

# Office of the University Registrar

Elucian Colleague®  
Student  
Self-Service Guide



# Main Page



Sign out Help

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

**Student Accounts Hold: Contact**  
studentaccounts@fisk.edu - 615-329-8546

**Registration Hold: Must confirm emergency contact information.**

**Student Finance**  
Here you can view your latest statement and make a payment online.

**Financial Aid**  
Here you can access financial aid data, forms, etc.

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

**Course Catalog**  
Here you can view and search the course catalog.

**Grades**  
Here you can view your grades by term.











**Academic Attendance**  
Here you can view your attendances by term.

**Advising**  
Here you can access your advisees and provide guidance & feedback on their academic planning.

**Faculty**  
Here you can view your advisees.

**Holds**  
Any holds on your account will appear here.

# Notifications

Title	Details	Link
 Documents Required	There are 2 requests from your institution that require your action.	<a href="#">View required documents</a>
 Student Finance	Here you can view your latest statement and make a payment online.	
 Tax Information	Here you can change your consent for e-delivery of tax information.	
 Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.	
 Grades	Here you can view your grades by term.	
 Enrollment Verifications	Here you can view and request an enrollment verification.	
 Academic Attendance	Here you can view your attendances by term.	
 Financial Aid	Here you can access financial aid data, forms, etc.	
 <a href="#">Banking Information</a>	Here you can view and update your banking info.	
 Course Catalog	Here you can search for courses and view course details.	

**Documents Required**  
Shows that there are documents required, click here. This is primarily for new students or students who have been selected for Financial Aid verification.

# Notifications Cont.

## Required Documents

Document	Explanation	Due Date	Requesting Office	Status	Attachments
High School Transcripts		ASAP	Admissions	Missing	
Vaccination Record	Official Vaccination Record - most recent from your medical professional.	ASAP	Admissions	Pending Review 6/1/2022	<a href="#">Manage</a> (2)

### Attachments

Upload new attachment

No file chosen

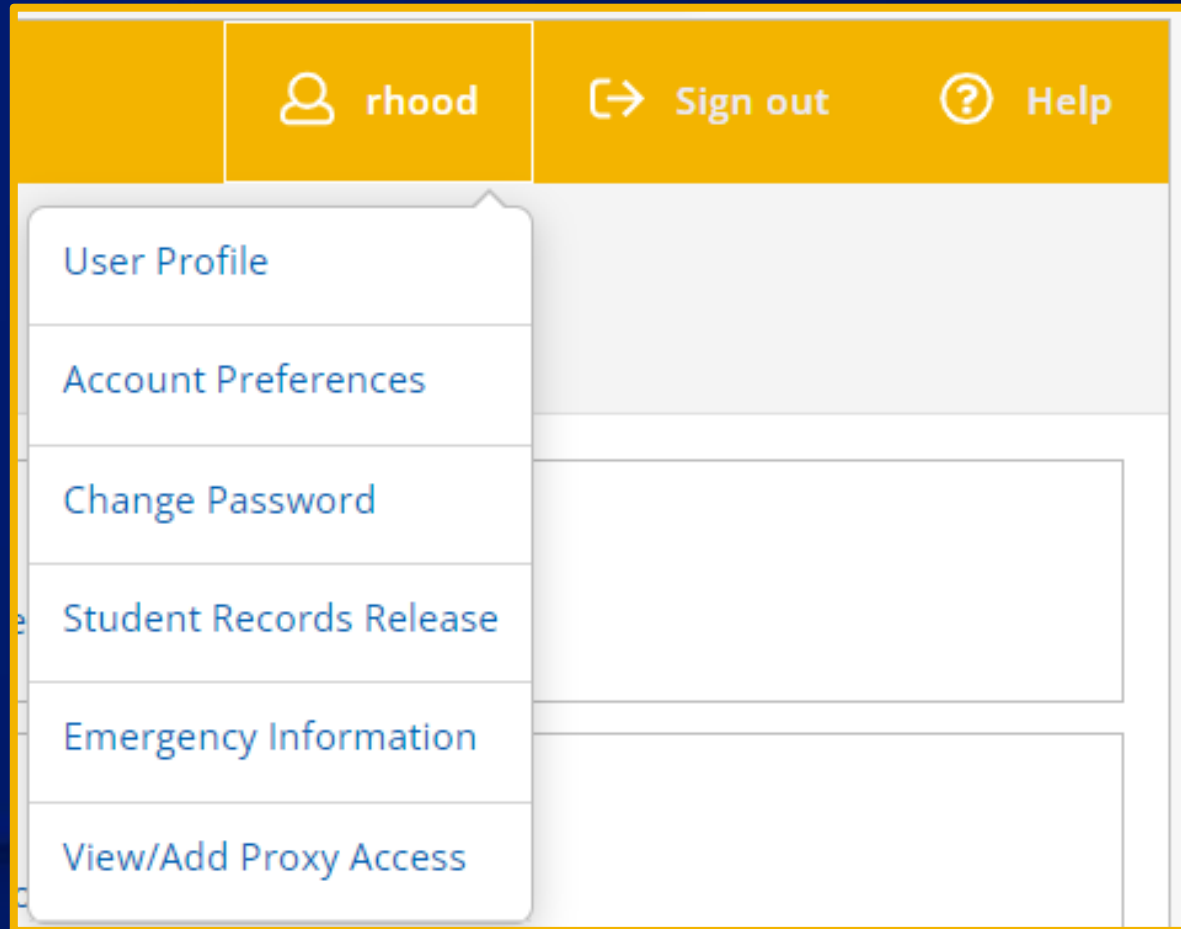
Accepted File Types: ( .pdf,.jpg,.png )  
Maximum File Size: ( 9.54 MB )

