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## Concept

Using Student Self Service, a student can set up a proposed class schedule - the Wish List - and enroll in classes either from the Wish List or by simply adding the classes. (*Note: not all campuses will be using the Wish List for Fall 2008 registration. Please contact your campus Registrar for information*).

Students can also drop, swap and edit classes they are enrolled in.

The Wish List can be used to run "what if" scenarios, where the student can select classes and see how they affect his/her degree progress.

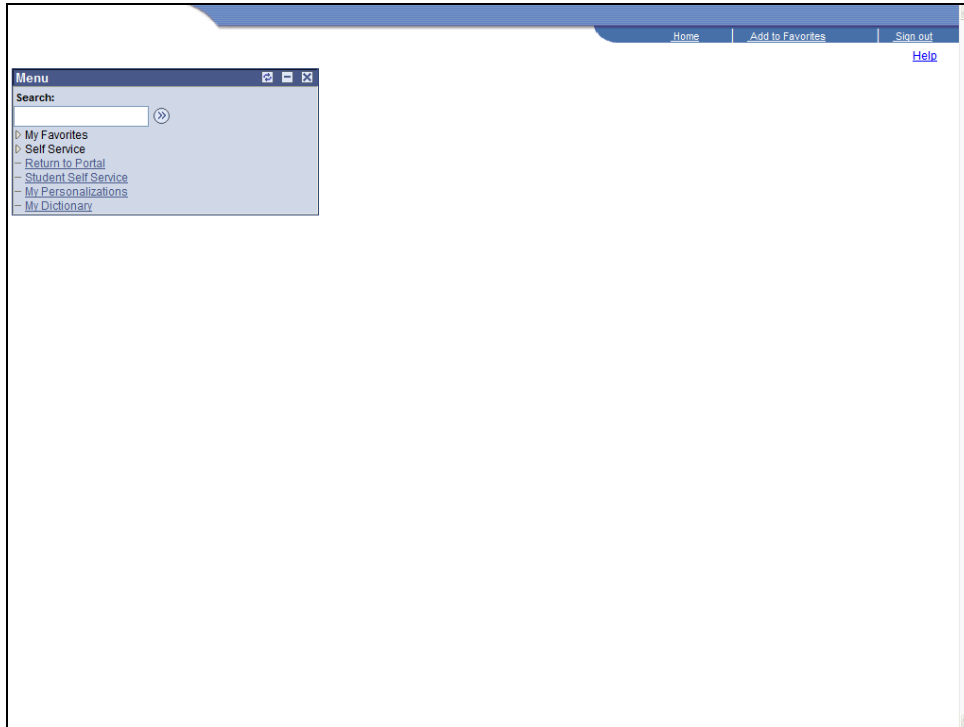
Each Institution sets a date after which the wish list can be used for a given term. When registration for the term starts, the student can be given a Validation Appointment which lets him/her check the wish list for enrollment problems such as missing prerequisites. Once the student has an Enrollment Appointment assigned, he/she can enroll in classes, whether from the wish list or directly via "Add a Class."

Some Institutions may also require the student to enter a PIN before enrollment. The PIN is a number provided to the student by the advisor. Alternatively, the advisor may validate the PIN after approving the student's proposed class schedule, or the student may not be required to have a PIN at all.

### Procedure

This lesson shows you how to use Student Self Service (the Student Center) to create a wish list or proposed class schedule, and how to enroll in the classes on your wish list. It also shows how to add, drop and swap classes through self service.

### Navigation




Step	Action
1.	<p>When you sign in through the MaineStreet Portal, click the <a href="#">Student Self Service</a> link. You will be taken to a page similar to this one. On this page, click the <a href="#">Student Center</a> menu item to open the <b>Student Center</b> page. From the <b>Student Center</b> you can access your wish list and/or enroll in classes, drop classes and perform other enrollment activities.</p> <p><i>Note: To sign out, click the <a href="#">Return to Portal</a> link and sign out from the Portal. It is very important that you sign out when you are finished working in MaineStreet.</i></p>

## Create Proposed Schedule

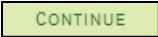


Step	Action
1.	In the <b>Academics</b> section of your Student Center, click the <b>Wish List</b> link. <a href="#">Wish List</a>



The screenshot shows a web application interface for student self-service enrollment. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Enrollment', 'Campus Finances', etc. The main content area is titled 'Wish List' and 'Select Term'. Below 'Select Term', there is a table with columns for Term, Career, and Institution. The table lists four entries for the 2008 Fall term at various University of Maine locations. A 'CONTINUE' button is located below the table. At the bottom of the page, there are navigation links for 'My Class Schedule', 'Wish List', 'Class Search', 'Add', 'Drop', 'Swap', and 'Edit', along with a 'go to ...' search box.

