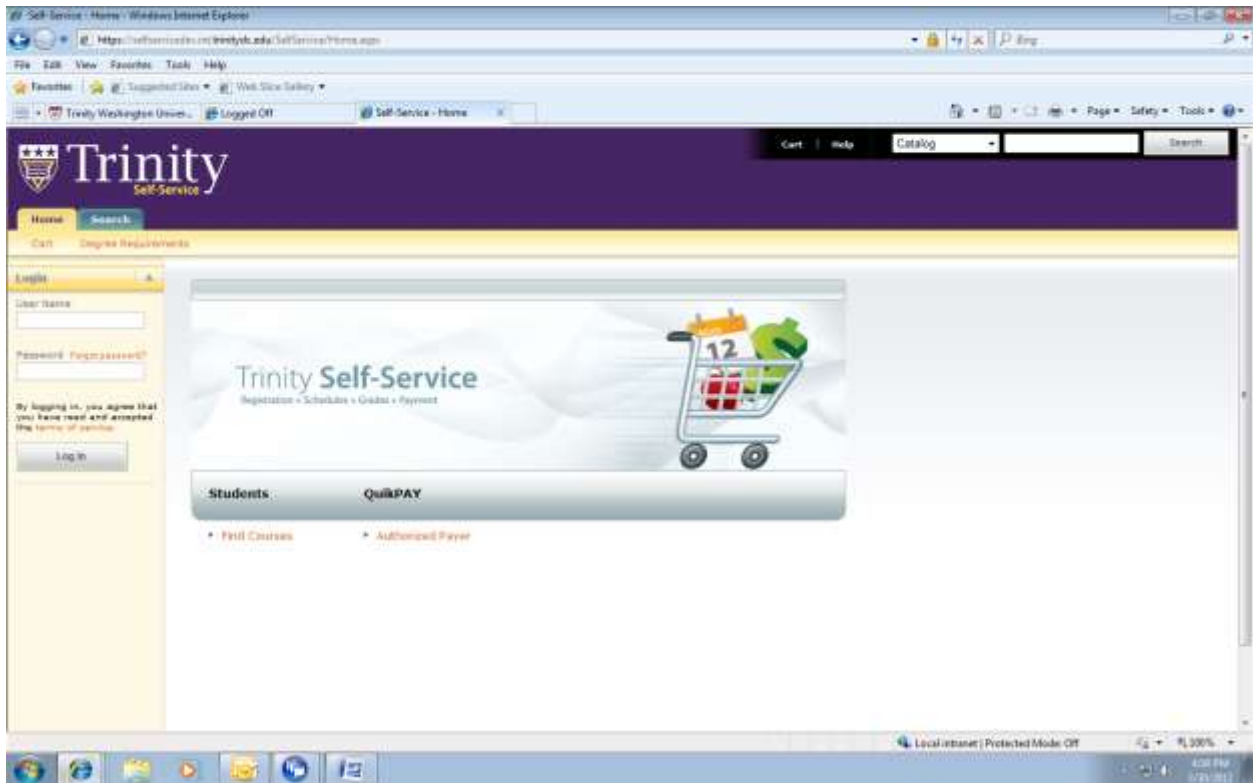
