



Registering in Self-Service

Information Includes:

- Welcome Notes
- How To Navigate Self-Service
- Search Courses
- Plan & Schedule
- Register Courses



Welcome to Self-Service!

*In this step-by-step tutorial individuals will be able to learn a quick and easy way to navigate self-service, plan courses to their schedule, and get registered for the upcoming term.

****ATTENTION****- any individual seeking an undergraduate degree, i.e. associate's, and bachelor's, will be able to plan courses on their schedule but **WILL NOT** be able to register until they have met with their advisor, and the advisor has approved the courses and completed advisement.

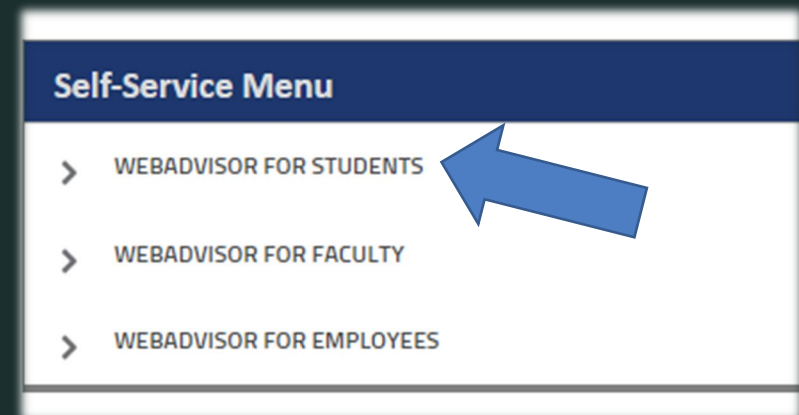
*Keep in mind, planning courses **DOES NOT** mean an individual is registered.



