Requirements in multiple ways:
- Complete the institutional core courses or transfer in direct equivalents from another school
- Transfer in a course with the Core section code (10, 20, 30, etc.) from another Texas school
- Transfer in with a status of 'Core Complete' from another Texas school

The degree plan/audit in My Progress has been designed to accommodate the completion of a Core requirement by any of the above three methods. To do this, each Core section will display three different requirements, each one representing a rule for one of the three methods. Only one requirement is needed to complete that Core section.

F.
(60) American Hist

Complete HIST 1013 and HIST 1023.
Complete 1 of the following 3 items. 0 of 1 Completed. Hide Details

1.
Requirement: **3 of 6 Credits Completed.** Hide Details

Status	Course	
✓ Completed	HIST*1013	US HIST 1492-1865

2.
Requirement: **0 of 1 Courses Completed.** Hide Details

Status	Course
❗ Not Started	

3.
Requirement: **3 of 6 Credits Completed.** Hide Details

Status	Course	
✓ Completed	HIST*1013	US HIST 1492-1865

Do not concern yourself with each sub-requirement! Rather, only focus on the course requirements listed in the description at the top of each section.

F.
(60) American Hist

Complete HIST 1013 and HIST 1023.

Complete 1 of the following 3 items. **0 of 1 Completed.** Hide Details

To search for courses in the catalog that complete a Core requirement, use the Search button available on the right side of the row for sub-requirement 3.

🔍 Search

3.
Requirement: **0 of 3 Credits Completed.** Hide Details

Status	Course		
❗ Not Started			🔍 Search

Plan your Degree & Register for Classes

You can add courses in multiple ways. If you click on a course from My Progress, it will take you to the Student Planning Course Catalog. Here you can view the course descriptions, choose to view available section offerings, and add courses and sections to your plan for the upcoming terms.

You can also go directly to your plan and schedule by selecting Plan your Degree & Register for Classes from the Student Planning homepage.

Plan & Schedule will default to the current term. Registered courses will appear in green with a checkbox.

Planning Courses by Term

To plan a future term, use the arrows in the upper right next to the term name to select a different term.

- The system only shows Fall and Spring terms by default.
- Use the [+] button to add summer terms.
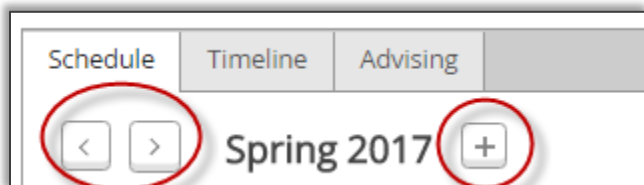
You can search for courses from Plan & Schedule without going back to your degree plan in My Progress if you prefer. Simply use the Search for courses box in the upper right corner of any page in Student Planning.
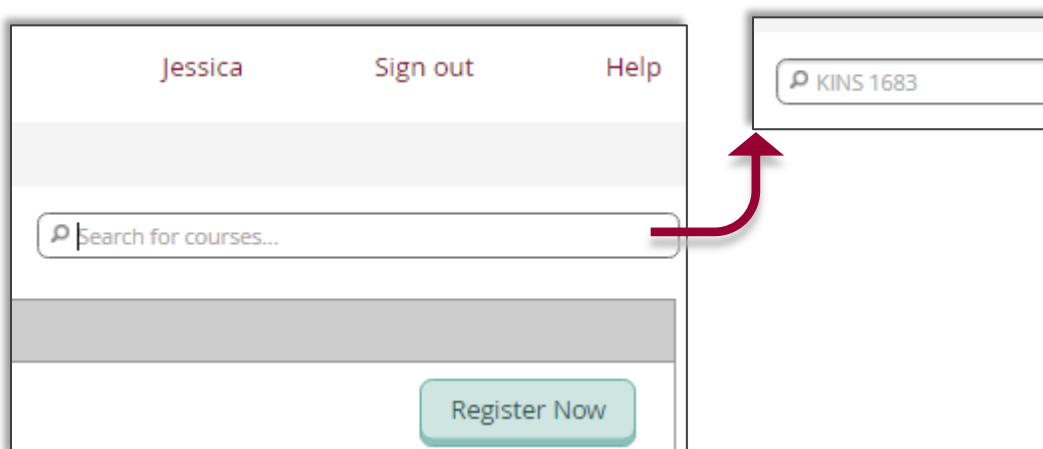
You can select the Add Course to Plan option from the upper right side of the course box to add the plan to a future term for planning purposes even without a specific section.