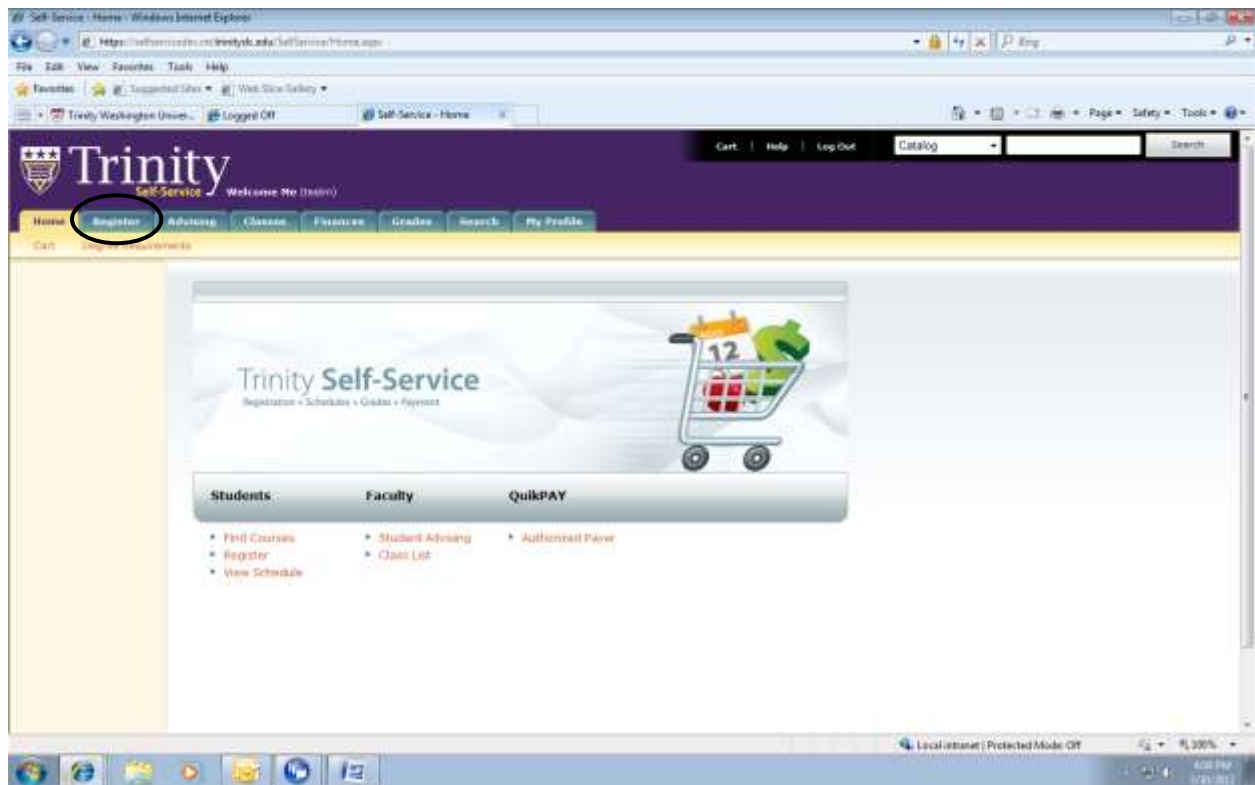