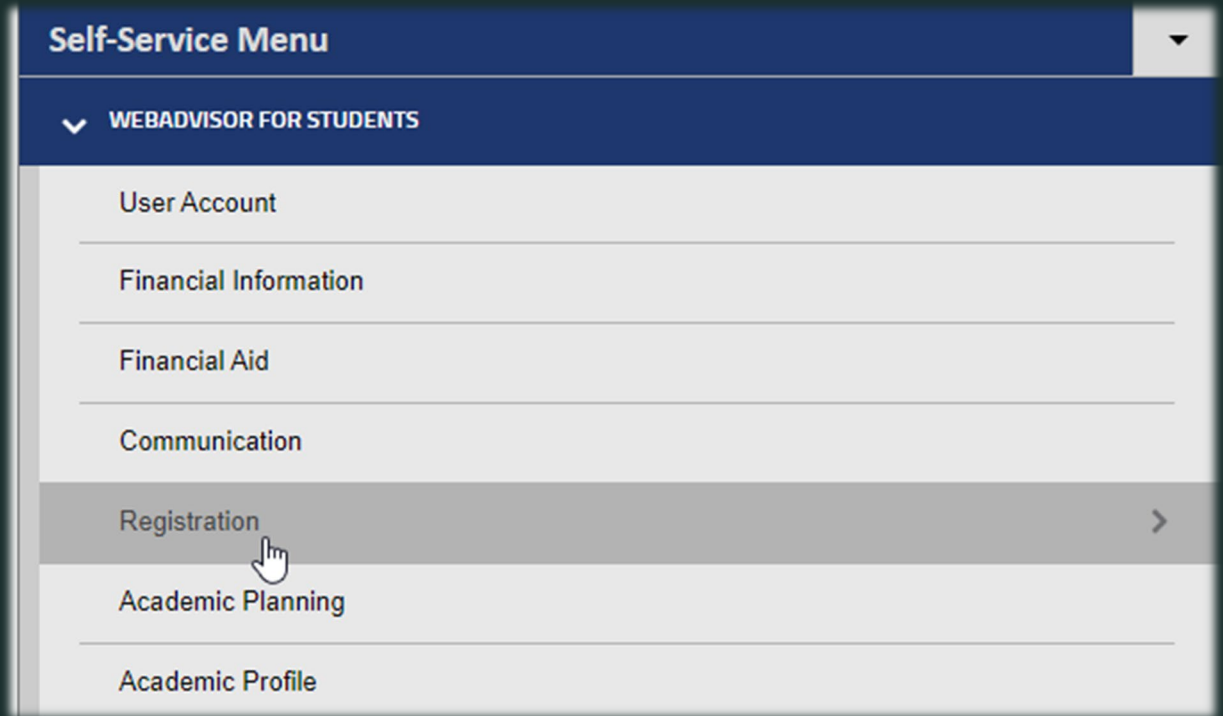
- Log In To [myLMU](#)
- www.lmunet.edu



- Self-Service Menu
- Click Web Advisor for Students



- Click REGISTRATION



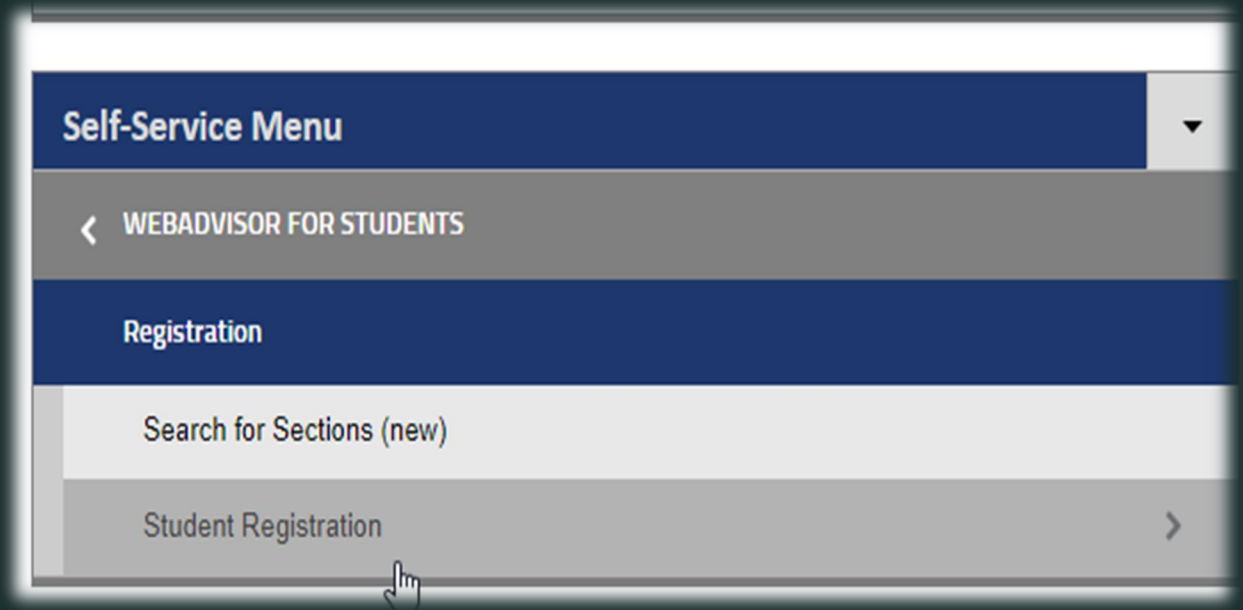
The image shows a screenshot of a web application's 'Self-Service Menu'. The menu is titled 'Self-Service Menu' and is expanded to show a sub-menu for 'WEBADVISOR FOR STUDENTS'. The sub-menu items are: User Account, Financial Information, Financial Aid, Communication, Registration, Academic Planning, and Academic Profile. The 'Registration' item is highlighted with a grey background and a white mouse cursor icon pointing to it. A right-pointing chevron is visible at the end of the 'Registration' item.