Name	Uploaded On	Actions
test.pdf	6/1/2022 09:17:52 AM	
test.pdf	6/1/2022 09:15:09 AM	

**Required Documents**  
Show the required documents that need to be submitted. Click on Manage to submit documents.

**Attachments**  
Documents can be loaded here.

# Top Right Navigation



The image shows a user interface for a system named 'rhood'. The top navigation bar is yellow and contains three items: a user profile icon followed by the text 'rhood', a 'Sign out' button with a right-pointing arrow icon, and a 'Help' button with a question mark icon. A dropdown menu is open under the 'rhood' user profile, listing several options: 'User Profile', 'Account Preferences', 'Change Password', 'Student Records Release', 'Emergency Information', and 'View/Add Proxy Access'. The background of the slide is dark blue with a gold border.

Navigation Item
rhod
Sign out
Help


  

Dropdown Menu Item
User Profile
Account Preferences
Change Password
Student Records Release
Emergency Information
View/Add Proxy Access

# User Profile

User Profile  
You can edit your personal identity, update addresses, emails, and phone numbers

### About You



**Red Hood**  
Colleague ID: 0000069

Date of Birth: 7/18/1990  
✉ lilred@gmail.com

Nickname:  
Chosen Name:  
Preferred Pronoun:

[Edit Personal Identity](#)

Below is your current information.

#### Addresses

**Last Confirmed On: 2/20/2023**  
Click to confirm that the address(es) below is accurate as of today. [Confirm](#)

Address	Type	Preferred	Remove or Edit
1234 Granny Lane, Nashville, TN 37207	Home/Home Office	✓	

#### Email Addresses

**Last Confirmed On: 2/20/2023**  
Click to confirm that the email(s) below is accurate as of today. [Confirm](#)


Email	Type	Preferred	Remove or Edit
lilred@gmail.com	Personal	✓	<a href="#">✎</a> <a href="#">✕</a>

#### Phone Numbers

**Last Confirmed On: 2/20/2023**  
Click to confirm that the phone(s) below is accurate as of today. [Confirm](#)

# Edit Personal Identity

**About You**



Date of Birth: 7/18/1990  
✉ lilred@gmail.com

Nickname:  
Chosen Name:  
Preferred Pronoun:

**Red Hood**  
Colleague ID: 0000069

[Edit Personal Identity](#)

Below is your user profile.

