

# Saint Martin's University PowerCAMPUS Self Service

## Online Administration

Web Address: <http://selfservice.stmartin.edu>

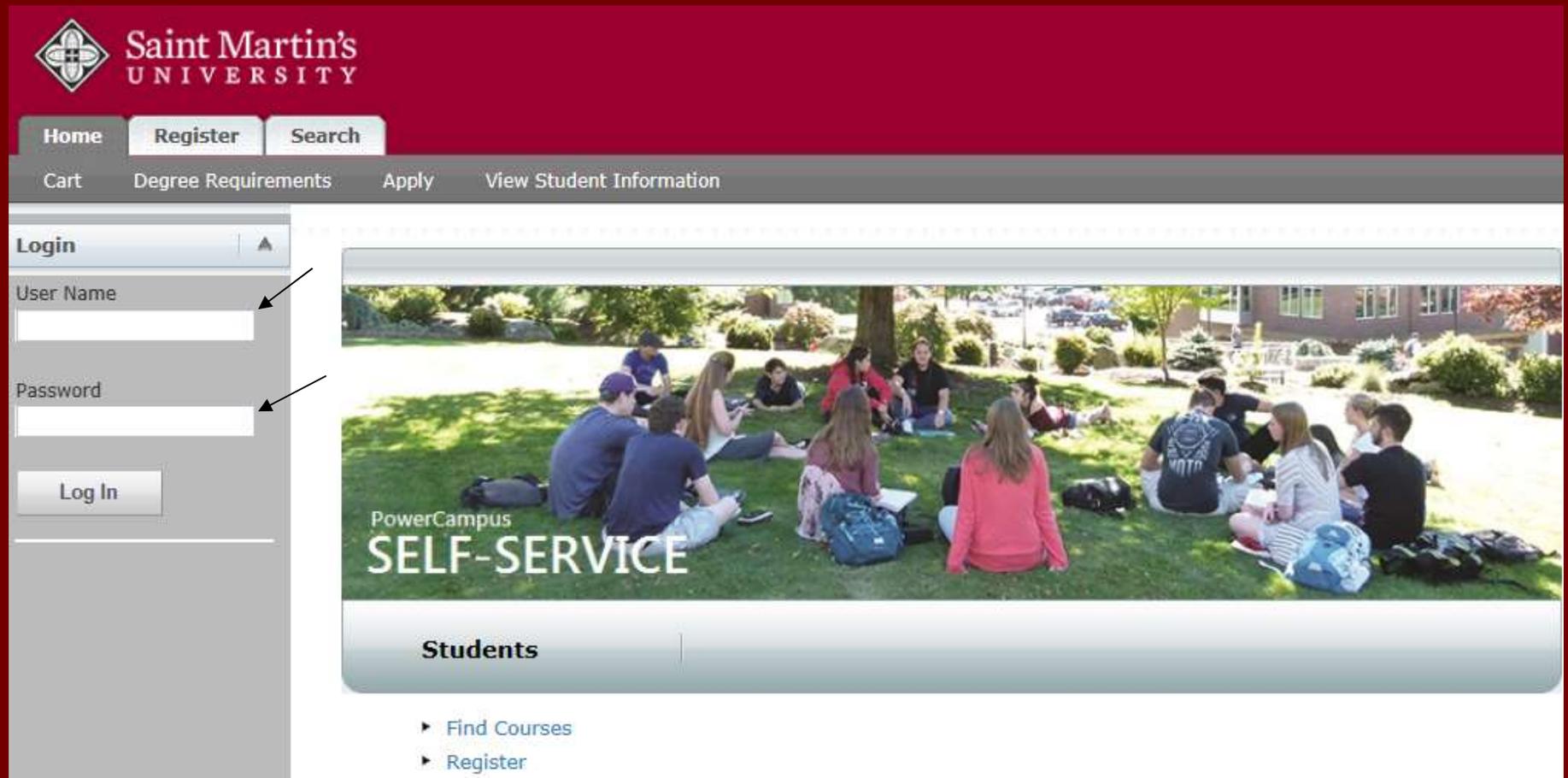
or

use link from [www.stmartin.edu](http://www.stmartin.edu) on the Current Students Page