Term	Career	Institution
<input type="radio"/> 2008 Fall	Undergraduate	University of Maine at Augusta
<input type="radio"/> 2008 Fall	Undergraduate	University of Maine Fort Kent
<input type="radio"/> 2008 Fall	Undergraduate	University of Maine at Machias
<input type="radio"/> 2008 Fall	Undergraduate	University of Maine

Step	Action
2.	If you are active at several of the UMS Institutions, you will see a list of each active <b>Term/Institution</b> combination. In the list, click the Term/Institution for which you want to select classes.
3.	Click the <b>Continue</b> button. 

## Class Search

Menu

Search:

Home Add to Favorites Sign out

go to ...

my class schedule wish list class search add drop swap edit

Help ?

**Wish List**

**IMPORTANT: The Wish List does NOT guarantee future enrollment in a class.**

Use the Wish List to temporarily save classes of interest until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

2008 Fall | Undergraduate | University of Maine Fort Kent [change term](#)

Class Nbr  [add to list](#) OR Search  [search](#)

2008 Fall Wish List

Open  Closed  Wait List

Select	Class	Class Name	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">ANT 100-0001 (16744)</a>	Intro to Anthropology (Lecture)	TuFr 8:30AM - 9:45AM	TBA	TBA	3.00	<input type="checkbox"/>

[View All Classes in Wish List](#) First 1 of 1 Last

[DELETE SELECTED](#)

What degree requirements will the selected classes fill? [Click here to find out.](#)

My 2008 Fall Class Schedule

You are not registered for classes in this term.


[My Class Schedule](#) [Wish List](#) [Class Search](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

Step	Action
1.	You can add a class to the wish list in two ways: if you already know the class number, enter it in the <b>Class Nbr</b> field and click the "add to list" button. If you don't know the class number, click the <a href="#">search</a> button to do a <b>Class Search</b> .

### Class Search

---

#### Search for Classes

[Help](#) 

Select at least 2 search criteria. Click Search to view your search results.

University of Maine | 2008 Fall

#### Class Search Criteria

**Course Subject** select subject

**Course Number** is exactly

**Course Career**


Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ **Additional Search Criteria**

CHANGE INSTITUTION OR TERM
CLEAR CRITERIA
SEARCH

Step	Action
2.	Enter the desired information into the <b>Course Subject</b> field.
3.	Click the <b>Additional Search Criteria</b> button. 

**Class Search Criteria**

Course Subject select subject

Course Number

Course Career

Show Open Classes Only  
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▼ Additional Search Criteria

Meeting Time between  and  (example: 1:00PM)

Day of Week

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name

Class Nbr  (example: 1136)

Course Title Keyword  (example: statistics)

Course Component

Session

Mode of Instruction

Campus

Location

Course Attribute

Course Attribute Value

4.	Scroll down to see all the additional criteria.
5.	<p>You can search by meeting times and days, by instructor, for components like labs or recitation sections, by location (for example at a site or center), etc.</p> <p>If you leave any of the fields blank, the search will simply include all values for that field.</p>
6.	<p>Click the <b>Mode of Instruction</b> list.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="text" value="Mode of Instruction"/> </div>
7.	By selecting the <b>Mode of Instruction</b> , you can limit your search to certain kinds of distance classes or to "in person" classroom classes.
8.	<p>After entering your Class Search criteria, click the <b>Search</b> button.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; background-color: #92d050; color: white; text-align: center;"> <input type="button" value="SEARCH"/> </div>

The screenshot shows the 'Wish List' and 'Class Search Results' sections. The search criteria are: Course Subject: Psychology, Course Career: Undergraduate, Show Open Classes Only: Y, Campus: University of Maine Fort Kent. The results show three sections of PSY 100 - Intro to Psychology, each with a 'select class' button.