Self-Service Menu

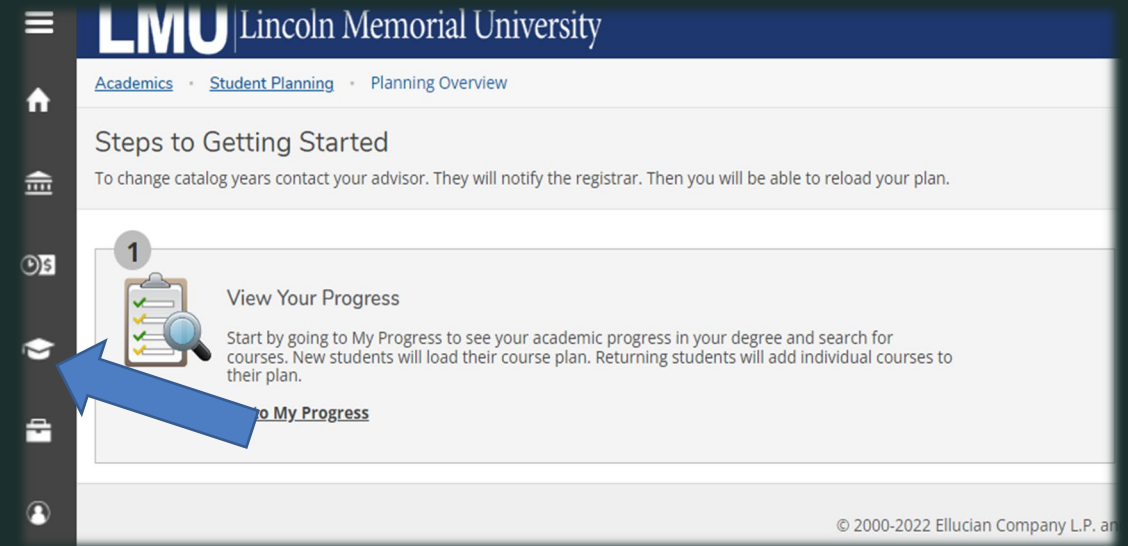
WEBADVISOR FOR STUDENTS

- User Account
- Financial Information
- Financial Aid
- Communication
- Registration >
- Academic Planning
- Academic Profile

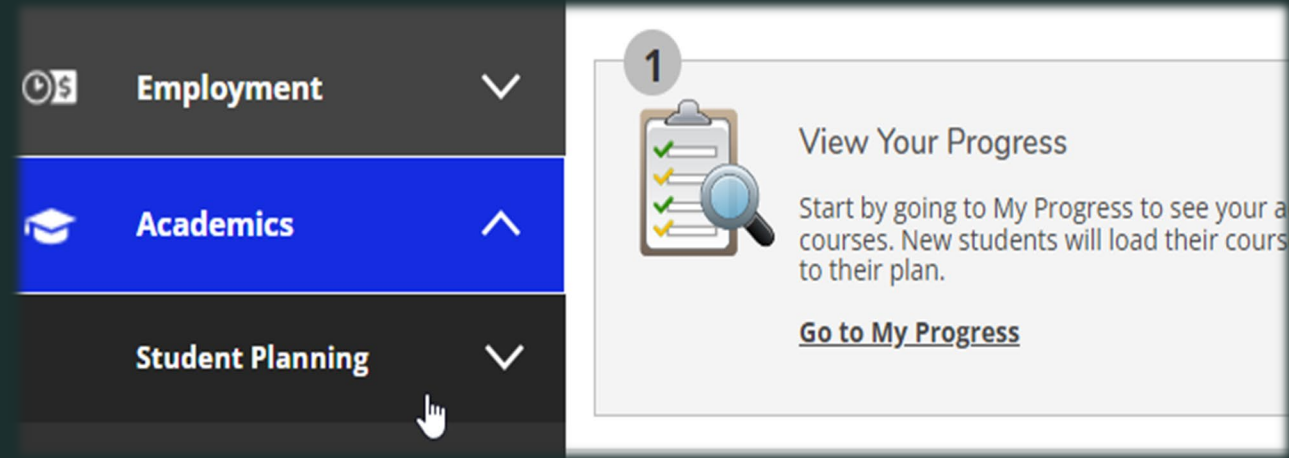
- Click STUDENT REGISTRATION



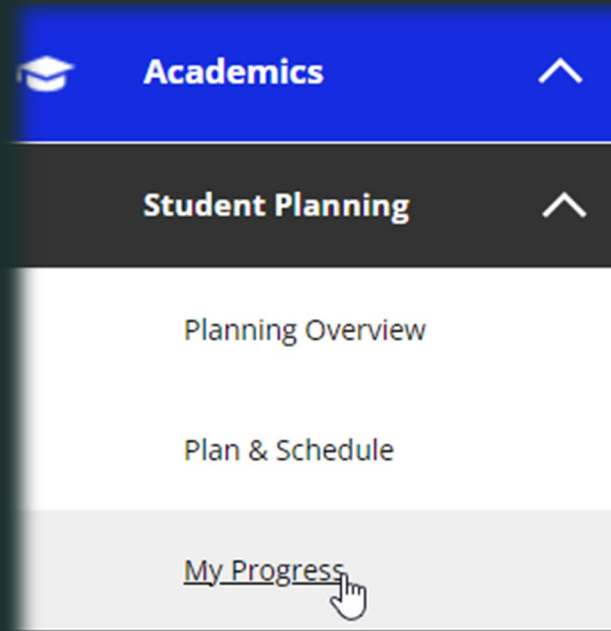
- Navigate to the left side of the screen
- Find the white icons
- Choose the graduation cap



- Choose STUDENT PLANNING



- Choose MY PROGRESS



- This screen allows the student to view the specific program for which they are enrolled, sub information such as total credits, and the anticipated completion date.
- Students can also view all needed courses as they scroll down the screen. These courses are listed under “Requirements”

My Progress Search for courses...

