The Office of Graduate Studies: Self-Service User Guide

1.) Go to https://selfservice.stmartin.edu/selfservice/home.aspx
2.) Login with your user name in the format of firstname.lastname (or the first part of your Saint Martin’s E-mail address – before the @) and your password as depicted below. If you have not created a SMU network password by logging into change your default password, you can find instructions to do so [here].
3.) Once logged in, you have seven main tabs to choose from: Home, Register, Classes, Finances, Grades, Search, and My Profile as depicted below.

a. Home
   i. You can view your cart, apply to graduate school, view your application status, make a donation, and view your student information.

b. Register
i. You can register for classes if the status says “OK to register” as depicted below.
ii. Click the period listed (2013/Spring in the example) to see what, if any class(es) you have registered for.

iii. Click “Section Search” to search for classes being offered (any class you have registered for will show up on the right side in the box titled “Registered Courses”).

iv. The quickest way to search for your graduate program classes is to click “Advanced Search,” select your graduate program in the “Curriculum” criteria box. MIT students must select Master of Education as there is no Mater in Teaching category, as depicted below.
v. Other criteria can be entered to narrow your search but the period and the curriculum will give you all offered classes for your program in that semester/term.
vi. Once you click “Search,” the list of offered classes will appear, as depicted below.

vii. Clicking the blue course designation will give the course description, location, time, duration, prerequisites, availability, and instructor.
viii. Click the “Add” button to add the class to your cart – noted by the confirmation and in the “My Cart” box on the right side of the screen. Click view cart to view the courses you have added to your cart and to register for those courses, as depicted below.
ix. Click “Register” to begin the registration process.

x. Click “Next” if all of the classes you want to register for are listed.

xi. Continue through the registration process until you have a confirmation, on-screen and in e-mail that your schedule has been sent to your advisor for review.
xii. A permission request can be completed through Self-Service when presented.

c. Classes
i. Here, you can view your class schedule and permission requests.

ii. Click “Schedule” and “Student Schedule” to view your current, past, and future class schedules.
iii. Click “Permission Requests” to see any permission requests you have made.

d. Finances

i. The finances section shows your current and past account balance, will give you a statement, and will show you your financial aid information. This is where you can make an online payment for your tuition and other fees. Credit card payments are accepted with a 2.5% convenience fee.

ii. The balance section shows your current and previous account balances. You can make your payments here by clicking the “Make a Payment” button as depicted below.
iii. The statement section will give you your statements semester by semester.

iv. The financial aid section will give you information about your financial aid information once Saint Martin’s University gains access to this feature.

e. Grades

   i. Here, you can view your unofficial transcript, request your official transcript for a minimal fee, and view your semester by semester grade report.

      1. Note – you must enable pop ups from this site in order to complete payment for your official transcript, $5 per official copy.
f. Search
   i. The search tab gives you the same options as previously described for registration. You can do a section search or search the course catalog.

g. My Profile
   i. The profile tab is information about you. The majority of this information is obtained from PowerCampus – the information you provide when you applied should
be prefilled here. You can change and update some of this information.

ii. You can change your password via the “Account Information” sub-tab as well.

4.) Once you have completed your task(s), it is advised that you click “Log Out” to end your session.
5.) For additional help, try clicking the “Help” button on the top menu. Or you can contact the Office of Graduate Studies for any additional assistance you require. We can also be reached in Old Main room 438.