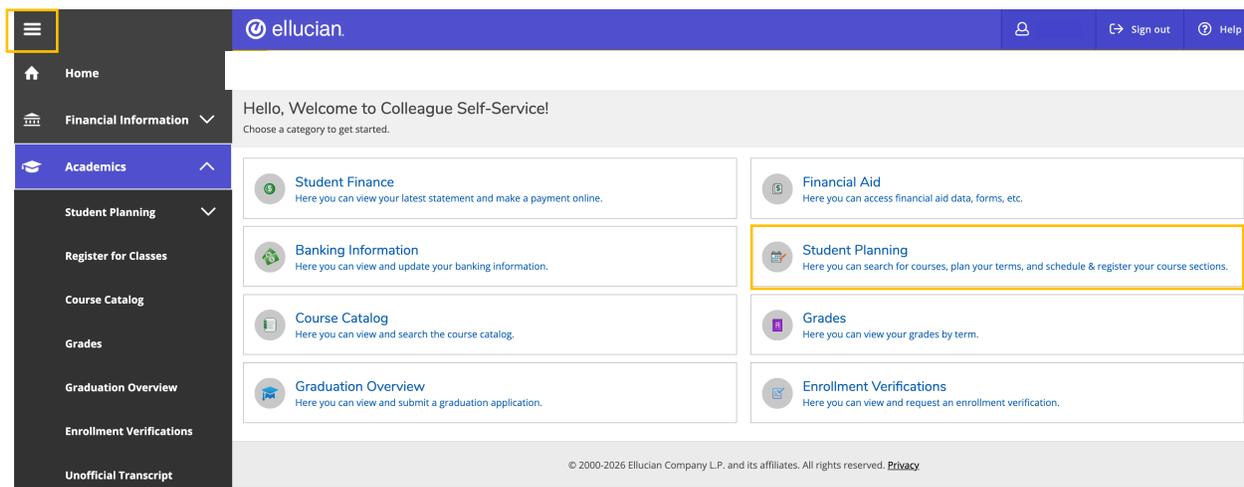# Getting Started with Self-Service

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.

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.

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.