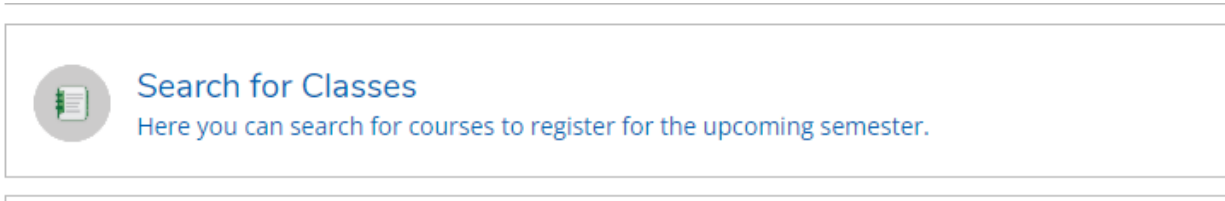


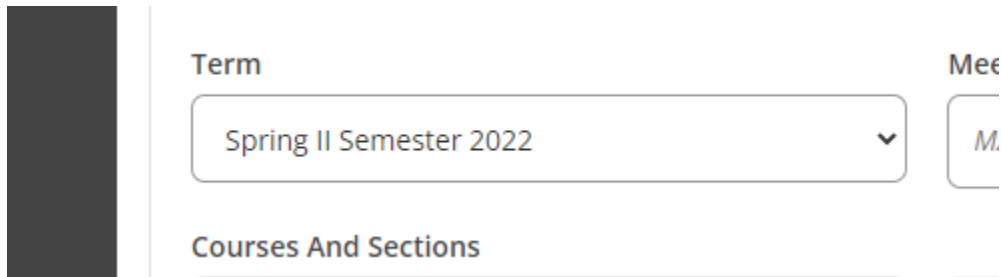
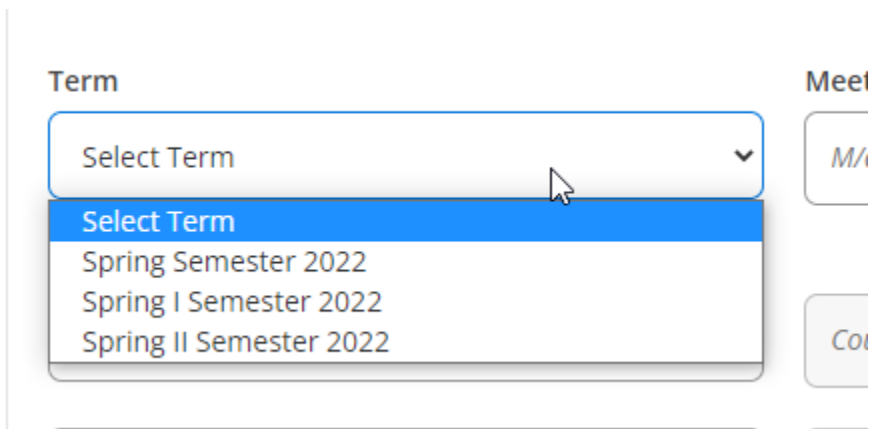
# Registering for Classes – Detailed Instructions

1. Go to <https://selfservice.worcester.edu> and log in with your Worcester State username and password. Do **not** include “@worchester.edu” with your username.