KINS-1683 STRENGTH TRAIN & FUNCT ANAT (3 Credits)   Add Course to Plan

Form and function of the musculoskeletal system and major muscle groups, their actions, and exercises to improve strength, power, and endurance. Basic physiology of exercise and adaptations to exercise training. Planning and critiquing contemporary fitness programs for various populations. Two lecture and three laboratory hours a week. Credit: Three hours.

Requisites:	None
Locations:	DENTON
Offered:	FALL/SPRING, ALL

> View Available Sections for KINS-1683

Courses added to the plan for a specific term, but without a section, will appear on the left side in the term.

- You can view the offered sections, if the schedule is available at that time, by selecting View other sections.
- If the course is not offered that term, it will show No sections available.
- You can remove the planned course from the term by clicking the X under the course name.
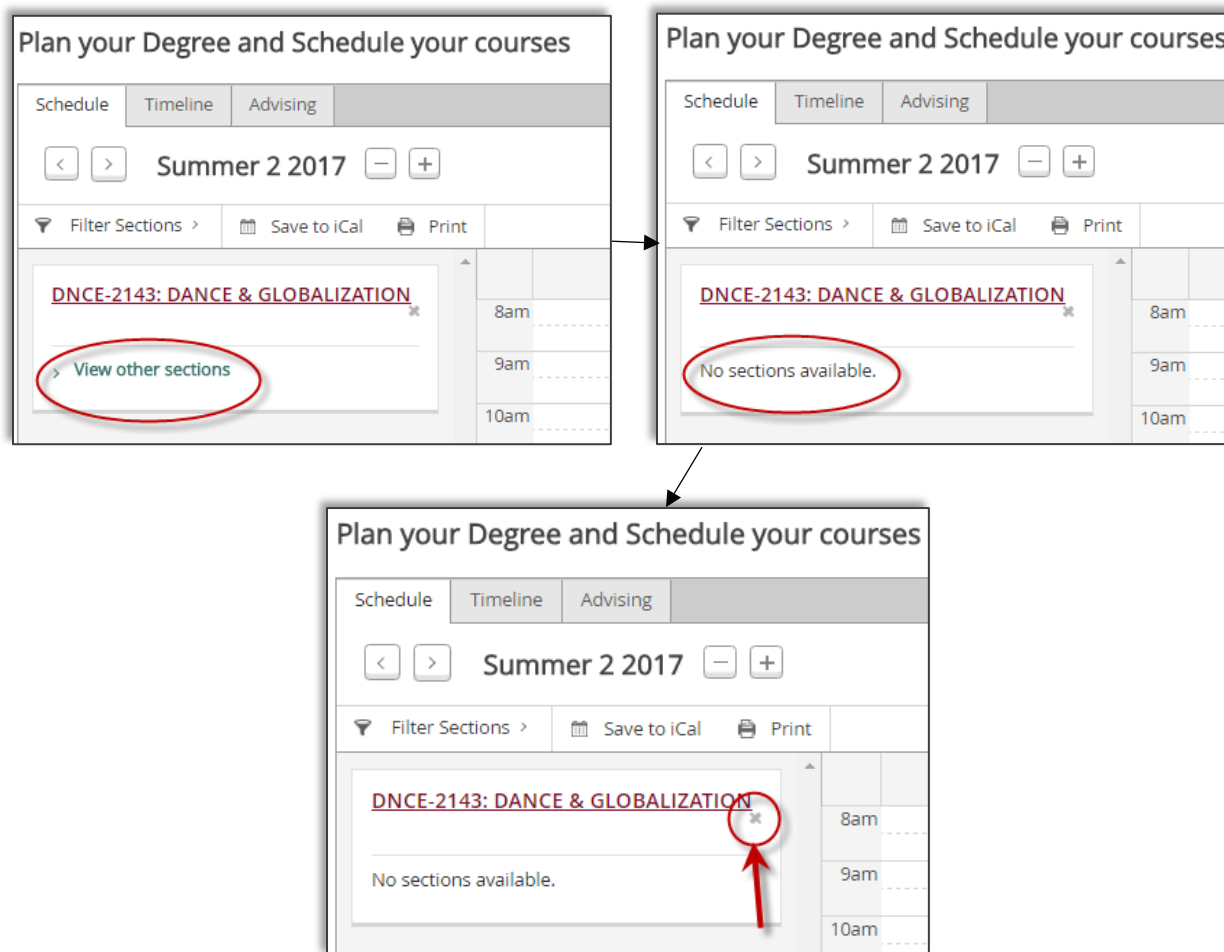
If a planned course has a prerequisite or a co-requisite, a message will appear in yellow notifying you of the specific requirements.
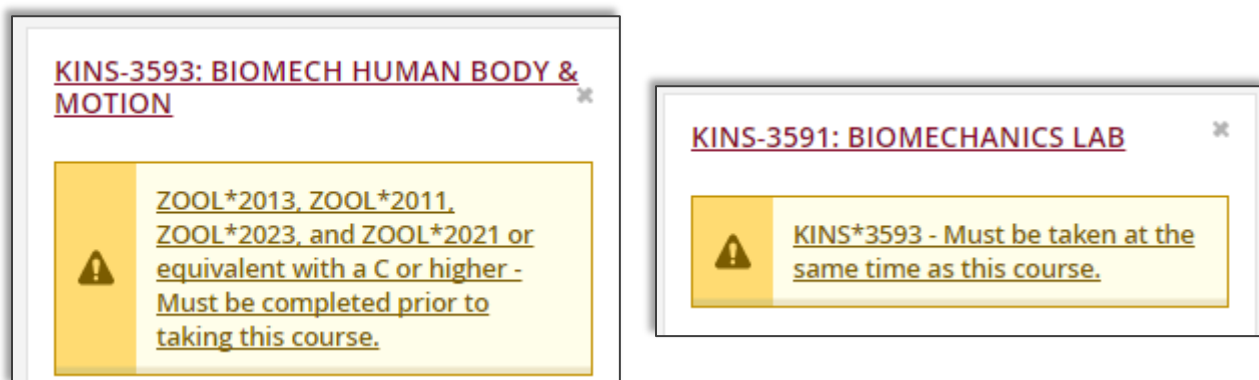
Adding Course Sections to Planned Term Schedules