**Addresses**

**Last Confirmed On: 2/20/2023**  
Click to confirm that the address(es) below is accurate as of

Address

1234 Granny Lane, Nashville, TN 37207

**Email Addresses**

**Last Confirmed On: 2/20/2023**  
Click to confirm that the email(s) below is accurate as of

Email

lilred@gmail.com

**Phone Numbers**

**Last Confirmed On: 2/20/2023**  
Click to confirm that the phone(s) below is accurate as of

Click Edit Personal Identity

Edit Identity Details and Save

**Identity Details** ✕

View your Personal Identity preferences.

Nickname ⓘ

Chosen Name ⓘ

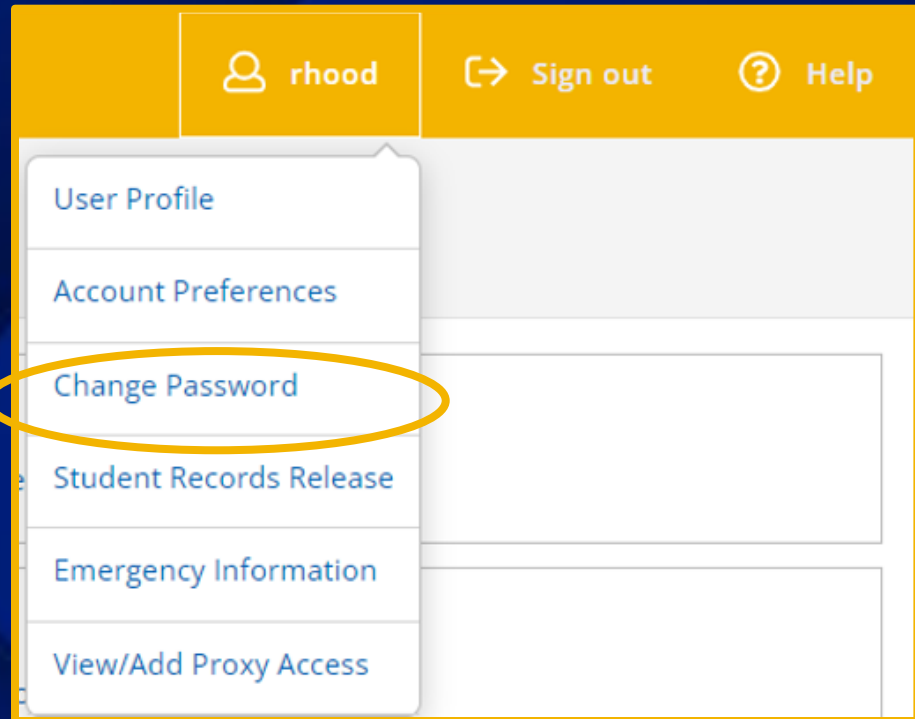
First Name  Middle Name

Last Name

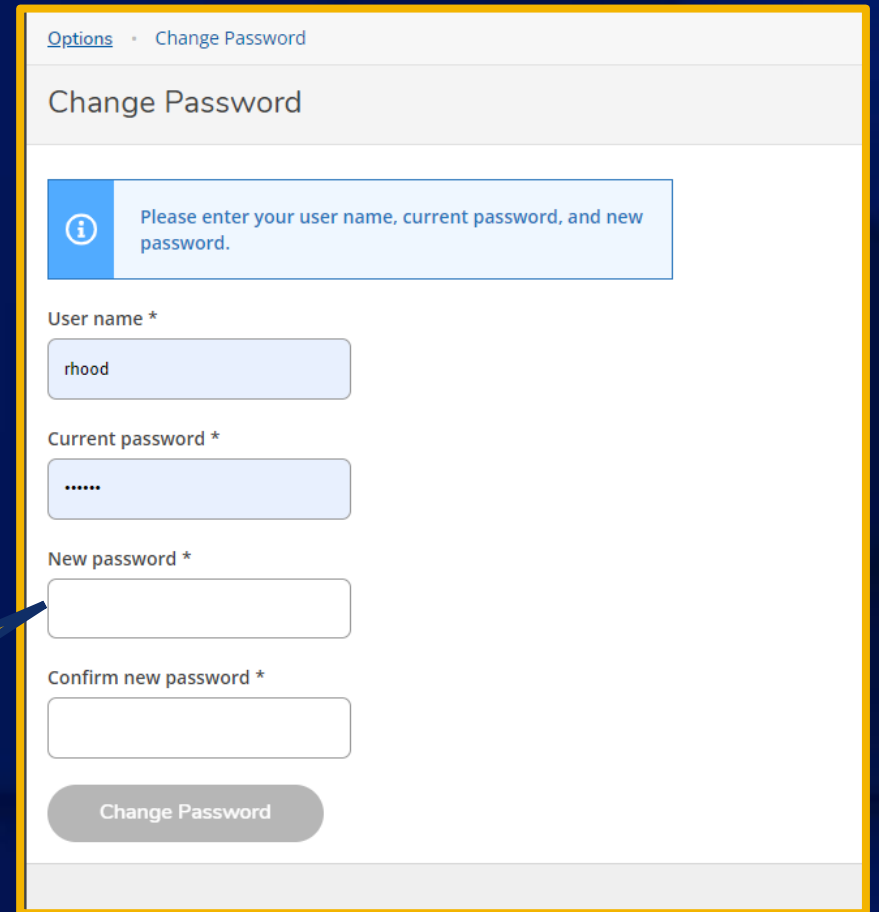
Preferred Pronoun ⓘ

Cancel Save

# Change Password



The image shows a user profile menu for a user named 'rhood'. The menu items are: User Profile, Account Preferences, Change Password (highlighted with a yellow oval), Student Records Release, Emergency Information, and View/Add Proxy Access. The top navigation bar includes 'rhood', 'Sign out', and 'Help'.

