

Authorizing Students for Registration

ChetNet - Faculty/Staff x +
https://chetnet.manchester.edu/fs/



Manchester University

Select Spartan Self-Service

Home Faculty / Staff

Additional Sites Committees Departments Faculty & Staff Students



Spartan Self-Service Manchester.edu MU Mobile MU Today

Academics

- Canvas
- ChetAdvisor
- Library
- OASA ChetNet site
- Spartan Success ChetNet site
- Spartan Success Login
- Success Center
- Textbook Policy

Financial Services

- Budget Officers

Forms

- Clery Incident Report
- Employee's Annual Performance Evaluation 2018
- Fundraising Request
- Investment Request
- New Idea Prospectus
- Placement Tests
- PO Requisition

Resources

- MU Calendar
- Faculty/Staff Directory
- ID replacement
- Parking Permit
- Source Handbook
- Student Directory
- What's Cookin'?

Systems

- ADP Time & Attendance
- Ellucian Colleague UI 4.x
- Ellucian Colleague UI 5.x
- ITS Help Desk
- Maintenance Work Orders
- MU Public Webpage
- Reset MU password
- Room Reservations

Authorizing Students for Registration

The screenshot shows the Manchester University Student Self-Service portal. The browser address bar displays <https://mymu.manchester.edu/student?hideProxyDialog=false>. The page header includes the Manchester University logo and the user name 'rholle' with a 'Help' link. The main content area features a welcome message: 'Hello, Welcome to Spartan Self-Service! Click Student Financial Services to get started.' Below this, there are several service tiles. A red box highlights the 'Advising' tile, and a red arrow points from a text box above it to the tile. The text box contains the instruction 'Select the Advising tab'.

Select the Advising tab

Student Financial Services
Here you can access financial aid, billing and payment information.

Grades
Here you can view your grades by term.

Enrollment Verifications
Here you can view and request an enrollment verification.

Faculty
Here you can view your active classes and submit grades and waivers for students.

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

Graduation Overview
Here you can view and submit a graduation application.

Advising
Here you can access your advisees and provide guidance & feedback on their academic planning.

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Authorizing Students for Registration

The screenshot displays a course plan for the 2018 Spring semester. At the top, navigation tabs include Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, and Grades. The current view is for the 2018 Spring semester, showing 1 Planned Credit, 12.50 Enrolled Credits, and 0 Waitlisted Credits. A 'Register Now' button is visible in the top right.

Below the semester information, there are 'List' and 'Calendar' views. A toolbar contains 'Approve', 'Deny', 'Protect', and 'Unprotect' buttons. The 'Approve' and 'Deny' buttons are circled in red. A red box highlights the 'Select' column of the course table, and a red arrow points from a text box to the 'Approve' button.

Once you have selected a student, review their Course Plan by Approving/Denying courses

Select	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		ENVS-130-A: Intro Environ Studies Registered	3	Hicks, D	MWF 9:00 AM - 9:50 AM 1/31/2018 - 5/18/2018	North Manchester Campus TBD Lecture
<input type="checkbox"/>		ESAT-206-A: Teach Indiv & Dual Act Registered	3	Duchane, K	MWF 1:00 PM - 1:50 PM 1/31/2018 - 5/18/2018	North Manchester Campus TBD Lecture
<input type="checkbox"/>		ESAT-260: Teaching Lab 2	1	No Section Selected	No Section Selected	No Section Selected
<input type="checkbox"/>		ESAT-345-A: Functional Kinesiology Registered	3	Beer, J	TTh 12:30 PM - 1:45 PM 1/31/2018 - 5/18/2018	North Manchester Campus TBD Lecture