Section	Session	Regular	Room	Instructor	Meeting Dates
0001-LEC(17242)	Regular		Cyr Hall 205	TBA	9/3/2008 - 12/19/2008
0002-LEC(17244)	Regular		TBA	TBA	9/3/2008 - 12/19/2008
0003-LEC(17246)	Regular				

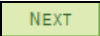
Step	Action
9.	<p>After you enter your search criteria and select Search, several matches might appear listed. To see all the classes, click the <b>View All Sections</b> link. If necessary, scroll down to view the choices.</p> <p>To complete the addition of this class to the wish list, click the <b>Next</b> button. To change your mind, click <b>Cancel</b>.</p> <p>Click the <b>Select Class</b> button.</p> <p><b>select class</b></p>



## Enrollment Preference Page

The screenshot shows the 'Enrollment Preferences' page for the class 'PSY 100 - Intro to Psychology'. The page includes a navigation menu on the left, a search bar at the top, and a 'Wish List' section. The 'Enrollment Preferences' section is active, showing details for 'PSY 100-0001 Lecture' which is currently 'Open'. Below this, there are fields for 'Permission Nbr', 'Grading' (set to 'Graded'), and 'Units' (set to '3.00'). A 'Requirement Designation' section lists 'Behavioral Science (07) Human Science (09)'. At the bottom, there is a table of sections and a 'NEXT' button.

Section	Component	Days & Times	Location	Instructor	Start/End Date
0001	Lecture	Tu 6:30PM - 9:20PM	Cyr Hall 205	TBA	9/3/2008 - 12/19/2008

1.	Very rarely, a class needs special permission from the instructor or department for you to enroll. In that case, you get a <b>Permission Nbr</b> from the instructor or your advisor and type it in on the <b>Enrollment Preferences</b> page.
2.	If the class has been set up with a <b>Wait List</b> , you can choose to be added to the waiting list if the class is full. This will happen when you actually try to enroll in the class.
3.	Click the <b>Next</b> button. 

### Delete Class from Wish List



The screenshot shows the 'Wish List' page in the Student Self Service Enrollment system. The page includes a navigation menu on the left, a search bar at the top, and a table of classes in the wish list. A 'DELETE SELECTED' button is visible below the table.

**Wish List**

**IMPORTANT: The Wish List does NOT guarantee future enrollment in a class.**

Use the Wish List to temporarily save classes of interest until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

2008 Fall | Undergraduate | University of Maine Fort Kent [change term](#)

Class Nbr  [add to list](#) OR Search  [search](#)

**2008 Fall Wish List**

Open  Closed  Wait List

Select	Class	Class Name	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">ANT_100-0001 [16744]</a>	Intro to Anthropology (Lecture)	TuFr 8:30AM - 9:45AM	TBA	TBA	3.00	<input type="checkbox"/>

[View All Classes in Wish List](#) First  1 of 1  Last

[DELETE SELECTED](#)

What degree requirements will the selected classes fill? [Click here to find out.](#)

**My 2008 Fall Class Schedule**

You are not registered for classes in this term.

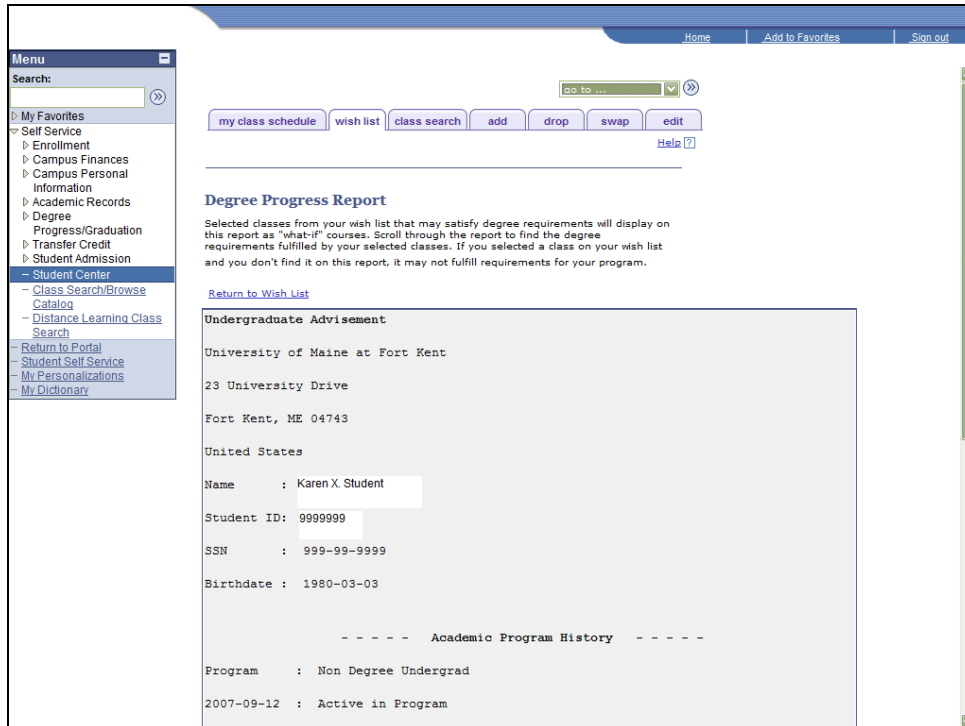
[My Class Schedule](#) [Wish List](#) [Class Search](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