[←](#) [→](#) **Bach of Busn Admin, Finance** (1 of 1 programs) [View a New Program](#) [Load Sample Course Plan](#)

At a Glance Print

Cumulative GPA:	(2.000 required)
Institution GPA:	(2.000 required)
Degree:	Bachelor of Business Admin.
Majors:	Finance
Departments:	Undergraduate Business
Catalog:	2022
Anticipated Completion Date:	10/20/2026

Description
Bach of Busn Admin, Finance

Program Notes
[Show Program Notes](#)

Requirements [Expand All](#) Print

General Education - UACT 100

Complete the following item. ⚠ **0 of 1 Completed. Fully Planned** [Hide Details](#)

A. Required Courses

Take UACT 100

Complete all of the following items. ⚠ **0 of 1 Completed. Fully Planned** [Hide Details](#)

🕒 **Fully Planned** ⚠ **0 of 1 Courses Completed.** [Hide Details](#)

Progress

Total Credit discrepancies could be caused by elective and/or selective credit hours. 1 of 122

Total Credits from this School discrepancies could be caused by elective and/or selective credit hours. 1 of 32

- On this screen scroll down and see all needed courses for the specific program that is listed
- From here students will choose specific courses to add to their schedule and can proceed with picking sections

- Scroll down until you see courses highlighted in blue
- Notice to the left the screen states “Not Started”
- This will be the case for any courses not planned, or yet registered

- Choose the course needed by clicking the course name

⚠ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course
ⓘ Not Started	ENGL-240 Literary Forms
ⓘ Not Started	ENGL-250 Literary History and Culture

B. Fine Arts

Complete the Fine Arts requireemnt. Take 1 of the following courses: ART 100, ART 381, ART 382, MUSC 100, MUSC 468, THEA 100, or T

Complete all of the following items. **⚠ 0 of 1 Completed.** [Hide Details](#)

⚠ 0 of 3 Credits Completed. [Hide Details](#)

- Choose View Available Sections

The screenshot shows a search results page for a course. On the left, there is a 'Filter Results' sidebar with expandable sections: 'Subjects' (English (1)), 'Locations' (Harrogate (1), Online (1)), 'Terms' (Fall 2022 (1), Summer 2022 (1)), and 'Days of Week'. A 'Hide' button is at the top of the sidebar. The main content area shows 'Filters Applied: None' and the course details for 'ENGL-240 Literary Forms (3 Credits)'. The course description states: 'Close reading and analysis of important literary works in a form or genre. Content varies. Writing intensive, includes a research paper. Satisfies third English general education requirement. Prerequisite: "C-" or higher in ENGL 102; or "C-" or higher in two (2) dual enrollment composition courses; or 4 or higher on the AP English Literature and Composition exam. Fall, Spring.' The 'Requisites' section lists: 'Prerequisite: C- or higher in ENGL-102, or "C-" or higher in two (2) dual enrollment composition course; or 4 or higher on the AP English Literature and Composition exam; or 26 or higher on the ACT English exam; or 670 or higher on the SAT Verbal exam. - Must be completed prior to taking this course.' A yellow button labeled 'View Available Sections for ENGL-240' is highlighted. At the bottom, there are navigation controls: a 'Page 1 of 1' indicator and arrows for navigation.

- This screen will list all sections of the specific course for a specific term
- Students will choose the specific section they need by clicking Add Section to Schedule
- Students may use the Filter option to the left to choose specific terms, days of week, and location

Requisites:

Prerequisite: C- or higher in ENGL-102, or "C-" or higher in two (2) dual enrollment composition course; or 4 or higher on the AP English Literature and Composition exam; or 26 or higher on the ACT English exam; or 670 or higher on the SAT Verbal exam. - Must be completed prior to taking this course.