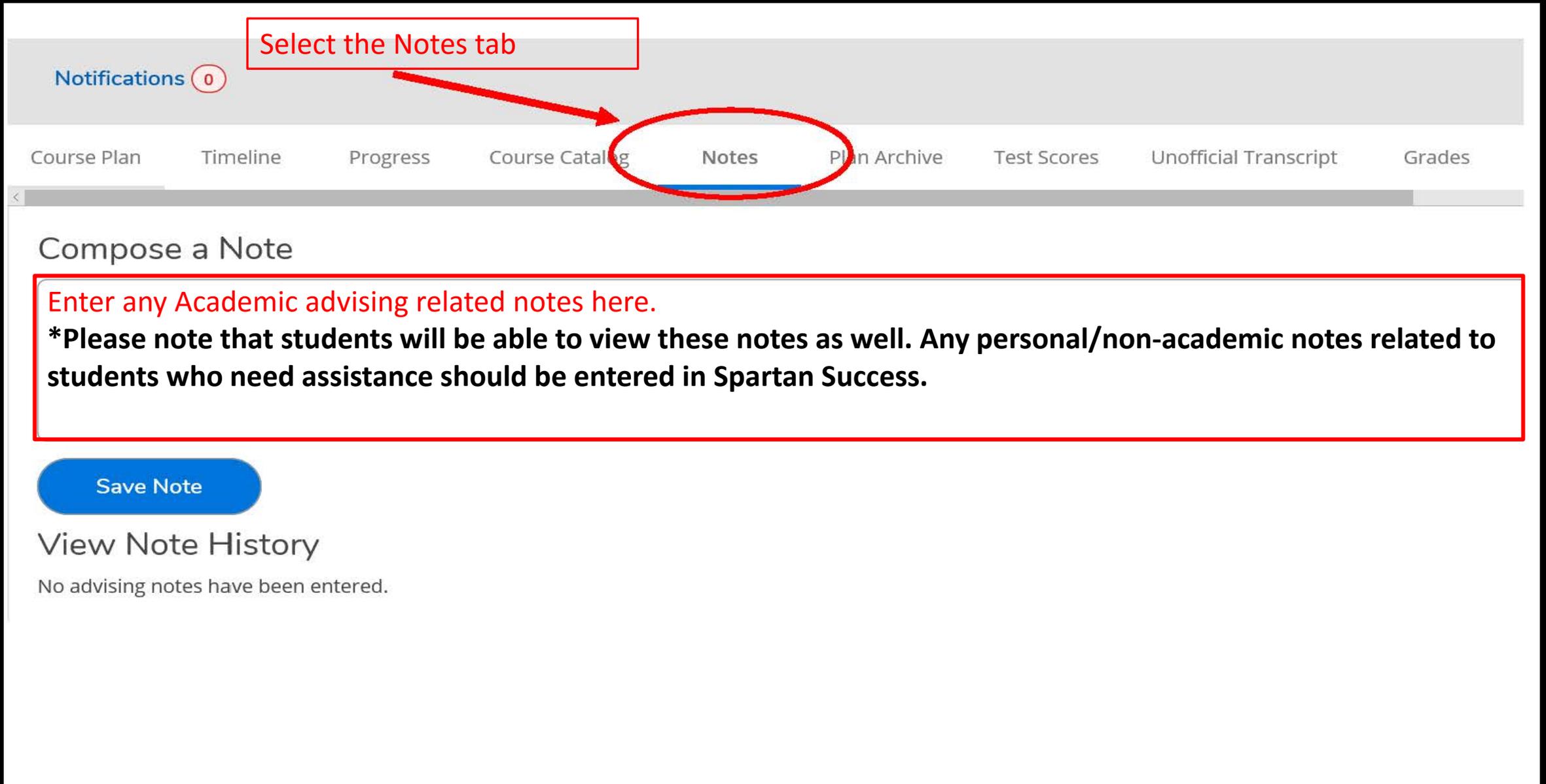
Authorizing Students for Registration

Select Advisement Complete after courses have been Approved/Denied

The screenshot displays the 'Advising Overview' page for an advisee. The page includes a navigation menu on the left with icons for home, advising, and other services. The main content area shows 'Advisee Details' for a student in the 'BS Elementary Education' program, advised by Stacy Stetzel, Audrey Hampshire, and Heidi Wieland. A search bar for courses is visible at the top right. Below the search bar, two buttons are present: 'Advisement Complete' (highlighted with a red oval) and 'Never Complete'. A red arrow points from the text box above to the 'Advisement Complete' button, and another red arrow points from the button to the text box below.

The student will now be able to register when registration opens

Authorizing Students for Registration



Notifications 0

Course Plan Timeline Progress Course Catalog **Notes** Plan Archive Test Scores Unofficial Transcript Grades

Compose a Note

Enter any Academic advising related notes here.

***Please note that students will be able to view these notes as well. Any personal/non-academic notes related to students who need assistance should be entered in Spartan Success.**

Save Note

View Note History

No advising notes have been entered.