Academic Plan Tutorial

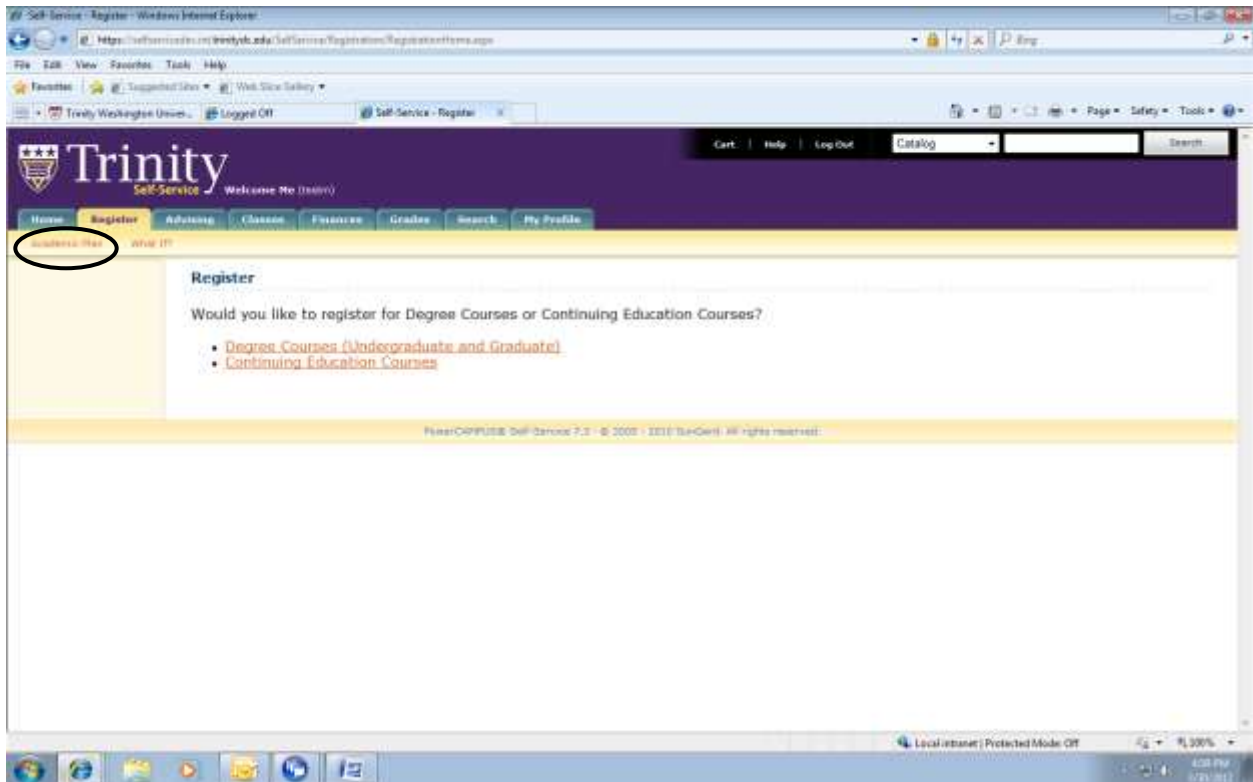
In order to view your academic plan, you must first go to the Self-Service homepage (<https://selfservice.int.trinitydc.edu/SelfService/Home.aspx>). Then