[View Available Sections for ENGL-240](#)

Summer 2022

[ENGL-240-A0](#)
Literary Forms

Add Section to Schedule

Seats ⓘ	Times	Locations	Instructors
14 / 20 / 0	5/9/2022 - 7/29/2022	Online Online	Debrot, T (Online)

Fall 2022

- After clicking Add Section To Schedule this screen will appear
- This screen provides section details such as instructor, meeting information, requisites, and course description
- This screen also provides any warning notes such as needed prerequisites or full sections.
- If a section is full, students will then need to choose a different section or receive approval of entry from the professor and send this approval to the registrar's office and they will register the student for the specific section
- Students may still add courses that need prerequisites but must keep in mind they may not be able to register for them until approval.
- It is encouraged to go ahead and add the section
- Click Add Section

Section Details

UACT-100-A0 Strategies
College Success
Fall 2022

Instructors TBD

Meeting Information T 9:30 AM - 10:20 AM
8/15/2022 - 12/9/2022
Harrogate, TBD (Lecture)

Dates 8/15/2022 - 12/9/2022

ⓘ This section is full.

Seats Available ⓘ 0 / 10 / 0

Waitlisted 0

Credits 1

Grading Graded, Audit

Requisites None

Course Description Explores and integrates topics of time management, learning strategies, self-understanding, and career and life choices. Health issues such as stress, substance use and abuse, and general wellness are examined. Fall/Spring.

Books [Bookstore Information](#)

Close



Section Details

ENGL-240-A0 Literary
Forms
Summer 2022

Instructors Debrot, T (tammy.debrot@lmunet.edu)

Meeting Information 5/9/2022 - 7/29/2022
Online, (Online)

Dates 5/9/2022 - 7/29/2022

Seats Available ⓘ 14 / 20 / 0

Credits 3


Grading Graded

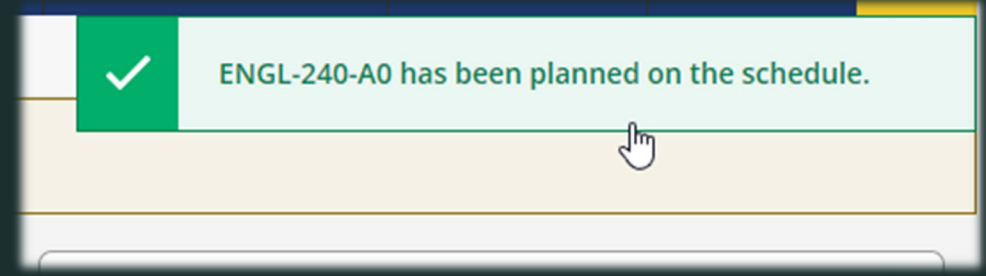
Requisites **⚠ Prerequisite: C- or higher in ENGL-102, or "C-" or higher in two (2) dual enrollment composition course; or 4 or higher on the AP English Literature and Composition exam; or 26 or higher on the ACT English exam; or 670 or higher on the SAT Verbal exam. - Must be completed prior to taking this course.**

Course Description Close reading and analysis of important literary works in a form or genre. Content varies. Writing intensive, includes a research paper. Satisfies third English general education requirement. Prerequisite: "C-" or higher in ENGL 102; or "C-" or higher in two (2) dual enrollment composition courses; or 4 or higher on the AP English Literature and Composition exam. Fall, Spring.

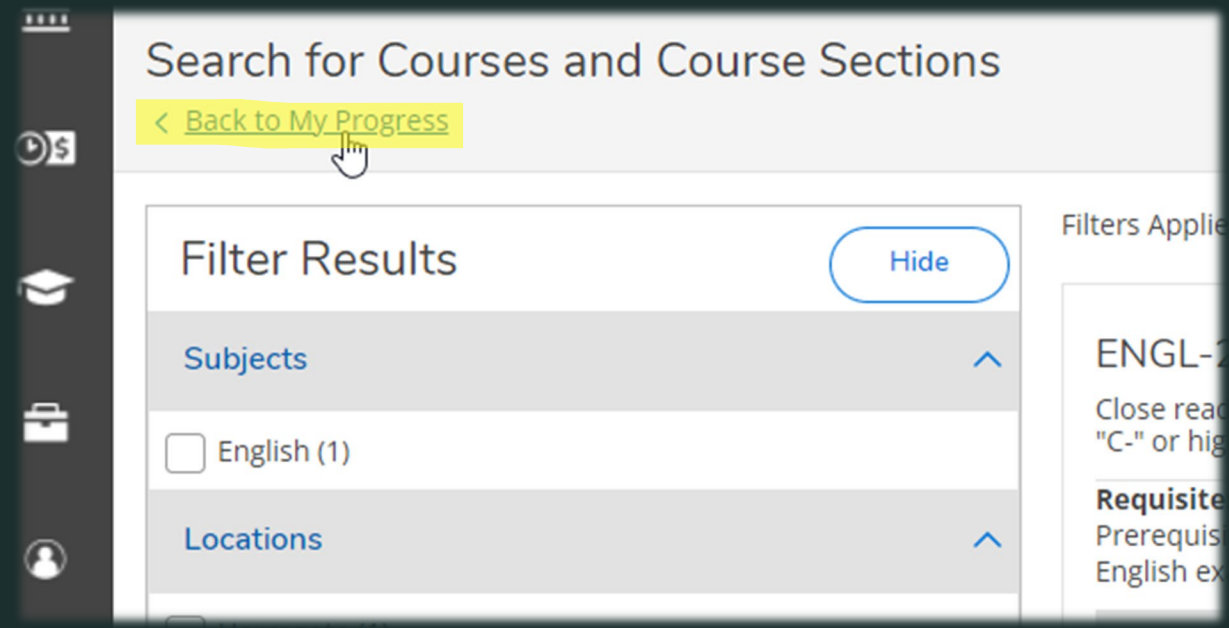
Books [Bookstore Information](#)