To view the section offerings in the current or upcoming terms, if available, click on View Available Sections for the selected course in the Student Planning Course Catalog.

KINS-1683 STRENGTH TRAIN & FUNCT ANAT (3 Credits)   Add Course to Plan

Form and function of the musculoskeletal system and major muscle groups, their actions, and exercises to improve strength, power, and endurance. Basic physiology of exercise and adaptations to exercise training. Planning and critiquing contemporary fitness programs for various populations. Two lecture and three laboratory hours a week. Credit: Three hours.

Requisites: None

Locations: DENTON

Offered: FALL/SPRING, ALL

› View Available Sections for KINS-1683

Note the term name in the upper left corner to ensure you are viewing the right term

˅ View Available Sections for KINS-1683

Summer 3 2017

STRENGTH TRAIN & FUNCT ANAT 01   Add Section to Schedule

Seats	Times	Locations	Instructors
20	M/T/W/Th 10:10 AM - 12:10 PM 7/10/2017 - 8/11/2017	DENTON, PIONEER HALL 107 Lecture (lab)	Staff

Fall 2017

STRENGTH TRAIN & FUNCT ANAT 01   Add Section to Schedule

Seats	Times	Locations	Instructors
38	T/Th 9:30 AM - 10:50 AM 8/28/2017 - 12/15/2017	DENTON, PIONEER HALL 201 Lecture (lab)	Becker, K
	T/Th 9:30 AM - 10:50 AM 8/28/2017 - 12/15/2017	DENTON, PIONEER HALL 223 Lecture	

Select Add Section to Schedule from the upper right corner when you want to put a particular section in your term schedule.

Add Section to Schedule

Before the course section is added to the planned term schedule, the Section Details will appear showing day, time, location, course description, requisites, and a link to the bookstore.

After reviewing the details, to add it to your planned schedule click Add Section in bottom right corner.