- |    |   |
|----|---|
| 1. | To remove a class from the wish list, click the <b>Select</b> checkbox next to the class and click the <b>Delete Selected</b> button. |
|----|---|



## Degree Progress Report

1.	<p>You can ask the system to show you how classes on your Wish List will help you towards your degree.</p> <p>To do that, select one or more classes in the wish list by checking their "<b>Select</b>" box/s. Then click the <a href="#">Click here to find out</a> link</p>
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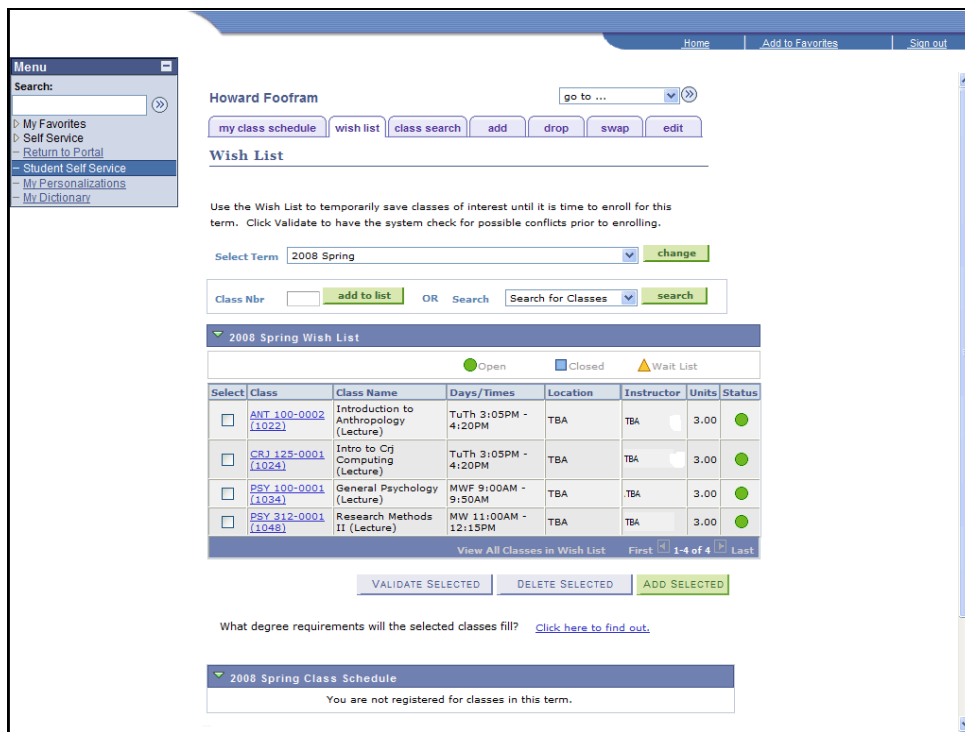


Step	Action
2.	<p>The system generates a <b>Degree Progress Report</b> for the student, including the selected wish list classes.</p> <p>Click the <b>Return to Wish List</b> link.</p> <p><a href="#">Return to Wish List</a></p>