Close **Add Section**

- After clicking Add Section, scroll up and in the top right students should receive this notification 




- After successfully adding the course section scroll up and look to the left
- Click Back to My Progress






- Back on the My Progress screen students can scroll down and see that the courses they have chose sections for should now show Planned instead of Not Started
- Students should continue this process for all courses needed for the upcoming term.

A. Required Courses

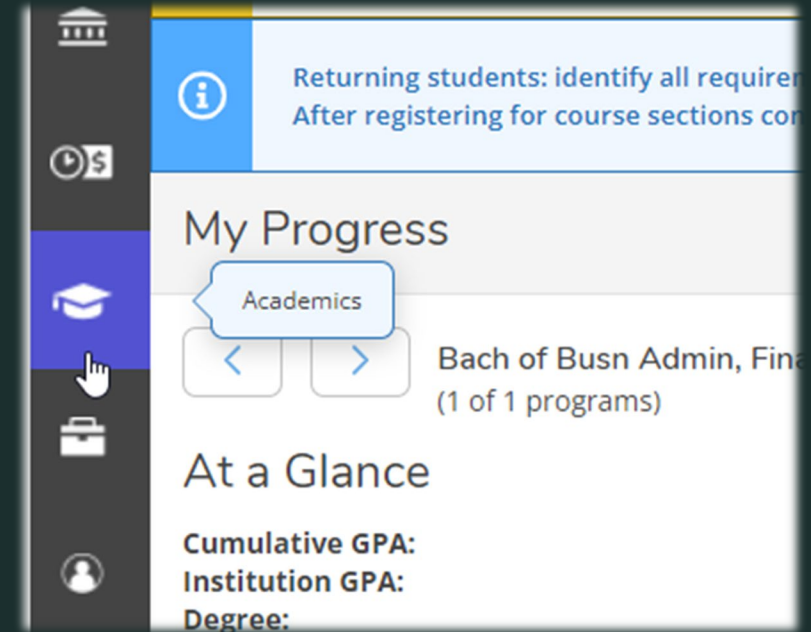
Take UACT 100

Complete all of the following items.  **0 of 1 Completed. Fully Planned** [Hide Details](#)

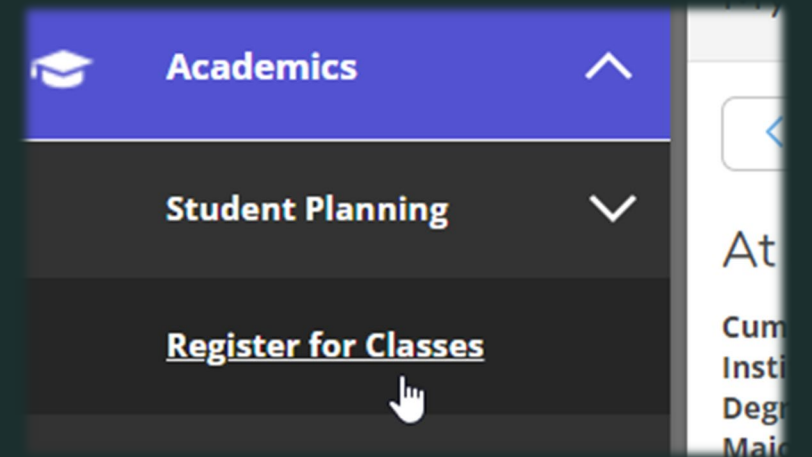
 **Fully Planned**  **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course
 Planned	UACT-100 Strategie

