REGISTRATION INSTRUCTIONS

Register for courses and conduct other transactions through Self-Service, the student interface to the university's information system. Please bookmark this URL:

https://ciis-ss.colleague.elluciancloud.com/

Log-in using your CIIS student email account and that account's password. If you have login issues, submit a ticket by emailing: helpdesk@mymail.ciis.edu.

*CIIS’ Information Technology Department issues CIIS email accounts to applicants upon their acceptance. Look in your personal email for:*

**From:** Helpdesk <helpdesk@mymail.ciis.edu>.

**Subject:** Your Official CIIS Student Email Account & Login Information
Once you have logged in, you will likely see these messages appear in the upper right. Clicking them closes out the messages but doesn't take you to where you need to go.

To submit the confirmations and accept the Financial Responsibility Agreement (FRA), click on the profile icon (circled below) to see the following list of links.

**IF YOU DO NOT SUBMIT THESE CONFIRMATIONS AND THE FRA, YOU WILL NOT BE ABLE TO REGISTER FOR COURSES.**

The FRA must accepted only once per program, not every semester.
A. **User Profile**

Confirm or add your address, personal email address, and telephone numbers.
B. Emergency Information

If a contact does not exist, it must be added. Do NOT enter the Health Conditions information (circled in red).

C. Required Agreements

Click “View” to see the Financial Responsibility Agreement and to accept it.
There are three steps to registering:

1. Searching for a course section.
2. Adding a course section to your plan.
3. Registering for the course section.

1. SEARCH FOR A COURSE SECTION

Step 1a: From the Home Screen, click on the Course Catalog tile.

Step 1b. Subject Search is organized by course prefix. Some, but not all programs, use only one prefix for all of their courses. For instance, Clinical Psychology uses just PSY. Integral Counseling Psychology, by contrast, uses three: MCP, MCPI, and ICP. If the latter is true for your program, use Advanced Search, as this permits multiple course prefixes to be searched for.
Step 1c. Select the Availability and the Term to see all courses with sections being offered in that term.
Step 1d: To see information about a course’s section(s), click “View Available Sections”.

Click the link to the section.
This will bring up its schedule, seats, credits (units), grading option requisites, description, and a link to the bookstore.

2. ADD THE COURSE SECTION TO YOUR PLAN

Step 2a: Click its “Add Section to Schedule” button. **This step alone does not register you – it only adds that section to your schedule’s plan.**

It is also possible to add courses, rather than a sections of courses, to your plan. **ONLY COURSE SECTIONS, NOT COURSES, CAN BE REGISTERED FOR.** For that reason, it is best to add sections, rather than courses, to plans.
**Step 2b:** This will bring up a window.

If a course section offers letter grading or pass/no pass, select which one you want. You may change this choice later but not through Self-Service; instead, send an email to registrar@ciis.edu.

If you want to audit the course, submit a hard copy registration form signed by the instructor. Audit registration open on the first day of the semester. It’s not possible to register in audit status through Self-Service.

**Step 2c:** You can view your plan by clicking the Academics link in the left-hand menu (i.e., the mortar board icon).
Click “Student Planning.” Then click “Plan & Schedule.”

Planned courses and course section will appear in Schedule feature.

If the course section has scheduled meetings (as opposed to being an asynchronous online course) these will appear in the calendar. Note, the utility of the calendar feature is limited. It is designed on the assumption that all courses have the same schedule every week, which isn’t true for many CIIS courses.
Planned courses and course sections will also appear in the Timeline feature.

To remove them from your plan, click the X icon in either the Schedule or the Timeline.
3. REGISTER FOR THE COURSE SECTION

NOTE: You will NOT be able to do this until registration opens. Check the academic calendar for these dates and times!

Step 3a. When registration opens, return to the Plan & Schedule page and click the “Register” button on the course sections you wish to register for; or
**Step 3b:** You’ll know the registration was processed if you see “Registered, but not started”, the “Register” button now says “Drop”, and the course has turned green in the calendar. It will look like this:

![Image of course registration](image)

Congratulations! You’ve registered.

To drop a course, click the Drop button.

For assistance with:

- Logging in: support@uswired.com
- Which courses to put in your plan: your advisor or program manager/coordinator
- Navigating the registration screens: registrar@ciis.edu or 415-575-6126