Introduction

The Self Service system provides secure access to your course information, schedule, financials, and grades, from any Internet connection. This document provides an overview of the different ways you can use Self Service.

Access Self Service by directing your Web browser to the CCAD Web site (http://www.ccad.edu/) then click the Self Service link at the top of the page. The login screen shown below should appear.

Self Service works with most modern browsers, including Internet Explorer for Windows, Apple's Safari, and Mozilla Firefox. If you encounter difficulties, we recommend Firefox, which is free for both Mac and Windows computers, and is available from www.mozilla.com.

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Student Role

Log in using the same CCAD User ID and password as you use to access GoStudio or the CCAD wireless system. When you log in successfully, your name will appear at the top left of the Self Service Home page.

CCAD students are automatically assigned the Student role, giving you access to information about your schedule, course grades, transcripts, financial statements, registration and course information. You will also be able to use Self Service to search for specific courses and sections, and register online.

Having difficulty logging in?

If you have difficulty logging in, make sure to enter your User ID accurately (the first part of your CCAD email address, not including the go.ccad.edu). If you continue to have problems, please contact the IT Help Desk at 6174 (222-6174).

Tab menus

Once you have successfully logged into Self Service a series of tabs will appear. As you click on the different tabs a new set of commands will appear directly below the tabs. The first tab named Home is pictured above, all of the other tabs, commands and brief descriptions are shown on the next page.
CCAD Student Guide to Self Service

Welcome (logon)
Columbus College of Art & Design SELF SERVICE

Register
After you log in, you can register for Traditional courses, view your academic plan, and create What If? plans to compare your current coursework against the degree requirements for a different major or minor.

Welcome (logon)
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Schedule
Classes
The Classes tab provides options for students and faculty. Students can view their course schedules and Faculty members can view their class lists, enter student grades and attendance.

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Finances
You can view your account balance or financial aid details.

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Grades
You can view your unofficial transcript, which includes details about your academic history at this institution, sorted by academic year and term. You can also view your grades by academic year and term.

Welcome (logon)
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Search
You can search for courses in the course catalog or search for available course sections for a specified year, term, and session.

Welcome (logon)
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My Profile
You can view your user account information and confirm your email being used by Self Service.
Class Schedule

One of the first commands that you will use is the Student Schedule. Click the View Schedule link at the bottom of the Home tab window or click the Classes tab and then choose the Schedule command from the menu and then click Student Schedule on left side of window. This will show your current schedule of classes in text format. If you click on the Grid command (on the left side of the window) you can view your schedule in a weekly calendar format.
Online Registration

Before using Self Service to register for classes you should work through the following Registration Tips:

- Check for and resolve any registration holds prior to your registration time. See first window below.
- Review your Academic Plan prior to registering for classes. Search for available sections from your Academic Plan.
- If necessary, set up an appointment with your advisor to review your Academic Plan and proposed schedule.
- Have an alternate schedule plan in case sections are closed.

To start the Registration Process click on the Register tab and choose the Traditional Courses command. Click on the Period that you wish to register for.

Click on the Cart command and then Section Search to search for classes that fit your schedule.
To search for specific sessions of a course:

If you know the course code (such as LA259), enter it in the **Course Code** field.

Or put key phrases into the **Keywords** field (such as physics or animation or history).

Choose a Period and/or Session from the drop down menus.

Click **Search** to find every course section matching your criteria.

The following window shows the results of a Section Search. The symbol to the left of the class title indicates if the section is open or closed. You can show only Open sections by clicking Open Sections Only on the left side of the window. Click the Add button (right side of window) to add a section to your Cart.

If you click the Class ID link (ie IL230/Lecture/01) you will see a brief description of the class appear in a separate window.
The following window shows the class that has been added to the Cart as well as classes that have already been registered. At this point you can search for additional classes to add to the Cart, remove classes from the Cart, or click the Next button (bottom right corner) to continue the registration process.