Section Details

PSY-4013-01: HEALTH PSYCHOLOGY
Fall 2017

Instructors	TBD
Meeting Information	Tu 9:30 AM 10:50 AM 8/28/2017 - 12/15/2017 DENTON, PIONEER HALL 203 (Lecture)
Dates	8/28/2017 - 12/15/2017
Seats Available	55 of 55 Total
Credits	3
Grading	Graded
Requisites	⚠ PSY 1013 and PSY 2513 with a grade of C or higher, must have completed 85 semester credit hours, and psychology majors only or permission of departmental advisor. - Must be completed prior to taking this course.
Course Description	Examination of psychosocial factors in health and illness with emphasis on relevant research and health care delivery from a psychological perspective. Pre-requisites: PSY 1013 and PSY 2513 with a grade of C or higher, must have completed 85 semester credit hours, and psychology majors only or permission of departmental advisor. Three lecture hours a week. Credit: Three hours.
Books	Bookstore Information

Close   Add Section

Adding Restricted Course Sections

If an academic department has restricted a course section, you will need the approval code from the department in order to add the restricted section to your planned term schedule.

A restricted section will be noted as such in the list of available sections:

Select Add Section to Schedule from the upper right corner to bring up the Section Details.
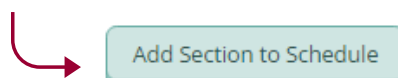
In the Section Details, it will once again show that the section is restricted and a Registration Code is required to add it to your schedule.

To add the section to your Plan & Schedule, scroll to the bottom of the Section Details and enter the code provided by the academic department in the Section Registration box:

When the correct registration code is entered, the Add Section button will become available and you will receive a message that you can now add the section to your schedule.

Registering for Courses

Once courses sections have been added to your planned schedule, they will appear in yellow and labeled Planned but not registered.

Important:
- Courses can be planned to a term at any time.
- Sections can be planned once the term's schedule is open.
- Planned sections can be registered during the Early Registration period for a term. See the Academic Calendar at http://twu.edu/registrar/academic-calendars/ for registration dates.

To register for a single planned course, click on the Register button in that specific course box.
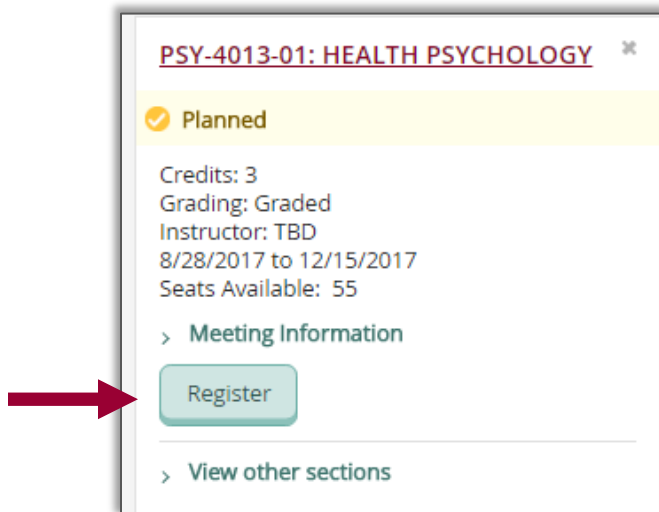
To register for all planned courses for a single term at once, click on the Register Now button in the upper right corner.