User Name: `firstname.lastname`

Password: `network password`

# Self Service Online Administration Login Screen



The screenshot displays the Saint Martin's University Self-Service Login Screen. At the top left is the university logo and name. A navigation bar contains buttons for Home, Register, Search, Cart, Degree Requirements, Apply, and View Student Information. On the left side, there is a 'Login' section with a dropdown arrow, a 'User Name' input field, a 'Password' input field, and a 'Log In' button. Two arrows point to the 'User Name' and 'Password' fields. The main content area features a large banner image of students sitting on a lawn with the text 'PowerCampus SELF-SERVICE'. Below the banner is a 'Students' section with a vertical line separator and two links: 'Find Courses' and 'Register'.

**Saint Martin's UNIVERSITY**

Home Register Search  
Cart Degree Requirements Apply View Student Information

**Login** ▲

User Name

Password

Log In

PowerCampus  
**SELF-SERVICE**

**Students**

- ▶ [Find Courses](#)
- ▶ [Register](#)

# Self Service Online Administration

## Self Service Home Page

Welcome Username here



Saint Martin's  
UNIVERSITY

Home

Register

Advising

Classes

Finances

Grades

Search

My Profile

Administration

Consents & Reports

Cart

Degree Requirements

Apply

Application Status

View Student Information



**Students**

**Faculty**

**Administrators**

- ▶ [Find Courses](#)
- ▶ [Register](#)
- ▶ [View Schedule](#)

- ▶ [Student Advising](#)
- ▶ [Class List](#)

- ▶ [Account Maintenance](#)
- ▶ [Global Settings](#)
- ▶ [Department Head Setup](#)

# Self Service

## Registration Tools

### ➤ Register

- Check Registration Status

### ➤ Search

- Find Course Offerings
- Use Filters to Locate Specific Classes
- Add Classes to Cart

### ➤ Cart

- Finalize Registration Process

### ➤ Classes

- View Schedule

# Self Service Register Tab

## ➤ Register

### Registration Main Page

Home Register Advising Classes Finances Grades Search My Profile Administration

Traditional Courses Academic Plan

#### Register

STUDENT LIABILITY AND PROMISE TO PAY: Once you have registered for a course, you, the student, are accepting responsibility for all charges incurred by this registration. As part of your registration, the student agrees that if Saint Martin's University considers it necessary to refer all or part of the unpaid principal and/or interest evidenced by this note to any attorney or collection agency for collection, the student is liable for and shall pay Saint Martin's University attorney's fees, and/or collection agency fees resulting from the referral. The student agrees to pay all charges and other costs, including attorney fees and interest, that are allowed by federal and state laws and regulations and that are necessary for the collection of these amounts. If you do not intend to participate in the courses you have registered for, you are responsible for dropping the course by contacting the Office of the Registrar (360-438-4356) (registrar@stmartin.edu).

All students at all sites or online (Lacey or Extended Learning), including financial aid or sponsored billing recipients, must make payment arrangements prior to the start of each term. Failure to do so will result in a \$50 late payment fee and/or removal from your selected class(es).

If you have questions, please contact the Saint Martin's University office for which you are enrolled: Lacey - Student Financial Services: (360) 438-4389 or (360) 438-4397; Extended Learning Division: JBLM-Main (253) 964-4688 or JBLM-McChord (253) 584-3533.

❖ Click on Traditional Courses to Advance

# Self Service Checking Registration Status

## ➤ Register

Select Period

❖ Choose the period from those that say "OK to register"

The screenshot shows a web browser window with the URL "Self-Service - Traditional Courses". The page has a navigation bar with "Home", "Register", "Classes", "Finances", "Grades", "Search", and "My Profile". Below the navigation bar, there is a "Traditional Courses" section with a "Related Links" sidebar containing "Section Search" and "View Schedule". The main content area is titled "Traditional Courses" and features a progress bar with steps: "Select Period", "Review Schedule", "Finalize", "Payment", and "Complete". Below the progress bar, a message reads: "In order to begin the registration process, please select a registration period." Below this message is a table with two columns: "Period" and "Status".

