


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 a user profile for 'rhrolle' with a 'Help' link. The main content area is titled 'Hello, Welcome to Spartan Self-Service!' and includes a sub-header 'Click Student Financial Services to get started.' Below this, there are two columns of service tiles. The left column contains 'Student Financial Services', 'Grades', 'Enrollment Verifications', and 'Faculty'. The right column contains 'Student Planning', 'Graduation Overview', and 'Advising'. A red box highlights the 'Advising' tile, and a red arrow points to it from a text box that says 'Select the Advising tab'. The footer contains the text 'ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Manchester University Student Self-Service

https://mymu.manchester.edu/student?hideProxyDialog=false

rhrolle Help

Hello, Welcome to Spartan Self-Service!
Click Student Financial Services to get started.

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 shows a web application for managing student registration. At the top, there are tabs for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, and Grades. The 'Course Plan' tab is active, showing a '2018 Spring' session. On the right, it displays 'Planned: 1 Credits', 'Enrolled: 12.50 Credits', and 'Waitlisted: 0 Credits', along with a 'Register Now' button. Below this, there are 'List' and 'Calendar' views. A table lists courses with columns for Select, Approval, Course, Credits, Instructor, Time, and Location. The first three rows show courses that are 'Registered' with green checkmarks. The fourth row shows a course with 'No Section Selected'. Annotations include a red box around the 'Select' column checkboxes, a red box around the 'Approve' and 'Deny' buttons, and a red callout box with an arrow pointing to the 'Select' column. The callout text reads: 'Once you have selected a student, review their Course Plan by Approving/Denying courses'.

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

2018 Spring +

Planned: 1 Credits | Enrolled: 12.50 Credits | Waitlisted: 0 Credits | Register Now

List | Calendar

Approve | Deny | Protect | Unprotect

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

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

Authorizing Students for Registration

Select Advisement Complete after courses have been Approved/Denied

The screenshot displays the 'Advising Overview' page for a student at Manchester University. The page is titled 'Advisee Details' and includes a search bar for courses. The student's program is listed as 'BS Elementary Education' and their advisors are Stacy Stetzel, Audrey Hampshire, and Heidi Wieland. A red oval highlights the 'Advisement Complete' button, which is a light blue button with a blue border. Below it is a darker blue button labeled 'Never Complete'. A red arrow points from the text box above to the 'Advisement Complete' button. Another red arrow points from the 'Advisement Complete' button to the text box below.

Search for courses...

Advisement Complete

Never Complete

The student will now be able to register when registration opens

Authorizing Students for Registration

The screenshot shows a web application interface. At the top, there is a navigation bar with several tabs: 'Notifications' (with a red circle containing the number 0), 'Course Plan', 'Timeline', 'Progress', 'Course Catalog', 'Notes' (which is circled in red), 'Plan Archive', 'Test Scores', 'Unofficial Transcript', and 'Grades'. A red box with the text 'Select the Notes tab' and a red arrow points to the 'Notes' tab. Below the navigation bar, the main content area is titled 'Compose a Note'. It contains a red-bordered text box with the following text: 'Enter any Academic advising related notes here.' followed by a bolded instruction: '*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.' Below this text box is a blue button labeled 'Save Note'. At the bottom, there is a section titled 'View Note History' with the text 'No advising notes have been entered.'

Select the Notes tab

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.