

Getting Started with Self-Service

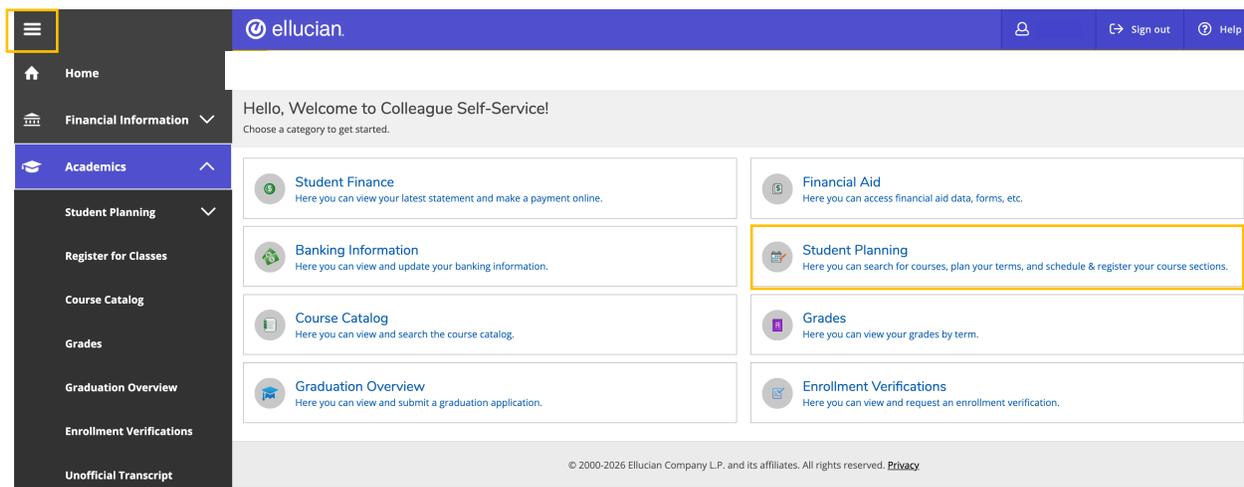
This guide will provide general information on how to use Self-Service. Please use the detailed guides for more information on registering for classes, navigating the course catalog, and using My Progress.

Basic Navigation

Students can choose to navigate in Self-Service two ways: using the tiles on the Home screen or using the hamburger menu (☰) on the left sidebar. Both methods will direct students to the same places, although the tiles are only available from the Home screen.

Tiles:

To navigate using the tiles, click on the tile for the action you want to accomplish. Each tile provides a brief overview of the information/actions available.



Hamburger menu (☰):

To navigate using the hamburger menu, click on the three horizontal lines in the upper lefthand corner of the screen. From there the menu will expand to broad categories (Financial Information, Academics, and User Options). Each of these expand to specific areas within Self-Service and you can click on the information you wish to view.

For faster navigation use the hamburger menu to move directly between screens.

Course Catalog

The course catalog is where students can view all active Law courses or all Law courses available in a given semester. Students will find course descriptions, credit amounts, and offering information for sections offered within specific semesters. It is also the starting point in the registration process.

Search for Courses and Course Sections Search for courses...

[Back to Course Catalog](#)

Filter Results Hide

Availability

Open and Waitlisted Sections

Open Sections Only

Subjects

Law (120)

Locations

Law Campus (79)

Online Section (20)

Off-Campus Section (10)

Terms

Law - Fall 2025 (120)

Days of Week

Monday (32)

Tuesday (30)

Wednesday (32)

Thursday (32)

Friday (14)

Saturday (1)

Time of Day

Select time range...

Starts by **Ends by**

Filters Applied: Law - Fall 2025

LAW-012 Lawyering I (3 Credits) Add Course to Plan

The first year, year-long Lawyering class focuses on case analysis, case synthesis, statutory construction, research, written communication, oral advocacy and professionalism. During the fall semester, students engage in objective analysis. They analyze several mock client files and legal issues and prepare intra-office memos. Students develop an understanding of the rigor required as a lawyer to effectively research, analyze, evaluate, and communicate about the law. Students also gain an understanding of the critical role professionalism plays in serving a client and working in the legal field.

This course was attempted or already completed.

Requisites: None
Offered: Fall, Annually

[View Available Sections for LAW-012](#)

LAW-015 Civil Procedure (4 Credits) Add Course to Plan

Civil Procedure covers the rules that guide a civil case through the federal judicial system. We start with the constitutional foundations of the adversary system, then follow civil disputes through pleadings, motions, discovery, settlement, trial, and beyond.

This course was attempted or already completed.