Period	Status
2009/Fall	OK to register.
2009/Summer	Registration groups period for registration has ended.

Contact Registrar's Office with any concerns

# Self Service Online Administration

## ➤ Register

Section Search

- ❖ Click the "Section Search" link



✦ Section Search can also be reached without logging in to SS by using the "Search" tab and clicking "Section Search" (See next slide)

Contact Registrar's Office with any concerns

# Self Service Section Search Screen

## ➤ Search

### Section Search

- Use filters to enter criteria
- Use Advanced Search sub-tab if needed

 See list of course codes on next slide



The screenshot shows the 'Section Search' interface. At the top, there is a navigation bar with tabs for Home, Register, Classes, Finances, Grades, Search, and My Profile. Below this, there are links for Course Catalog and Section Search. On the left, there is a 'Related Links' section with links for Registration and Academic Plan. The main content area is titled 'Section Search' and has two sub-tabs: Basic Search and Advanced Search. The Advanced Search tab is active. It contains several input fields: 'Keywords' (empty), 'Course Code' (containing 'ENG'), and 'Registration Type' (with radio buttons for Traditional, Continuing Education, and Both). Below these are 'Period' (2016 Spring) and 'Session' (Main) dropdown menus. At the bottom, there are 'Search' and 'Clear' buttons. A blue starburst icon is placed over the 'ENG' text in the Course Code field, and a purple arrow points from the text 'See list of course codes on next slide' to this field. Another purple arrow points from the 'Search' tab in the top navigation bar to the 'Section Search' link.

# Self Service Online Administration

## ➤ Registration

### Section Search—Course Code Examples

<i>Code</i>	<i>Description</i>	<i>Code</i>	<i>Description</i>
ACC	Accounting	ART	Art
BA	Business Administration	BIO	Biology
CE	Civil Engineering	CHM	Chemistry
CJ	Criminal Justice	COM	Communications
COR	Core Curriculum		
CSC	Computer Science	CSP	Community Services
ECN	Economics	ED	Education
EE	Electrical Engineering	ENG	English
ENV	Environmental Studies	FRN	French
GE	General Engineering	GIS	Gender Identity Studies
GPH	Geography	HIS	History
IDS	Interdisciplinary Studies	JPN	Japanese
LS	Legal Studies	ME	Mechanical Engineering
MTH	Math	MUS	Music
NUR	Nursing	PE	Physical Education
PHL	Philosophy	PHY	Physics
PLS	Political Science	PSY	Psychology
RLS	Religious Studies	SED	Special Education
SOC	Sociology	SPH	Speech
SPN	Spanish	TED	Technology in Education
SW	Social Work	THR	Theatre
UNI	University Basics	WRT	Writing
WS	Women's Studies		

# Self Service Selecting your class

## ➤ Register

### Section Search

- ❖ View class information and select desired class via the "Add" button

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
  <a href="#">English Skills ENG100/Course/A2</a>	1/11/2016 - 5/5/2016	2016 Spring Main	3.00		Mon/Wed/Fri 3:00 PM - 3:50 PM; Saint Martin's University, Old Main, Room 323	15 of 18	<input type="button" value="Add"/>
<b>Instructors:</b>	Kuroiwa-Lewis, Nathalie						

 Open this link to view more detailed information about a class.

Contact Registrar's Office  
with any concerns

# Self Service Proceeding to Registration

## ➤ Register

- ❖ Clicking the “add” button automatically adds the selected course to your cart and a pop-up window will appear



❖ For classes that require instructor permission to enroll, a “request permission” button will appear here. Click this button and follow instructions to submit a permission request to the instructor.

- ❖ Click “hide” to remove this menu, then click “new search” to start a search for your next class (use same process as outlined in slide 8).



- ❖ Repeat until all classes are chosen then choose “View Cart”.

