Next semester registration walkthrough
Open internet browser to www.cei.edu
(Do not use Microsoft Edge)
Choose “Student Self-Service” found under “Current Student” tab
Log in using CEI computer username and password
Select “Student Planning”.

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

- **Financial Aid**: Here you can access financial aid data, forms, etc.
- **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.
- **Graduation Overview**: Here you can view and submit a graduation application.
Current semester classes will appear on the calendar

Next, select “View Your Progress”
The classes required for your degree will appear on the “My Progress” screen.

### Core Requirements

**A. Required Courses**


Complete all of the following items. **0 of 7 Courses Completed.**

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Fully Planned</td>
<td>✔️ Fully Planned</td>
</tr>
</tbody>
</table>

Total Credits: 17

Total Credits from this School: 17
To view your progress in another program, Click “View a New Program”

Hint: If you are pursuing the RN or SRT programs you will need to view your program progress using this feature, since you are currently registered as a Gen Ed Student.
Select the desired program and then select “View Program”
A “My Progress” screen will appear with the new program listed.
Scroll down to view your degree requirements
Select “Search” to view a list of the remaining courses that meet the degree requirement

### A. Required Courses
Take ENG-101, ENG-102, COM-101
Complete all of the following items. **0 of 1 Completed.**

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Course Title</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Progress</td>
<td>COM-101</td>
<td>Fundamentals of Speech</td>
<td></td>
<td>2018FA</td>
<td>3</td>
</tr>
<tr>
<td>Not Started</td>
<td>ENG-101</td>
<td>English Composition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Started</td>
<td>ENG-102</td>
<td>Critical Reading and Writing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. GEM Math Choice
Take 1 GEM stamped Math Course. Choose from MAT.123, MAT.143, MAT.147, MAT.253, MAT.160 or MAT.170
Complete all of the following items. **0 of 1 Completed.**

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Course Title</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully Planned</td>
<td>MAT-123</td>
<td>Mathematics in Modern Society</td>
<td></td>
<td>2019SP</td>
<td>3</td>
</tr>
</tbody>
</table>

### C. GEM Hum & Art Choice
Choose 2 GEM Humanistic and Artistic Ways of Knowing Courses from a minimum of two subjects areas.
Complete 2 of the following 5 items. **0 of 2 Completed.**

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Course Title</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select the courses you wish to take by selecting “Add Course to Plan” on each of your desired courses.
Course Details will appear, select the “term” you intend to take the class (2019 Summer or 2019 Fall) Then select “Add Course to Plan”
Next hover over “Student Planning” tab and select “Plan & Schedule” from the menu.
Once on this page, select the appropriate semester for which you are planning your classes. (2019 Summer or 2019 Fall)
Select the “View Other Sections” icon on each of your planned classes. This will add all available sections of the class to your calendar. Here you can view and plan class sections for your schedule. Select the class section you desire, the other sections will be removed.
After you have completed your planned schedule email your advisor to have it reviewed and approved.
To notify your advisor: select the “Advising” tab and click “Request Review”
To look up an individual class use the “Search for Courses...” Enter a class name or abbreviation in the box to view a list of classes that match your search.
Once your faculty advisor approves your classes you can look at the Advising tab to see that the review is complete. You are now approved to register for your planned classes.
Click the “Register Now” button to register for planned classes

Hint: Registered classes will change to green on your schedule
If a section is full, you may add yourself to the waitlist

If/When a spot becomes available, you will be notified via your CEI email

You will have 24 hours, from when the email was sent, to make a change to your schedule
Remember: you cannot register for classes if they are not approved by your advisor

Advising day is March 12th
Meet with your advisors in person one on one

Registration day is March 13th
The first day you can register for your spring classes