If registering for multiple semesters, you will need to use the arrows to toggle between terms and click Register Now for EACH TERM.
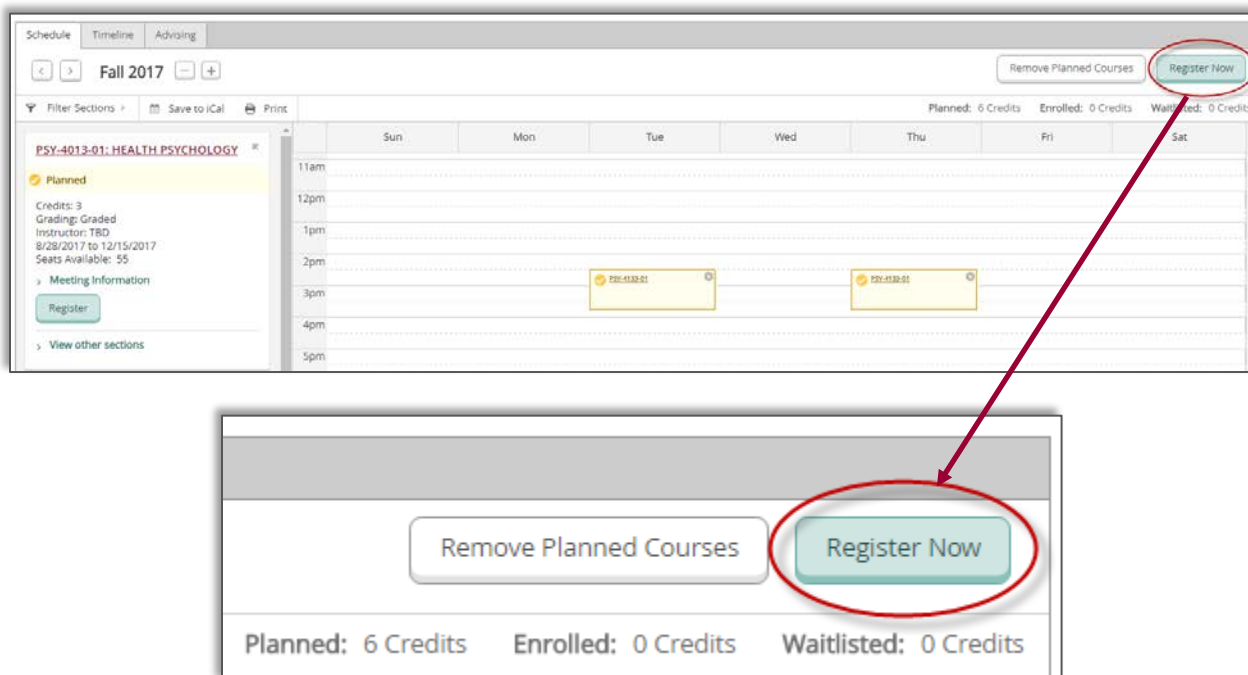
Once a course is registered, it will change from yellow to green and will have a new status of registered.

You can drop a course using the Drop button on the class box under the following two conditions:

1. It is during an open registration period for that term.
2. It is not your last remaining course for that term; otherwise, you will have to withdraw from the term.

Online courses, independent studies, and other courses without physical meeting days and times appear at the bottom of the calendar under Sections with No Meeting Time.

Waitlist Courses

Courses that have reached their maximum allowed enrollment may be eligible to be waitlisted. Not all courses are waitlist eligible and it is the academic department's decision on whether or not a course will have the waitlist option.

If a course is full and is currently in a waitlist status, it will indicate "Waitlisted" on the course section in Student Planning Course Catalog.

To add your name to the waitlist, first click Add Section to Schedule in the upper right corner of the section box.

A new box will open with detailed information for that particular section.

Click Add Section in the bottom right corner to add the course to your plan.

The waitlisted course will be added to your plan as a planned course. To officially be added to the waitlist, click on the Waitlist button in the course box.

Once added, the status will be officially waitlisted and a Drop Waitlist button will now appear on the waitlisted course. Use the Drop Waitlist button to remove yourself from that section's waitlist.

Planned courses that are waitlisted will appear yellow with a red border in your planned term's calendar.

If a seat opens on a waitlisted course and you are the next eligible person on the waitlist, you will receive an email sent to your TWU email address. You will have 24 hours to go into Student Planning and register for the now-available waitlisted course.

When a waitlisted course becomes open and you are eligible to register for it, the Drop Waitlist button will change to says Register.

Click on the Register button to enroll into the previously waitlisted course.
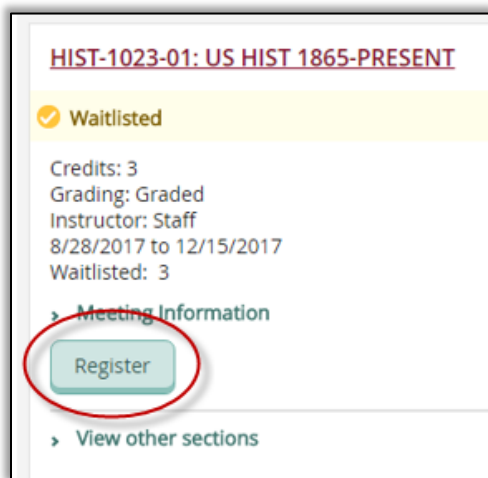
The previously waitlisted course will now show as registered.