you will need to use your credentials to log-in.



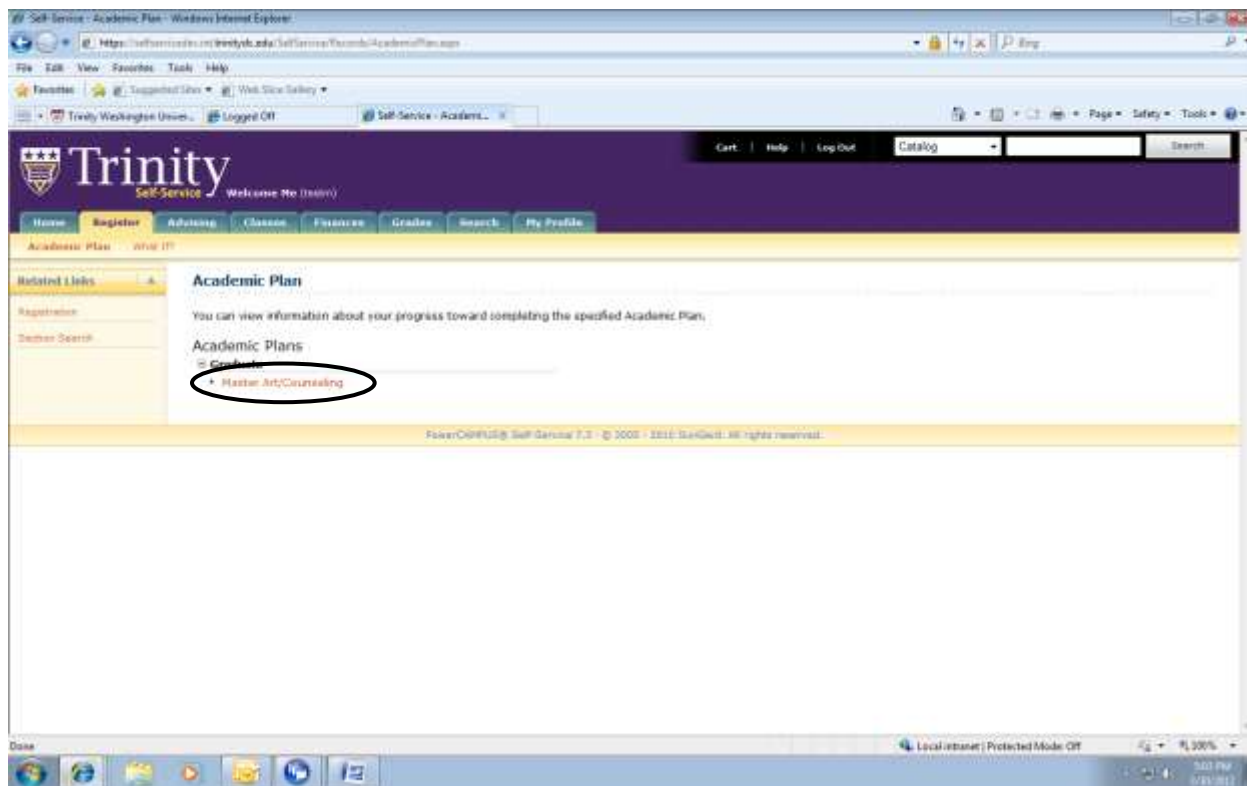
Once you are logged-in, you will see the following page and options. You will select the Register Tab.