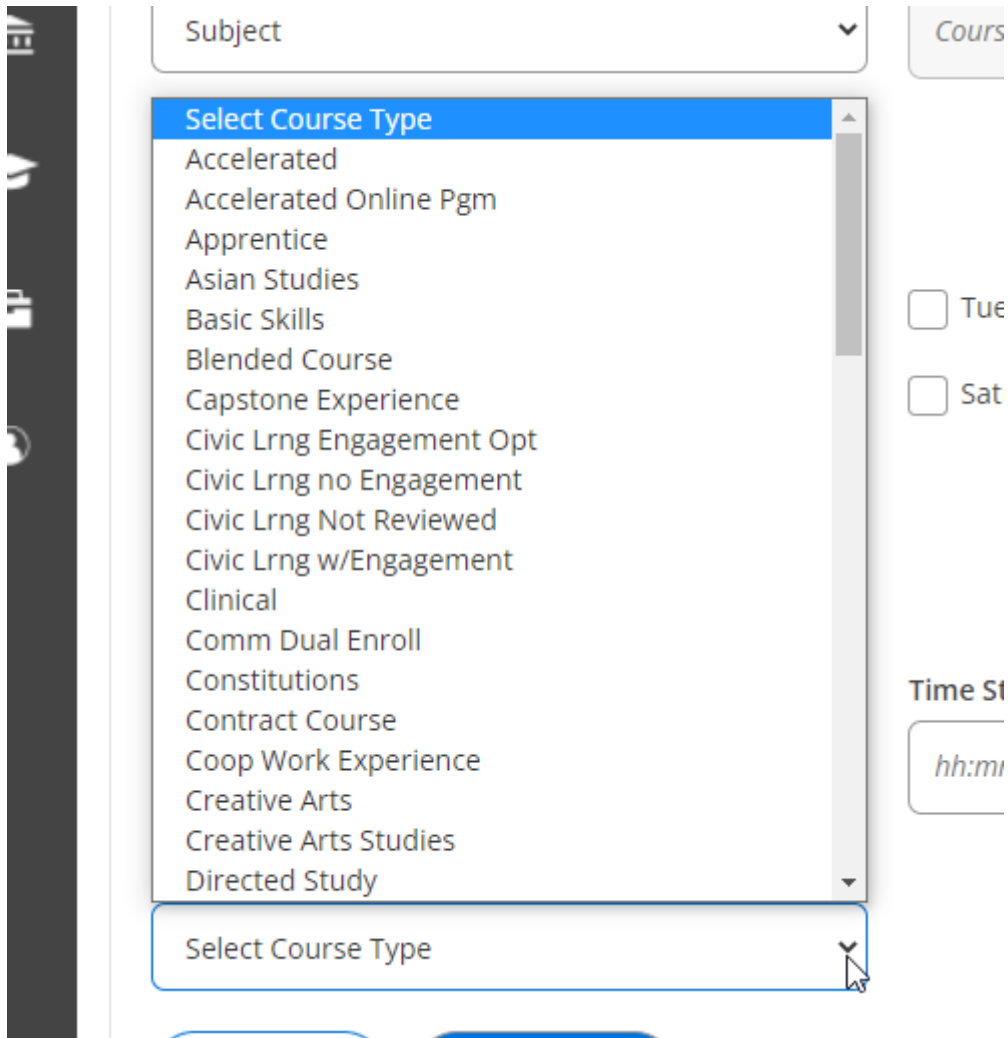
2. On the main menu, look for the Search for Classes link:



3. From the Term dropdown box, choose the term you wish to register for:



4. At the bottom of the screen, under Course Type, choose "Accelerated Online Pgm" and click Search.



5. On the Search results page, you will see all the classes offered for the term you chose:

Filter Results - Day Students who register for Evening courses may incur additional costs. Hide

Filters Applied: - Day Students who register for Evening courses may incur additional costs. Spring II Semester 2022 Accelerated Online Pgm

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Instructional Methods	Meeting Information
<a href="#">Add</a>	Spring II Semester 2022	Open	EA-912-AOP	Intro to Ed Leadership		3/21/2022-5/8/2022	Lecture only	
<a href="#">Add</a>	Spring II Semester 2022	Open	EA-915-AOP	Econ & Oper Dimensions of Ed		3/21/2022-5/8/2022	Lecture only	
<a href="#">Add</a>	Spring II Semester 2022	Open	EA-923-AOP	Govern, Ethics, & Law in Ed		3/21/2022-5/8/2022	Lecture only	
<a href="#">Add</a>	Spring II Semester 2022	Open	ED-905-AOP	Intro to Special Education		3/21/2022-5/8/2022	Lecture only	
<a href="#">Add</a>	Spring II Semester 2022	Open	ED-908-AOP	SPED:Cons, Coll & Intro Skill		3/21/2022-5/8/2022	Lecture only	