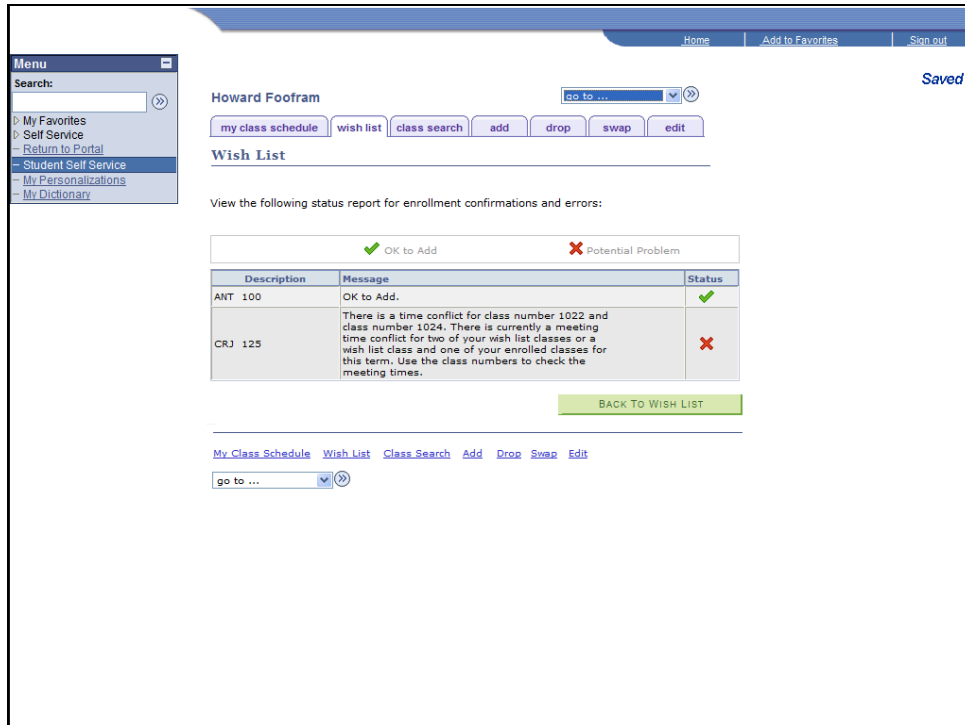
### Validation Appointments

- In the example below, the Institution's Registrar's Office has created a **Validation Appointment** for the student. This means the student can check the wish list for time conflicts, missing prerequisites, etc.

The student knows he can check his wish list because a "**Validate Selected**" button has appeared. That button does not show until the student has a **Validation Appointment**.



Step	Action
2.	Select the classes to validate. Click the <b>Select</b> option next to each class. <input type="checkbox"/>
3.	Click the <b>Validate Selected</b> button. <input type="button" value="VALIDATE SELECTED"/>



Howard Foofram

Wish List

View the following status report for enrollment confirmations and errors:

OK to Add		Potential Problem
Description	Message	Status
ANT 100	OK to Add.	✓
CRJ 125	There is a time conflict for class number 1022 and class number 1024. There is currently a meeting time conflict for two of your wish list classes or a wish list class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.	✗

BACK TO WISH LIST

Step	Action
4.	<p>In the example above, the system found one problem.</p> <p>Click the <b>Back to Wish List</b> button to search for an alternative class.</p> <p><b>BACK TO WISH LIST</b></p>

### Add Selected Class

1. When your **Enrollment Appointment** is in effect, an "**Add Selected**" button will appear. You use this button to request enrollment in selected classes from the wish list.

Howard Footram

my class schedule | wish list | class search | add | drop | swap | edit

#### Wish List

Use the Wish List to temporarily save classes of interest until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

Select Term: 2008 Spring

Class Nbr:  add to list OR Search:  search

Select	Class	Class Name	Days/Times	Location	Instructor	Units	Status
<input checked="" type="checkbox"/>	ANT 100-0002 <a href="#">[1022]</a>	Introduction to Anthropology (Lecture)	TuTh 3:05PM - 4:20PM	TBA	TBA	3.00	●
<input type="checkbox"/>	CRJ 125-0001 <a href="#">[1024]</a>	Intro to Crj Computing (Lecture)	TuTh 3:05PM - 4:20PM	TBA	TBA	3.00	●
<input checked="" type="checkbox"/>	PSY 100-0001 <a href="#">[1034]</a>	General Psychology (Lecture)	MWF 9:00AM - 9:50AM	TBA	TBA	3.00	●
<input checked="" type="checkbox"/>	PSY 312-0001 <a href="#">[1048]</a>	Research Methods II (Lecture)	MW 11:00AM - 12:15PM	TBA	TBA	3.00	●

VALIDATE SELECTED | DELETE SELECTED | **ADD SELECTED**

What degree requirements will the selected classes fill? [Click here to find out.](#)

#### 2008 Spring Class Schedule

You are not registered for classes in this term.