# Self Service Checking Out

## Cart

2016/Fall					Empty Cart	Add Section	View Schedule	Register
Session - Main					Delete Session			
Course	Date	Credits	Credit Type	Schedule				
Curriculum/Instructn ED 306/Course/A1	8/29/2016 - 12/15/2016	3.00	Credit	Monday 9:00 AM - 11:50 AM; SMU Lacey, , Room	Remove			
<b>Instructors:</b>	Boyer, Eric							
College Writing I ENG101/Course/F1	8/29/2016 - 12/15/2016	3.00	Credit	Mon/Wed 3:00 PM - 4:20 PM; SMU Lacey, , Room	Remove			
<b>Instructors:</b>	Olson, Jamie L							
Thesis MCE503/Course/E1	8/29/2016 - 12/15/2016	3.00	Variable	Arranged 12:00 AM - 12:00 AM; SMU Lacey, , Room	Remove	Request Permission		
<b>Instructors:</b>	Walsh, Jill							
Calculus I MTH171/Course/B1	8/29/2016 - 12/15/2016	4.00	Credit	Mon/Tue/Wed/Fri 11:00 AM - 11:50 AM; SMU Lacey, Harned Hall, Room 213	Remove			
<b>Instructors:</b>	Overdeep, Carol B							
Amer Social Problems SOC102/Course/A1	8/29/2016 - 12/15/2016	3.00	Credit	Tue/Thur 8:00 AM - 9:20 AM; SMU Lacey, , Room	Remove			
<b>Instructors:</b>	Kogan, Victor M							

- Selected classes will be displayed for review
  - If a student does not have a "Register" button they are not eligible to register for classes (contact Registrar's office to resolve).
  - To proceed to the next step of checkout, press the "Register" button.

# Self Service Checking Out

## Traditional Courses - 2016/Fall

✓ Select Period ▶ Review Schedule ▶ Finalize ▶ Complete

You are unable to register for ED 306 Course A1 for the following reasons:

Prerequisite You did not meet the following prerequisites:  
Test ADMIT/Admission [not taken]

You are unable to register for ENG101 Course F1 for the following reasons:

Prerequisite You did not meet the following prerequisites:  
( Test PLACE/SMU Placement Tests [not taken] OR  
Course ENG100 Course [not taken] )

You are unable to register for MCE503 Course E1 for the following reasons:

Prerequisite You did not meet the following prerequisites:  
Permission from Jill Walsh [not requested]

You are unable to register for MTH171 Course B1 for the following reasons:

Prerequisite You did not meet the following prerequisites:  
( Course MTH122 Course [not taken] OR  
Test PLACE/SMU Placement Tests [not taken] )

Schedule Conflict ED 306 Course A1

Courses to Add									
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
<input checked="" type="checkbox"/>	College Writing I - ENG101 / Course / F1	8/29/2016 - 12/15/2016	Main	3.00	Credit	Mon/Wed, 3:00 PM - 4:20 PM;	Location to be announced	In Cart	<input type="button" value="Remove"/>
<b>Instructors:</b> Olson, Jamie L									
<input checked="" type="checkbox"/>	Calculus I - MTH171 / Course / B1	8/29/2016 - 12/15/2016	Main	4.00	Credit	Mon/Tue/Wed/Fri, 11:00 AM - 11:50 AM;	Saint Martin's University, Harned Hall, Room 213	In Cart	<input type="button" value="Remove"/>
<b>Instructors:</b> Overdeep, Carol B									
<input checked="" type="checkbox"/>	Amer Social Problems - SOC102 / Course / A1	8/29/2016 - 12/15/2016	Main	3.00	Credit	Tue/Thur, 8:00 AM - 9:20 AM;	Location to be announced	In Cart	<input type="button" value="Remove"/>
<b>Instructors:</b> Kogan, Victor M									
<input checked="" type="checkbox"/>	Thesis - MCE503 / Course / E1	8/29/2016 - 12/15/2016	Main	3.00	Variable	Arranged, 12:00 AM - 12:00 AM;	Location to be announced	In Cart	<input type="button" value="Remove"/>
<b>Instructors:</b> Walsh, Jill									
<input checked="" type="checkbox"/>	Curriculum/Instructn - ED 306 / Course / A1	8/29/2016 - 12/15/2016	Main	3.00	Credit	Monday, 9:00 AM - 11:50 AM;	Location to be announced	In Cart	<input type="button" value="Remove"/>
<b>Instructors:</b> Boyer, Eric									

- You will be taken to another review screen.
  - This screen will check for any registration errors (unmet prereqs, time conflicts, etc.).
  - Removing courses from your cart that generate errors will allow you to complete registration for other "clean" courses.