Availability

Open and Waitlisted Sections  
 Open Sections Only

Subjects

Ea-School Leadership and Admin (3)  
 ED-Education (6)  
 EE-Early Childhood Education (1)

6. Click the Add button next to the class(es) you want to take:

Filters Applied: - Day Students who register for Evening courses may incur additional costs. [Sp](#)

Add To Schedule	Term	Status	Section Name	Title
<a href="#">Add</a>	Spring II Semester 2022	Open	<a href="#">EA-912-AOP</a>	Intro to Ed Leadership

7. A pop-up box displays more information about the class. Click “Add Section” if you want to choose this class.

Worcester State Uni...

### Section Details

**EA-912-AOP Intro to Ed Leadership**  
Spring II Semester 2022

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**Instructors** Mills, S ([smills@worchester.edu](mailto:smills@worchester.edu))

**Meeting Information** TBD

**Dates** 3/21/2022 - 5/8/2022

**Seats Available** 25 of 25 Total

**Credits** 3

**Grading** Graded

**Requisites** None

**Course Description** This course will introduce students to best practices and standards for school administrators and the theoretical underpinnings of educational leadership/administration.

**Additional Information** Open to students in the Accelerated Online Education Programs only.

**Topic** Graduate

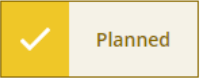
**Books Total**

Close [Add Section](#)

[Add](#) Spring II Semester 2022 Open [EA-912-AOP](#) Tech & L [Add Section](#) Classroom

You should now see a yellow box that says Planned on the Search results screen and the Add button should be grayed out. You are **NOT** registered at this point. You need to continue with the steps below in order to finish the registration process.


Filters Applied: - Day Students who register for Evening courses may incur additional costs. [Spring II Semester 2022](#) [Accelerated Online P](#)

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates
<a href="#">Add</a>	Spring II Semester 2022	Open	<a href="#">EA-912-AOP</a>	Intro to Ed Leadership		3/21/2022-5/8/2

8. After you have planned all courses you want to take, click the Home (house icon) button on the left side of Self-Service.



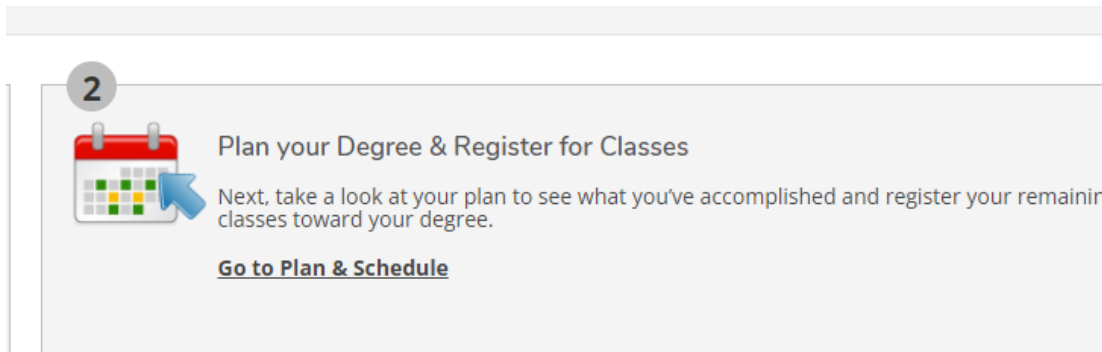
9. You are now back at the main menu, and you need to choose “Student Planning” to register for your chosen class(es).



### Student Planning

Here you can search for courses, plan your semesters, and schedule & register for your courses. This is where undergraduates submit requests to their advisors.