- | Step | Action   |
|------|--|
| 2.   | Select the classes in the wish list you want to enroll in. Click the <b>Add Selected</b> button.<br> |

## PIN Numbers

- If your Institution requires you to enter a **PIN** in order to enroll, type in the PIN number and click the **Validate** button.

If the PIN is correct, you can proceed to enroll.

Normally a student gets the PIN from his/her advisor. Not all Institutions require the student to enter a PIN. Check with your advisor.

The screenshot shows the '2. Confirm classes' step in the enrollment process. The user is logged in as Howard Footram. The interface includes a menu on the left with options like 'My Favorites', 'Self Service', and 'Return to Portal'. The main content area shows the 'Add Classes' section with a '2. Confirm classes' heading. Below this, there is a table of selected classes for the 2008 Spring semester. The table has columns for Class, Description, Days/Times, Location, Instructor, Units, and Status. Three classes are listed, all with a status of 'Open'. At the bottom of the table, there are buttons for 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'. The 'FINISH ENROLLING' button is highlighted in green.

Class	Description	Days/Times	Location	Instructor	Units	Status
<a href="#">ANT 100-0002 (1022)</a>	Introduction to Anthropology (Lecture)	TuTh 3:05PM - 4:20PM	TBA	TBA	3.00	Open
<a href="#">PSY 100-0001 (1034)</a>	General Psychology (Lecture)	MWF 9:00AM - 9:50AM	TBA	TBA	3.00	Open
<a href="#">PSY 312-0001 (1048)</a>	Research Methods II (Lecture)	MW 11:00AM - 12:15PM	TBA	TBA	3.00	Open

Step	Action
2.	Click the <b>Finish Enrolling</b> button. 

The screenshot shows the 'Add Classes' section of the Student Self Service Enrollment interface. The user is logged in as 'Howard Foofram'. The interface includes a navigation menu on the left, a search bar, and a 'go to ...' dropdown. The main content area displays the 'Add Classes' section with a '3. View results' heading. Below this, there is a status report for enrollment confirmations and errors for the 2008 Spring semester. A table lists the classes added to the schedule:

Class	Message	Status
ANT 100	Success: This class has been added to your schedule.	✓
PSY 100	Success: This class has been added to your schedule.	✓
PSY 312	Success: This class has been added to your schedule.	✓

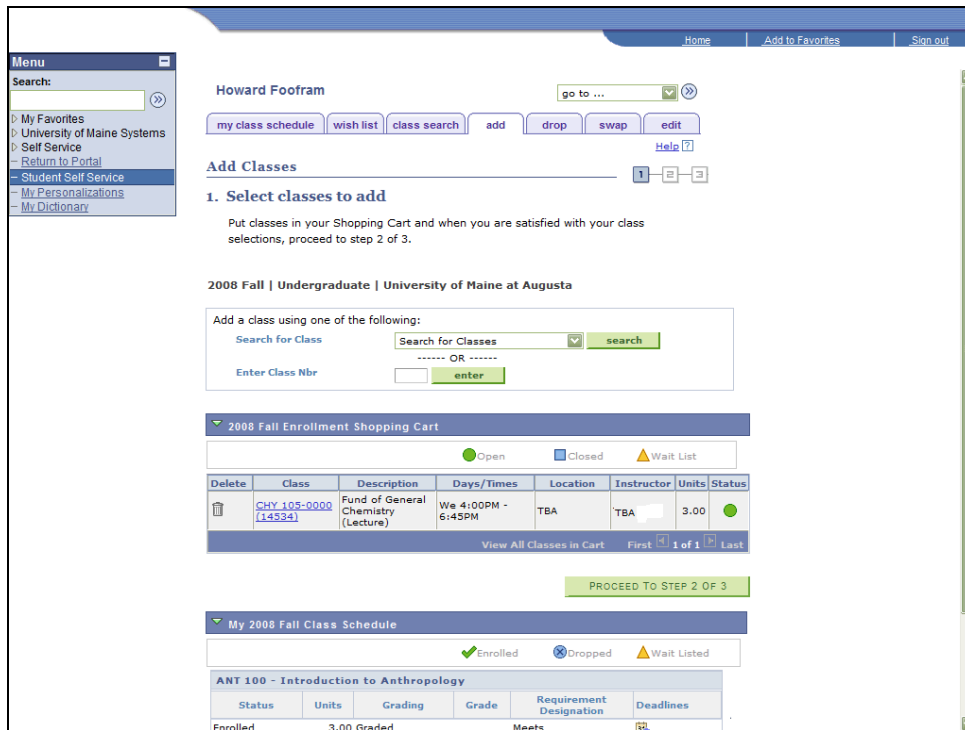
At the bottom of the table, there is a button labeled 'MY CLASS SCHEDULE'. Below the table, there are links for 'My Class Schedule', 'Wish List', 'Class Search', 'Add', 'Drop', 'Swap', and 'Edit'. A 'go to ...' dropdown is also present at the bottom of the page.