After Selecting the Register tab, you will see the following screen. To proceed to your academic plan, you will click on “Academic Plan.”



Once you click on "Academic Plan," your degree plan will appear on the screen as below. You can then click on it to view your plan.



Your plan should appear in a format similar to the one below. From here, you can view classes you have completed, outstanding courses, and even register for classes.

Trinity
Self-Service - Welcome Mr. (Name)

Home Register Admissions Classes Finances Grades Search My Profile

Academic Plan - view (1)

View
My Academic Plan
Change

Academic Plans
Graduate
Master Arts/Counseling
Related Links
Registration
Section Search

Academic Plan
Here is information about your progress toward completing the specified Academic Plan.

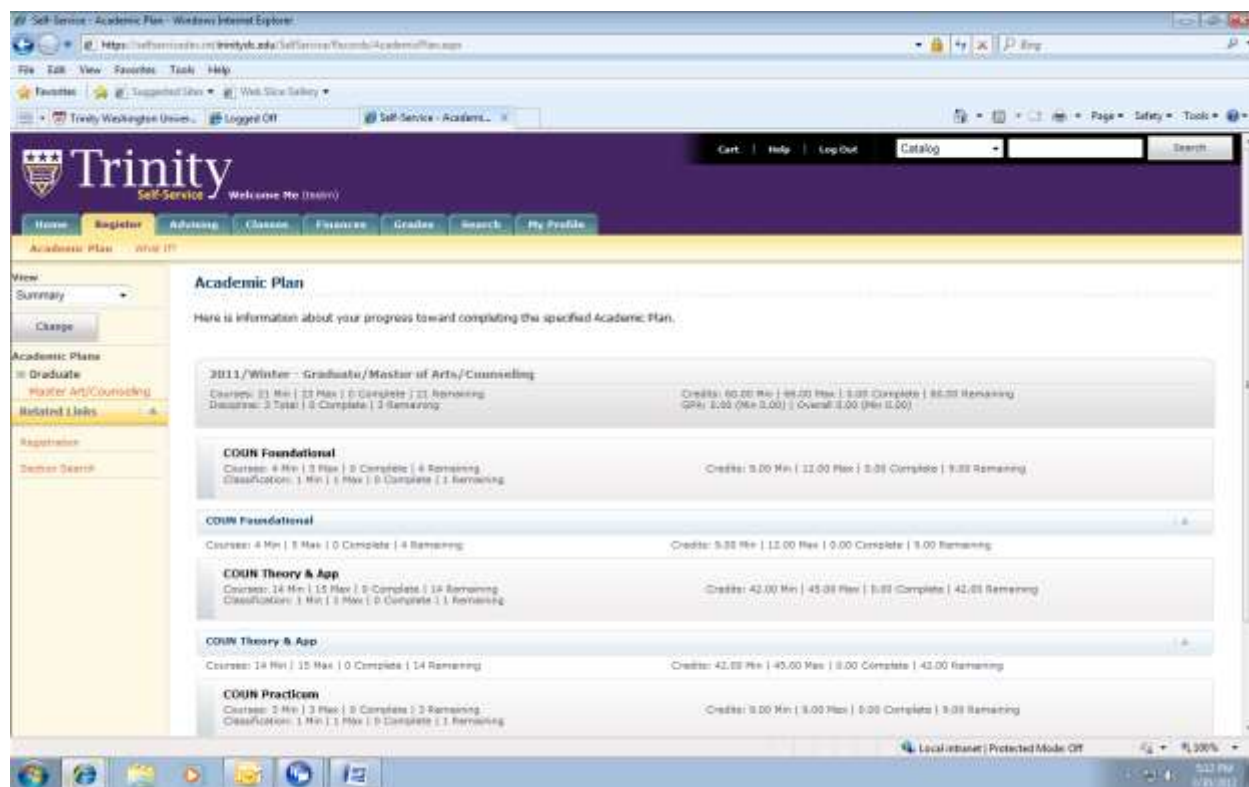
2011/Winter - Graduate/Master of Arts/Counseling
Courses: 31 Min | 31 Max | 0 Complete | 31 Remaining
Credits: 90.00 Min | 99.00 Max | 0.00 Complete | 90.00 Remaining
GPA: 0.00 (Min 0.00) | Overall: 0.00 (Min 0.00)

CDUN Foundational
Courses: 8 Min | 8 Max | 0 Complete | 8 Remaining
Class/Section: 1 Min | 1 Max | 0 Complete | 1 Remaining
Credits: 8.00 Min | 11.00 Max | 0.00 Complete | 8.00 Remaining

CDUN Foundational
Courses: 4 Min | 4 Max | 0 Complete | 4 Remaining
Credits: 9.00 Min | 11.00 Max | 0.00 Complete | 9.00 Remaining