- Click Graduation Cap in left column



- Click Register for Classes

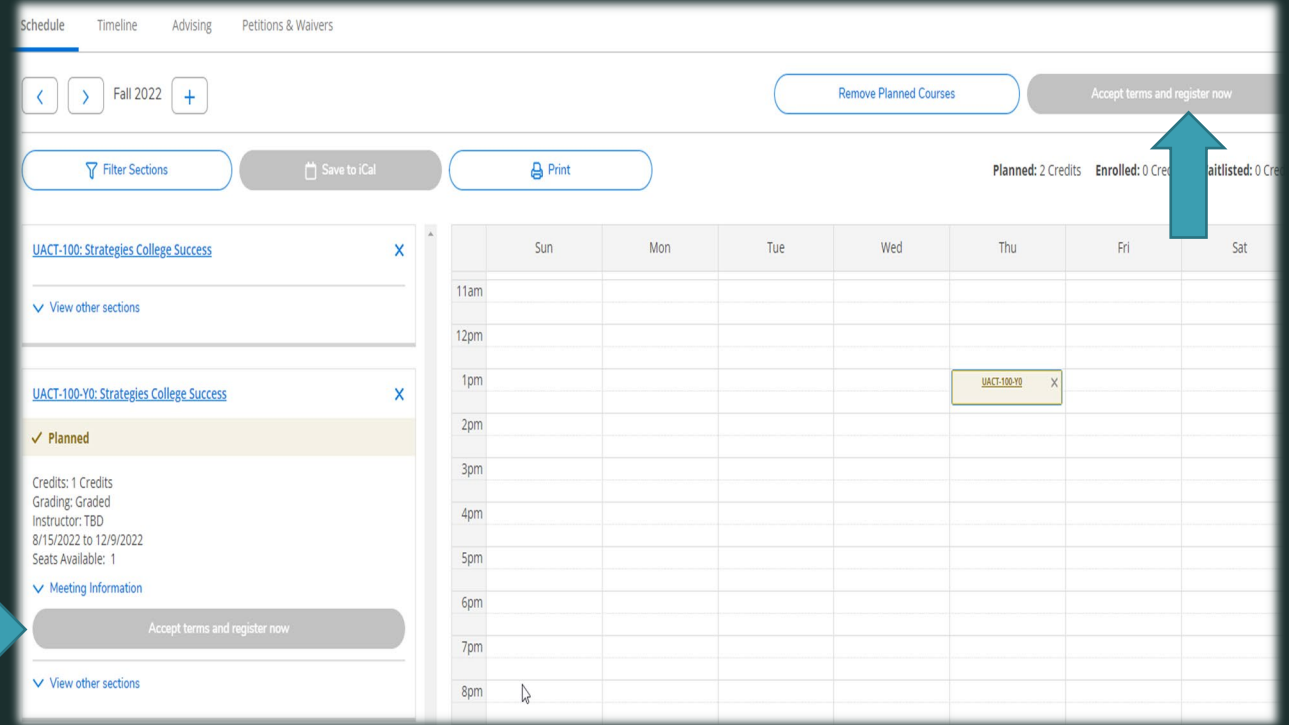


- This screen will show a list of planned courses and sections on the left with a calendar schedule view on the right
- See example below that planned courses will show on the schedule in the gold color
- Please note that online courses will be listed on the left but do not show on the calendar view
- When the student has been advised and all courses have chosen sections, they will then be able to move forward to register

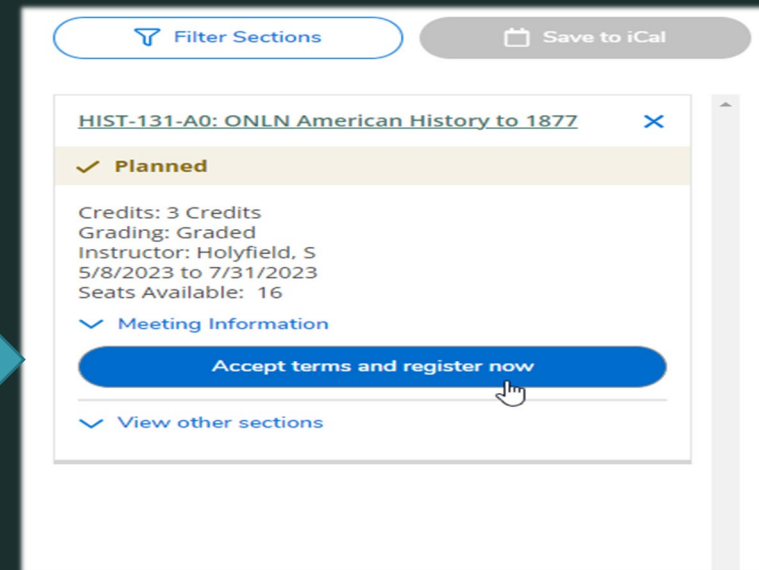
The screenshot displays a user interface for course planning. On the left, a panel for the course 'MCOM-498-A0: Internship' is shown. It includes a 'Planned' status indicator, course details (Credits: 3 Credits, Grading: Graded, Instructor: Gee, C, 1/9/2023 to 5/5/2023, Seats Available: 20), and expandable sections for 'Meeting Information' and 'View other sections'. On the right, a calendar grid shows the 11am-12pm slot occupied by three sections of 'THEA-360-A0' (highlighted in green) and one section of 'MCOM-498-A0' (highlighted in gold) on the far right.