# Self Service Checking Out

## Traditional Courses - 2016/Fall

Progress bar: ✓ Select Period ✓ Review Schedule ▶ Finalize Complete

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Amer Social Problems -SOC102 /Course /A1	8/29/2016 - 12/15/2016	Main	3.00	Credit	Tue/Thur, 8:00 AM - 9:20 AM	Location to be announced	Awaiting advisor approval

Instructor: Kogan, Victor M

Buttons: Previous Next

At this step the student's seat is saved and the course/s are in a queue awaiting advisor approval. After the student clicks next one more time...

## Traditional Courses - 2016/Fall

Progress bar: ✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

You have successfully submitted your 2016/Fall schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified.

The progress bar reaches the "complete" stage and the student receives a confirmation message that their schedule is awaiting advisor approval. At this point the student is finished.

# Self Service Classes Tab

- Students can review the status of classes submitted via SS in the student schedule.
  - The path to this is Classes > Schedule > Student Schedule



# Self Service Classes Tab

- Use options for appropriate data (see options below).
- The schedule shows the status of each individual class, and gives you a summary of the student's academic information for that term.

The screenshot shows the 'Student Schedule' interface. On the left is a sidebar with the following elements: a 'Student Schedule' header, an 'Options' button with an upward arrow, 'Text | Grid' view options, a 'Period' dropdown menu set to '2016/Fall', and three checkboxes for 'Courses in Cart', 'Waitlisted Courses', and 'Con Ed Courses'. Below these is a 'Submit' button. The main content area is titled 'Student Schedule' and displays the following information: 'Traditional 2016/Fall/Main' with a status of 'Awaiting Advisor Approval', a course link 'SOC102/Course/A1 - American Social Problems', 'Credits 3.00 Type Credit', 'Schedule Tue/Thur 8:00 AM - 9:20 AM; SMU Lacey, , Room', and 'Instructors Kogan, Victor M'. A horizontal line separates this from a summary section showing 'Total Registered Courses 0' and 'Total Awaiting Approval 1'. Below that is 'Academic Information for 2016/Fall' with 'Program/Degree/Curriculum Undergraduate /BA/Criminology/CJ' and 'Advisor Hauhart, Robert'. Three black arrows point to the 'Options' button, 'Awaiting Advisor Approval' status, and the 'Academic Information' section.

**Student Schedule**

**Options**

Text | Grid

Period  
2016/Fall

Courses in Cart  
 Waitlisted Courses  
 Con Ed Courses

Submit

**Student Schedule**

Traditional 2016/Fall/Main  
Awaiting Advisor Approval  
SOC102/Course/A1 - American Social Problems  
Credits 3.00 Type Credit  
Schedule Tue/Thur 8:00 AM - 9:20 AM; SMU Lacey, , Room  
Instructors Kogan, Victor M

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Total Registered Courses 0

Total Awaiting Approval 1

Academic Information for 2016/Fall  
Program/Degree/Curriculum Undergraduate /BA/Criminology/CJ  
Advisor Hauhart, Robert

# SMU Registrar's Office

- **Call:** 360-438-4356
- **Email:** [registrar@stmartin.edu](mailto:registrar@stmartin.edu)
- **Web:** <http://www.stmartin.edu/registrar>
- **Office:** Old Main 245
- **Hours:** Monday-Friday 8am-5pm

# SMU ITS Help Desk

- **Call:** 360-438-4338
- **Email:** [help@stmartin.edu](mailto:help@stmartin.edu)
- **Web:** <http://mail.stmartin.edu>
- **Office:** O'Grady Library Main Level  
*(next to the elevator)*
- **Hours:** Monday-Friday 8am-5pm  
extended hours 7am-7pm Monday-Thursday  
often available, but please call ahead

Welcome to

**Saint Martin's University!**