Requisites: None

[View Available Sections for LAW-015](#)

LAW-016 Torts I (4 Credits) Add Course to Plan

This course is an introduction to the law of torts, which covers a miscellaneous group of civil wrongs against persons and their interests in property, other than breach of contract, for which a court of law affords a remedy in the form of an action for money damages. Included are wrongs committed intentionally, and injuries resulting from negligence. Subjects covered are the law of assault, battery, false imprisonment, trespass to land and personal property, intentional and negligent infliction of mental distress, and negligent injuries to person and property.

Student Planning

Student Planning is where students can view their schedule, add and drop sections, plan courses for future terms, and view their progress towards degree completion. To start, click on the **Student Planning** tile on the Home screen or click on **Planning Overview** from the **Academics** section of the hamburger menu ().

From the **Planning Overview** page, you can:

- View your schedule for the current semester
- Go to My Progress
 - View your progress towards degree completion, including how your current and planned courses satisfy the degree requirements.
- Go to Plan & Schedule
 - View your current and future courses schedules
 - Add and drop courses during registration
 - View your exam number each semester

My Progress

My Progress is a degree completion planning tool available for students in the JD program. It tracks the student's overall credit amounts, cumulative GPA, and course requirements.

- At a Glance – provides an overview of a student's progress towards the overall credit requirement and the student's cumulative GPA
- Requirements – where students can view each of their degree requirements and the courses they've taken, registered for, and planned that apply to the requirement.

The screenshot displays the 'My Progress' interface for a JD.LAW program. The top navigation bar includes the 'ellucian' logo and user options like 'Sign out' and 'Help'. The breadcrumb trail shows 'Academics > Student Planning > My Progress'. The main content area is titled 'My Progress' and includes a search bar for courses. Below this, there are buttons for 'View a New Program' and 'Load Sample Course Plan'. The 'At a Glance' section provides a summary of the student's progress, including cumulative and institution GPA (both 3.300), the degree (Juris Doctor), and the major (Law). It also shows the department (Law School), catalog year (2023), and anticipated completion date (5/16/2026). A progress bar indicates that 17.5 credits out of a total requirement of 33 have been completed. A table below this bar shows 'Total Credits from this School' with 17.5 credits completed out of a 15.5 credit requirement. A notification states 'Program Completion must be verified by the Registrar.' The 'Requirements' section is expanded to show 'Law First Year Requirements', which includes two sub-sections: 'A. Legal Methods' (1 of 1 completed) and 'B. Foundations' (0 of 1 completed).

Plan & Schedule

Shows students a weekly calendar view of their courses within a given semester as well as detailed meeting information. It's also the launch point to view exam numbers, a timeline of courses from multiple semesters, and registration permissions.

The screenshot displays the ellucian 'Plan & Schedule' interface. The top navigation bar includes the ellucian logo, a user profile icon, and links for 'Sign out' and 'Help'. Below the navigation bar, the breadcrumb trail shows 'Academics > Student Planning > Plan & Schedule'. The main heading is 'Plan your Degree and Schedule your courses', with a search bar on the right. The interface is divided into several sections:

- Navigation:** 'Schedule' (selected), 'Timeline', 'Advising', 'Permissions', and 'Law Exam Numbers'.
- Course Selection:** 'Law - Spring 2024' with navigation arrows and a '+' button.
- Actions:** 'Filter Sections', 'Save to iCal', and 'Print' buttons.
- Summary:** 'Planned: 0 Credits', 'Enrolled: 15.50 Credits', and 'Waitlisted: 0 Credits'.
- Course Details (Left Panel):**
 - LAW-007-B: Constitutional Law I**
 - Registered
 - Credits: 3 Credits
 - Grading: Graded
 - Instructor: Schraub, D
 - Dates: 1/8/2024 to 4/30/2024
 - Meeting Information: Time: TTh 1:40 PM - 3:05 PM; Dates: 1/8/2024 - 4/30/2024; Location: Law Campus McCarty Classroom Complex 3 (Lecture)
 - View other sections
 - LAW-013-B2: Lawyering II**
 - Registered
 - Credits: 3 Credits, Pass/Fail only
 - Grading: Pass/Fail
 - Instructor: Chin, Bill
 - Dates: 1/8/2024 to 4/30/2024
- Calendar (Right Panel):** A weekly grid showing course sections. The grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots from 8am to 7pm. Course sections are represented by colored boxes with their IDs:
 - Mon 9am-10am: LAW-023-B1
 - Mon 10am-11am: LAW-012-B
 - Tue 10am-11am: LAW-013-B2
 - Wed 9am-10am: LAW-023-B1
 - Wed 10am-11am: LAW-017-B
 - Thu 10am-11am: LAW-013-B2
 - Mon 1pm-2pm: LAW-014-B
 - Tue 1pm-2pm: LAW-007-B
 - Wed 1pm-2pm: LAW-014-B
 - Thu 1pm-2pm: LAW-007-B
 - Thu 4pm-5pm: LAW-022-B