Viewing Terms & Courses in Timeline

You can view your planned, registered, and completed courses in the Timeline tab in the Plan Degree and Schedule your courses section of Student Planning.
- Completed courses in a term will include the grade
- Registered and in-progress courses will have a checkmark
- Courses that are planned but not registered will appear in a dark box without the checkmark
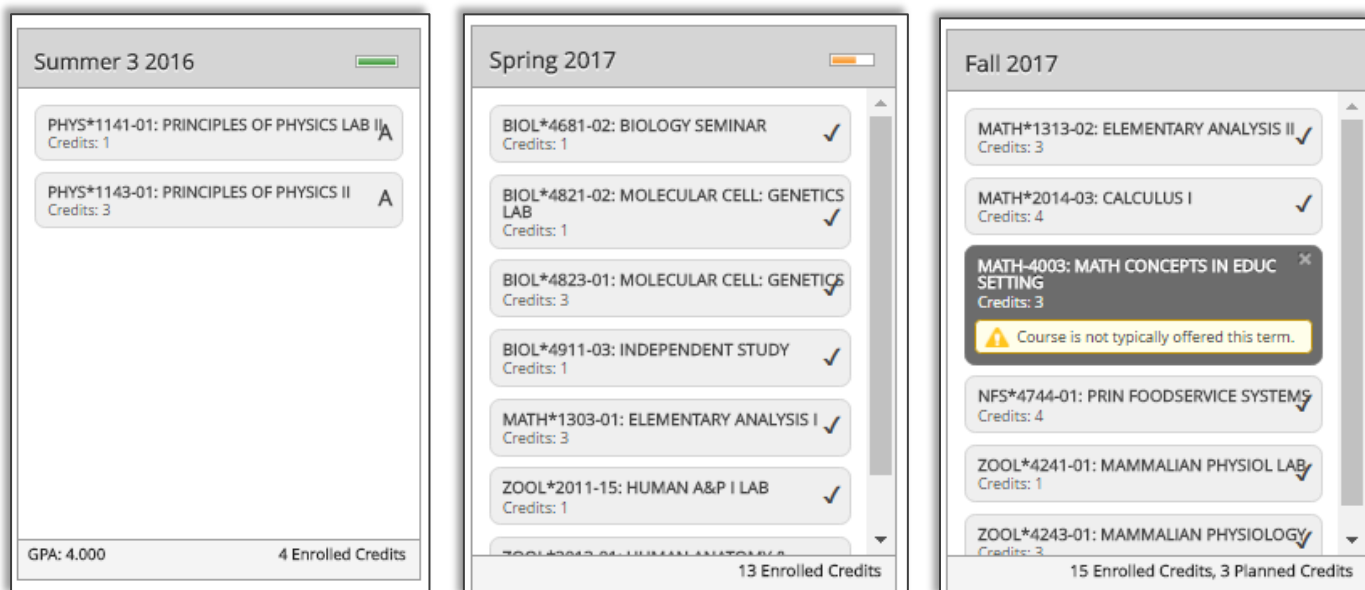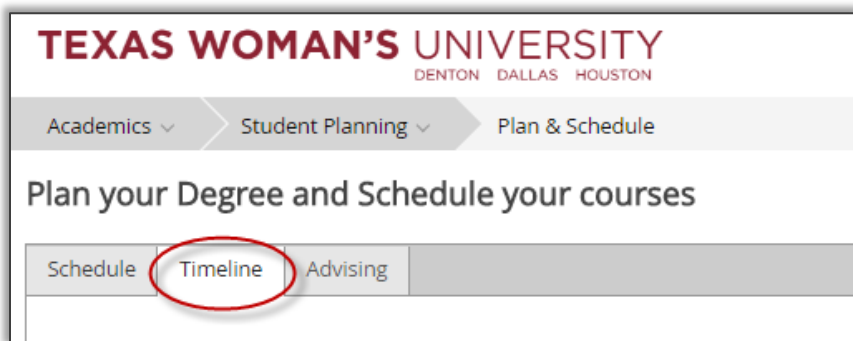
You can also add a term in the Timeline if it is not appearing (i.e. a future summer term) by clicking the Add a Term button in the upper right corner of the Timeline.

Advising

The Advising tab provides you the opportunity to email your advisor, leave a shared note for your advisor and you to view in Student Planning, and to request a review of your planned courses by your advisor.

To email your advisor, click on their name and link under My Advisors.

You can also right click on the link to copy the email address and paste it in your email.

Use the Compose a Note feature to leave a note to your advisor(s) that will be visible for you and the advisors in the View Note History. Notes from your advisor to you will also be here.

Use the Request Review button in the upper right corner to submit a request to your advisor to review your degree plan and planned courses for a term.