Step	Action
3.	Click the <b>My Class Schedule</b> button to view classes successfully added to your schedule.

MY CLASS SCHEDULE

## Add a Class without Using Wish List

- |    |   |
|----|---|
| 1. | To add a class without going through the Wish List, click the <a href="#">Add a Class</a> link in the <b>Academic</b> section of the <b>Student Center</b> . Search for the desired class in the same way as for the Wish List. |
|----|---|



Step	Action
2.	<p>To Add a class:</p> <ol style="list-style-type: none"> <li>1. Find the class you want using the search.</li> <li>2. Click the <b>Proceed to Step 2 of 3</b> button.</li> <li>3. Confirm by clicking the <b>Finish Enrolling</b> button, as we saw earlier.</li> </ol> <p style="text-align: center;"><b>PROCEED TO STEP 2 OF 3</b></p>
3.	To complete the enrollment, click the <b>Finish Enrolling</b> button.

### Drop a Class

Step	Action
1.	To drop a class, click the <a href="#">Drop a Class</a> link.
2.	On the <b>Drop Classes</b> page, click the <b>Select</b> box/s next to the class or classes you want to drop. Then click the <b>Drop Selected Classes</b> button.

Howard Foofram

my class schedule wish list class search add drop swap edit

#### Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Select Term: 2008 Spring change

Select	Class	Description	Days/Times	Location	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">ANT 100-0002 (1022)</a>	Introduction to Anthropology (Lecture)	TuTh 3:05PM - 4:20PM	TBA	TBA	3.00	✓
<input type="checkbox"/>	<a href="#">PSY 100-0001 (1024)</a>	General Psychology (Lecture)	MWF 9:00AM - 9:50AM	TBA	TBA	3.00	✓
<input type="checkbox"/>	<a href="#">PSY 312-0001 (1048)</a>	Research Methods II (Lecture)	MW 11:00AM - 12:15PM	TBA	TBA	3.00	✓

DROP SELECTED CLASSES

My 2008 Spring Class Schedule

My Class Schedule Wish List Class Search Add Drop Swap Edit

go to ...

## Swap a Class

Step	Action
1.	A Swap drops one class and adds another in one operation. To do a swap, click the <a href="#">Swap a Class link</a> .



Step	Action
2.	<p>You must choose the class to drop and enter the class to add. To choose a class to drop, pull down the "<b>Select from your schedule</b>" list. This displays all the classes you are enrolled in for the term in question. Select the class from this list.</p> <p>To enter the class to add, either type in the <b>Class Nbr</b>, or do a <b>Class Search</b> or <b>Select the Class from your Wish List</b>.</p> <p><input type="text"/></p>
3.	<p>Click the <b>Select</b> button.</p> <p><input type="button" value="select"/></p>

Howard Foofram

my class schedule | wish list | class search | add | drop | swap | edit

### Swap a Class

#### 2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

2008 Spring | Undergraduate | University Maine Presque Isle

**You are replacing this class**

Enrolled (checked) | Dropped | Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
PSY 312-0001 (1048)	Research Methods II (Lecture)	MW 11:00AM - 12:15PM	TBA	TBA	3.00	Enrolled

**With this class**

Open (checked) | Closed | Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
CRJ 125-0001 (1024)	Intro to Crj Computing (Lecture)	TuTh 3:05PM - 4:20PM	TBA	TBA	3.00	Open

CANCEL | **FINISH SWAPPING**

My Class Schedule | Wish List | Class Search | Add | Drop | Swap | Edit

go to ...