10. From the Student Planning menu, choose “Go to Plan & Schedule:”



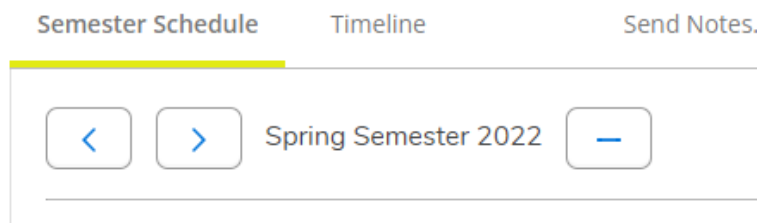
**2**

**Plan your Degree & Register for Classes**

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

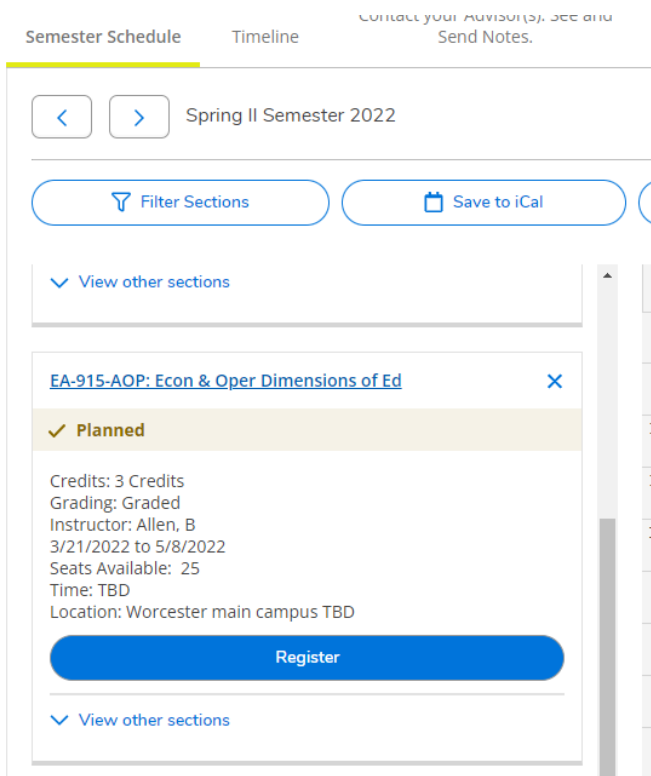
11. On the Semester Schedule tab, use the right arrow to scroll through the terms to get to the term you want to register for. The current term is the defaulted.



Semester Schedule    Timeline    Send Notes.

< > Spring Semester 2022 -

12. You will see your Planned classes for that term. Click the Register button for any classes you wish to register for.



Semester Schedule    Timeline    Contact your Advisor(s), see and Send Notes.

< > Spring II Semester 2022

Filter Sections    Save to iCal

View other sections

**EA-915-AOP: Econ & Oper Dimensions of Ed** X

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Allen, B  
3/21/2022 to 5/8/2022  
Seats Available: 25  
Time: TBD  
Location: Worcester main campus TBD

Register

View other sections

13. After your successful registration, the class(es) will change from “Planned” to “Registered, but not started.” This indicates you are registered but the class has not started yet. You can use the Drop button to drop the class. You can click on the class title to get more information about the class.

The screenshot shows a course registration card for "EA-912-AOP: Intro to Ed Leadership". The card has a light blue header with the course title. Below the title, there is a green bar with a checkmark and the text "Registered, but not started". Underneath, the following details are listed: "Credits: 3 Credits", "Grading: Graded", "Instructor: Mills, S", "3/21/2022 to 5/8/2022", "Time: TBD", and "Location: Worcester main campus TBD". A prominent blue button labeled "Drop" is centered below the details. At the bottom of the card, there is a link with a downward arrow icon and the text "View other sections".

This is how the Timeline tab looks:

The screenshot displays the "Timeline" tab of a course registration system. At the top, there are three tabs: "Semester Schedule", "Timeline" (which is highlighted with a yellow underline), and "Contact your Ad". Below the tabs, there are two buttons: "Add a Term" and "Remove Planned Course". The main content area shows a list of courses for the "Spring II Semester 2022". The first course is "EA-912-AOP: Intro to Ed Leadership" with "Credits: 3 Credits" and a checkmark icon. The second course is "ED-927-AOP: Inclusive Setting: Lrn Strat" with "Credits: 3 Credits" and an 'X' icon. A blue arrow points to the left on the bottom left of the list.