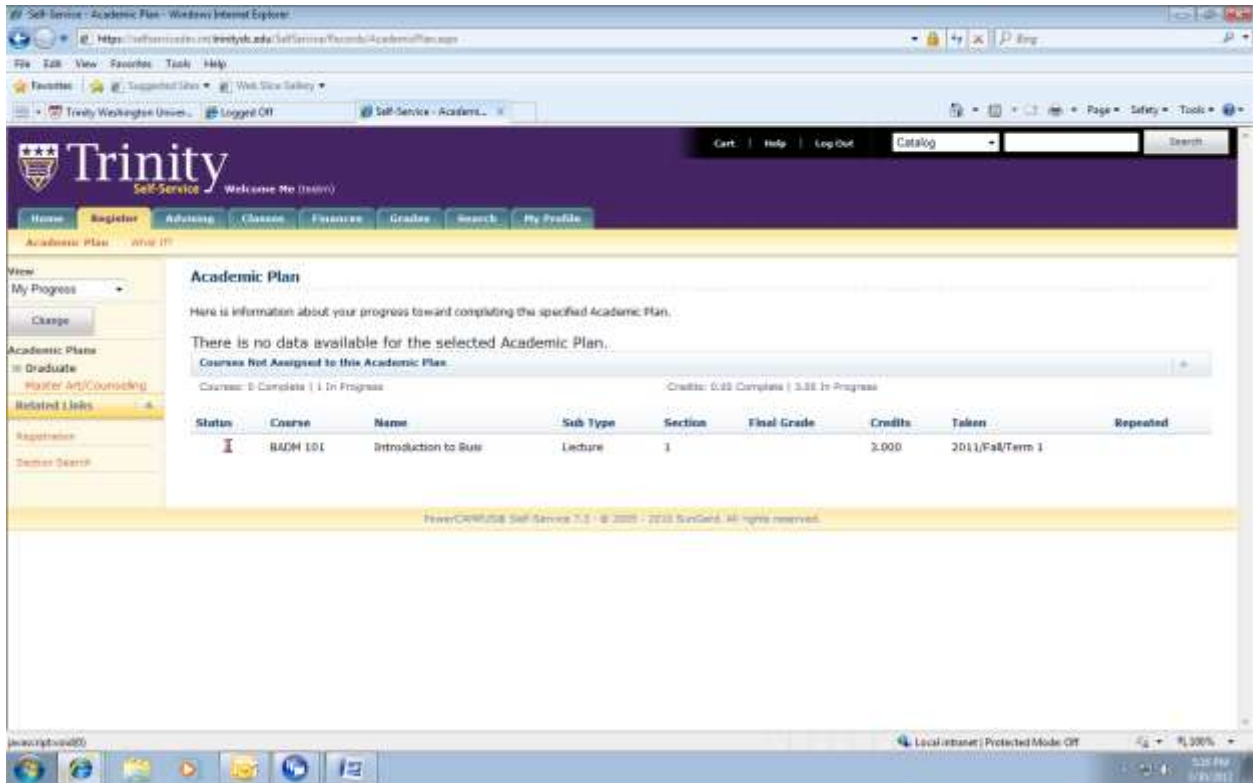
Status	Course	Name	Sub Type	Credits	Sequence	Min Grade	Required	Costs
	EDCC 510	Human Growth and Development	Lecture	3	999	Passing	✓	
	EDCC 511	Introduction to Professional Writing	Lecture	3	999	D		
	EDCC 489	Research in Education	Lecture	3	999	Passing	✓	
	EDCC 481	Transition to Graduate School Seminar	Seminar	3	999	Passing	✓	
	EDTE 636	Rec Exceptional Children & Youth	Lecture	3	999	Passing	✓	

The “Summary” view of your Academic plan will look something like this:



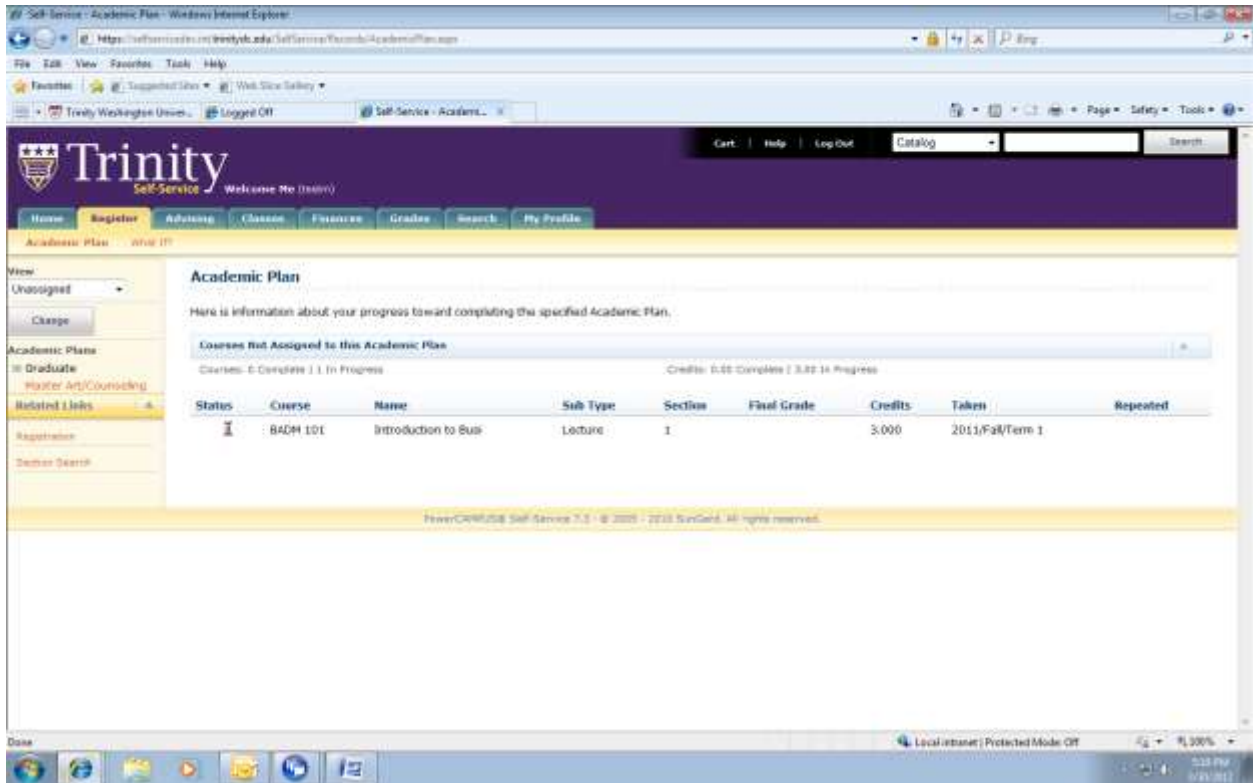
This is essentially a “Summary” of the number of courses and credits needed to complete your degree. It will also tell you how many credits and classes you have taken and where they have been applied towards your degree. This view does not show you the actual classes you have taken. In order to do that, you would need to go to the “My Progress” view.

The “My Progress” view will look similar to this:



The “My Progress” view will actually show you all the classes you have taken and whether they will meet a requirement for your degree. You may also see courses that are “unassigned.” There is also a view that will show you just these “unassigned” courses.

The “Unassigned” view looks like this:



This view is very similar to the “My Progress” view, but will only show courses not assigned to your plan. Sometimes, courses are not assigned to your plan due to an error. If you feel that a course is incorrectly assigned to your plan, please contact your advisor.

How can I register for courses from my Academic Plan?

It is very simple, and you can do it from the “My Academic Plan” view. Just put your mouse over the magnifying glass to the left of the course you want to register for.

The screenshot shows the Trinity Self-Service Academic Plan interface. The page title is "Academic Plan" and it provides information about the user's progress towards completing a specified Academic Plan. The plan is for the 2011/Winter semester, leading to a Graduate/Master of Arts/Counseling degree. The user has completed 2 courses out of 3 required, with 1 course remaining. The user's current GPA is 2.00 (Max 3.00) and their overall GPA is 3.00 (Max 3.00).

The interface displays a list of courses under the heading "CDUN Foundational". The first course, EDCC 333, is circled with a magnifying glass icon to its left, indicating the registration process. The table below shows the details of the courses:

States	Course	Notes	Sub Type	Credits	Sequence	Min Grade	Required	Course
	EDCC 333	Human Growth and Development	Lecture	3	999	Passing	✓	
	EDCC 333	First all sections available for the EDCC 333 course	Lecture	3	999	D		
	EDCC 488	Research in Education	Lecture	3	999	Passing	✓	
	EDCC 483	Transition to Graduate School Seminar	Seminar	3	999	Passing	✓	
	EDTE 436	Recy Exceptional Children & Youth	Lecture	3	999	Passing	✓	

It will then send you to the section offerings of that class and as long as registration is open, you will be able to add that course to your shopping cart and submit it to your advisor for approval. In order to add a class to your cart, you will need to click the “Add” button, which will be on the right-hand side of the screen.