Time	Section 1	Section 2	Section 3	Section 4
9am				
10am				
11am	THEA-360-A0	THEA-360-A0	THEA-360-A0	
12pm				MCOM-498-A0
1pm				
2pm				
3pm				

- With advisement complete and courses with sections planned, students will find an Accept Terms and Register Button highlighted in BLUE
- Click Accept Terms and Register Now
- *NOTE: students can click accept terms for each individual course, or if the schedule is all correct, they can click accept terms above and to the right of the calendar view. See arrows:



- After clicking Accept Terms and Register Now, students will be directed to financial options screens
- These screens MUST be completed by the student in order to finish registration





Please review your payment options to complete registration.

REGISTRATION TERMS AND CONDITIONS

I acknowledge that once I have completed registration, I am liable for my registration and fees as they can change based on my enrollment status or budget. **WITHDRAWAL:** understand that if I withdraw from Lincoln Memorial University after the published refund dates, I remain liable for tuition and fee charges remaining after Federal Aid has been adjusted per guidelines placed on Title IV funds by the Department of Education. This includes unofficial withdrawals for students who earn all F's on their semester transcript. **DEFAULT/COLLECTION REMEDIES:** I will be in default if I fail to make payments when due under this agreement (including failure to make payments due to insufficient funds in an account or failure to make scheduled payments on a Payment Plan Agreement). I understand that failure to pay will result in the following: 1) I will not be able to receive formal grade reports or transcripts; 2) I will not be able to register for subsequent terms and Lincoln Memorial University may choose to administratively withdraw me from my current semester; 3) My campus housing and meal plans may be affected; 4) I will not receive a diploma if I graduate; 5) My debt may be referred to a collection agency; 6) My repayment history may be referred to a credit bureau. In the event of default, I will reimburse Lincoln Memorial University the fees of any collection agency, which may be based upon a percentage at a maximum of 33.3% of the debt and costs and expenses Lincoln Memorial University incurs in such collection efforts, including reasonable attorney fees. **BANKRUPTCY:** Lincoln Memorial University is a nonprofit institution of higher learning. As such, my obligation will be deemed to be for the sole purpose of financing an education and is not dischargeable in bankruptcy proceedings. **NOTICE OF CHANGES:** Lincoln Memorial University reserves the right to modify the terms and conditions of this agreement at any time by notifying me in advance.



Plan your Degree and Schedule your courses

Search for courses...



You must click this button to review payment options for your registration to be complete.

Pay for Registration

- This screen will appear after clicking Accept Terms and Register
- Please take note that the notification in **RED** is addressing the review for payment.
- Everyone student registering **MUST** go through this process in order to complete registration
- Click Pay For Registration



- On the next screen students can review the registration terms and conditions
- Students should scroll to the bottom and check the box next to I Agree to the Terms and Conditions
- Click Accept

Terms and Conditions

REGISTRATION TERMS AND CONDITIONS
I acknowledge that once I have completed registration, I am liable for my registration and fees as they can change based on my enrollment status or budget.

WITHDRAWAL: I understand that if I withdraw from Lincoln Memorial University after the published refund dates, I remain liable for...

I agree to the terms and conditions outlined above.

Accept

- The next screen will show the dollar amounts owed
- Please choose Pay Later
- Click Continue

Payment Options

Total Amount Due

Another Amount

Pay Later

Continue

- When students have followed all steps, the screen below will appear, and all sections will be marked with a check mark.
- The student will then have the option to return to their schedule.
- They should see that all courses are Registered for but not yet started.
- Any questions, or any help needed, students may contact their advisor, the Registrar's office, or student account services.