If there is an issue with the registration process (prerequisites, schedule conflict, etc.) you will see a message like the following which must be resolved before you can finish registering.

**CCAD Student Guide to Self Service**

You are unable to register for IL230 Lecture 02 for the following reasons:

- **Prerequisite** You did not meet the following prerequisites:
- Course IL229 Lecture [not taken]
Transcripts and Grades

You can use Self Service to display an Unofficial Transcript, or display Midterm and Final Grades for any of your classes.

Click on the Grades tab and choose from the two commands to see the following windows:

Unofficial Transcript

Here is your unofficial transcript, sorted by academic year and term.

Unofficial Transcript
Columbus College of Art & Design - 003039
Office of the Registrar
60 Cleveland Ave, Columbus, OH 43215

Name: Test Zzzrecord3  D08-Sep 05
Program/Degree/Curriculum: Undergraduate/Bachelor of Fine Art/Advertising & Graphic Design
Undergraduate/Bachelor of Fine Art/Illustration

Honors: Cumulative GPA: 3.16


Univ Utah

Course  Title Sub Type Grade Credits Quality Points
LA190  Writing & the Arts Lecture TR 3.00 2.10


Columbus College of Art & Design

Course  Title Sub Type Grade Credits Quality Points
AD229  Elect Ph Tech I Lecture C+ 1.50 3.50
P6001X  New Student Seminar Lecture B 0.00 6.00

Welcome (Test Zzzrecord3)

Columbus College of Art & Design SELF SERVICE

Grade Report - 2008/Fall Term

<table>
<thead>
<tr>
<th>Session 081</th>
<th>Sequence</th>
<th>Course</th>
<th>Name</th>
<th>Credits</th>
<th>Quality Points</th>
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<th>Projected Grade</th>
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<tr>
<td>Full Session IMT1 Lecture 01  Industrial Design Studio II</td>
<td>3.00</td>
<td>11.01</td>
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<td>Full Session LA320 Lecture 02 Introduction to Art Therapy</td>
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<td>9.99</td>
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<td>B+</td>
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</table>

Credits GPA Awards

<table>
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<tr>
<th>Attempted</th>
<th>6.00</th>
<th>Term: 3.50</th>
<th>Term:</th>
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<tbody>
<tr>
<td>Earned</td>
<td>6.00</td>
<td>Overall: 3.04</td>
<td>Overall:</td>
</tr>
</tbody>
</table>
Using the Course Catalog and Section Search Features

From the Search tab click the links for Course Catalog and/or Sections Search commands to display the Search windows shown below.

If you know the course code (such as LA259), enter it in the **Course Code** field.

Or put key phrases into the **Keywords** field (such as physics or animation or history).

Click **Search** to find every course matching your criteria.

The options in the middle of this window, **Program**, **Subtype**, **Department**, etc. are preset to display all categories; use these to further refine your search as needed.

To search for specific sessions of a course:

If you know the course code (such as LA259), enter it in the **Course Code** field.

Or put key phrases into the **Keywords** field (such as physics or animation or history).

Choose a Period and/or Session from the drop down menus.

Click **Search** to find every course section matching your criteria.
Financials

The two windows displayed below show the Student Balance and Financial Aid. This information is available from the Financials tab.

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CCAD Student Guide to Self Service

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Financial aid information for 2011:

<table>
<thead>
<tr>
<th>Documents</th>
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<tr>
<td>2010 Student IRS 1040 or Non-File</td>
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<td>Dependent Verification Statement</td>
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<td>ENTRANCE COUNSELING</td>
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<td>Federal Direct Student Loan Request Form</td>
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<td>Federal STUDENT Mentor Promissory Note</td>
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<tr>
<td>ISIR (Electronic Results of FAFSA Form)</td>
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<td>6/2/2011</td>
</tr>
<tr>
<td>Perkins Promissory Note</td>
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