Step	Action
4.	Having selected the class to drop and the class to add, complete the process by clicking the <b>Finish Swapping</b> button.
	<b>FINISH SWAPPING</b>



5. If the Swap fails due to a time conflict between the new class and another class on the student's schedule you will be still enrolled in the class you tried to drop. To fix the problem you can use the "**Swap Another Class**" button to select a different class to add.

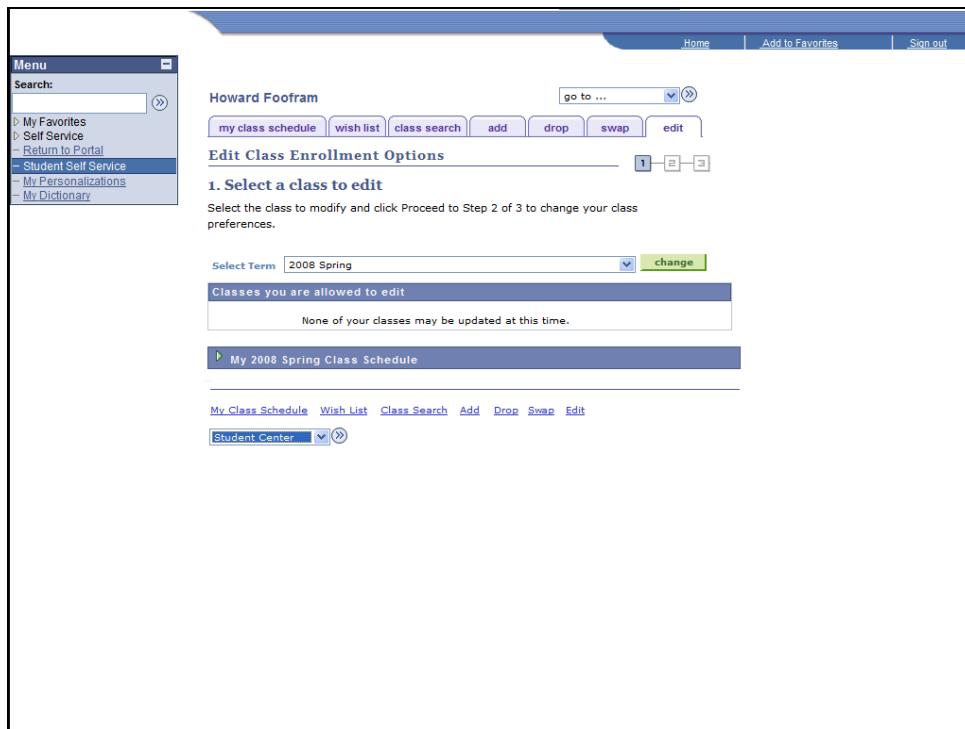
The screenshot shows the 'Swap a Class' interface for user Howard Foofram. The page title is '3. View results'. Below the title, it says 'View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.' The page is for the 2008 Spring semester, Undergraduate level at University Maine Presque Isle. A summary bar shows a green checkmark for 'Success: Classes were swapped' and a red X for 'Error: Unable to swap class'. A table below details the swap attempt:

Class	Message	Status
Swap PSY 312 with CRJ 125	Error: You cannot add this class due to a time conflict with class 1022. Select another class.	✘

Buttons for 'MY CLASS SCHEDULE' and 'SWAP ANOTHER CLASS' are visible below the table. At the bottom of the page, there are navigation links: 'My Class Schedule', 'Wish List', 'Class Search', 'Add', 'Drop', 'Swap', and 'Edit', along with a 'go to ...' dropdown menu.

### Edit Option

Step	Action
1.	Use the <b>Edit</b> tab to enter options for classes. For example, you may have enrolled in a variable credit class where you can choose the number of credits. Use the Edit page to enter the number of credits desired.



### Return to Student Center

Step	Action
2.	To return to the <b>Student Center</b> , either click <b>Student Self Service</b> in the menu, or select <b>Student Center</b> in the "go to" pull-down list and click the <b>GO!</b> button (>>).