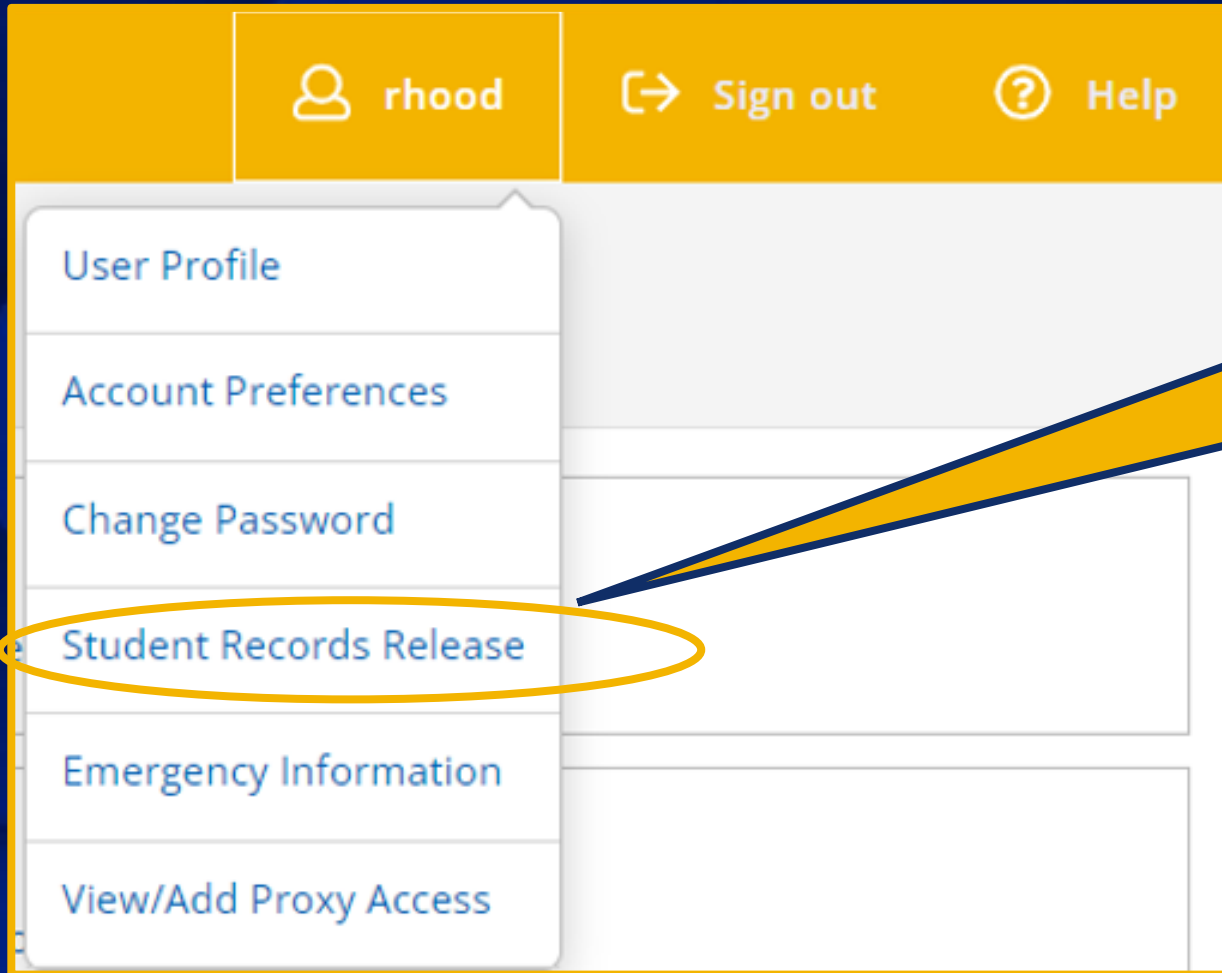


The image shows the 'Change Password' form. It includes a header with 'Options' and 'Change Password'. Below the header is a blue information box with an 'i' icon and the text: 'Please enter your user name, current password, and new password.' The form contains four input fields: 'User name \*' (containing 'rhood'), 'Current password \*' (containing '\*\*\*\*\*'), 'New password \*', and 'Confirm new password \*'. A 'Change Password' button is located at the bottom of the form.

Change  
Password



# Student Records Release - FERPA



## Student Records

You will be able to designate who will have access to your record.

# Student Records Release - FERPA

## Student Records Release Information



The privacy of student records is protected by law. The University is prohibited from providing certain information from your student records to a third party, such as grades, billing, tuition and fees assessments, financial aid, and other student record information.

The University must have submitted permission from you prior to releasing information from your educational record. If you wish to grant access to a third party, please indicate the name(s) and relationships(s) of the individual below. By granting access, you are giving the University to release information mentioned by you. The consent submitted must specify what information to be released. Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.

Deny access to All

### Active Relationship

Name	Information Access	Relationship	PIN	Start Date	End Date
Terri Gould	Attendance	Family	1234	8/9/2022	8/12/2022

### Add Person/Relationship

First Name \*  Last Name \*  Relationship \*  PIN \*  Start Date  End Date

### Access \*

Allow Complete Access

Allow Select Access

- Student Account Info ⓘ
- Attendance
- Financial Aid
- Grades - Final & Midterm ⓘ
- Registration Info ⓘ

### Disclosure Agreement

I authorize the institution to disclose my information to this party

## Student Records Release – FERPA

Add a person you authorize to contact Fisk on your behalf. You must give assign the person a PIN. You can determine how long the person can have access and what specific access they will have.

# Student Records Release – FERPA Cont.

## Student Records Release Information

✓ Student Records Release Information has been updated successfully.



The privacy of student records is protected by law. The University is prohibited from providing certain information from your student records to a third party, such as grades, billing, tuition and fees assessments, financial aid, and other student record information.

The University must have submitted permission from you prior to releasing information from your educational record. If you wish to grant access to a third party, please indicate the name(s) and relationships(s) of the individual below.

By granting access, you are giving the University to release information mentioned by you. The consent submitted must specify what information to be released.

Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.

Deny access to All

### Active Relationship

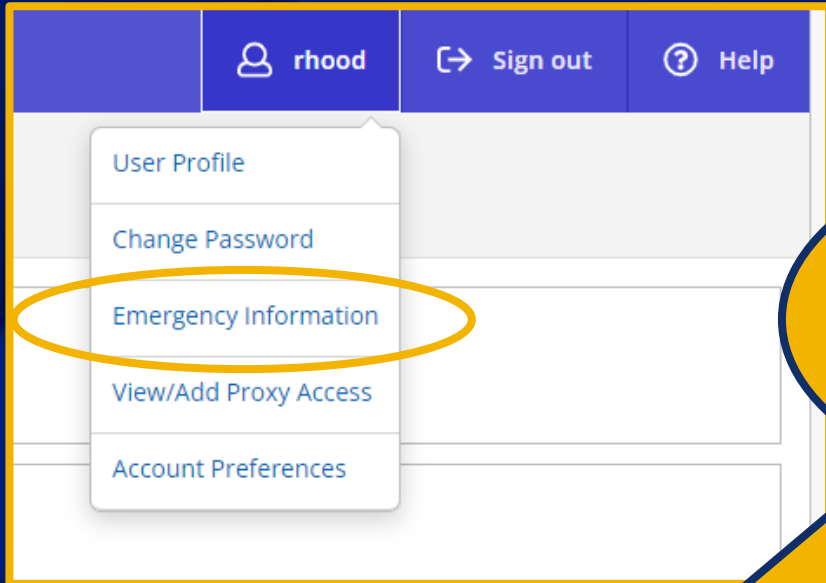
Name	Information Access	Relationship	PIN	Start Date	End Date	
Maggie Clavin	Student Account Info ⓘ Financial Aid Grades - Final & Midterm ⓘ Registration Info ⓘ	Friend	5678	2/6/2023		 
Terri Gould	Attendance	Family	1234	8/9/2022	8/12/2022	

Add Person/Relationship

### Student Records Release – FERPA

You can edit this person's access at any time, remove them or change the dates of the access.

# Emergency Information

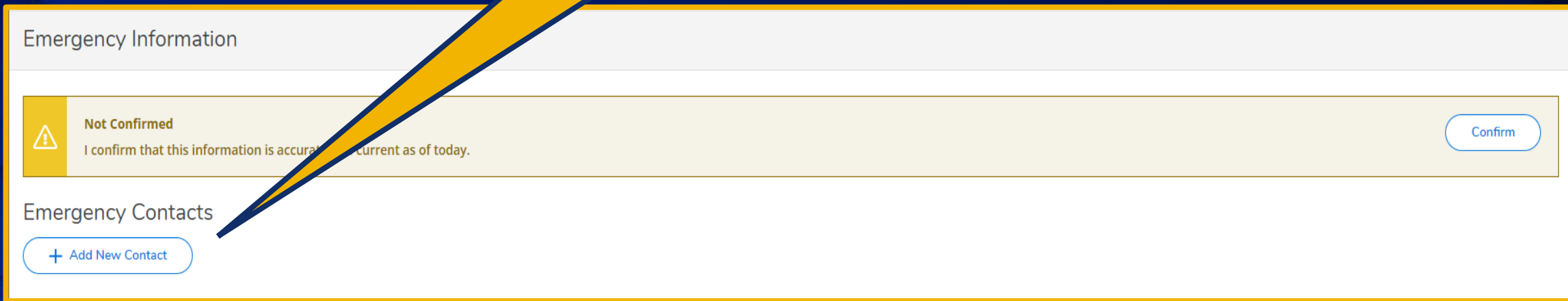


A user profile menu is shown with the following options: User Profile, Change Password, Emergency Information (circled in yellow), View/Add Proxy Access, and Account Preferences. The menu is open, and the 'Emergency Information' option is highlighted with a yellow oval.

**Emergency Contact**  
Add New Contact, enter the contact's information, then confirm.

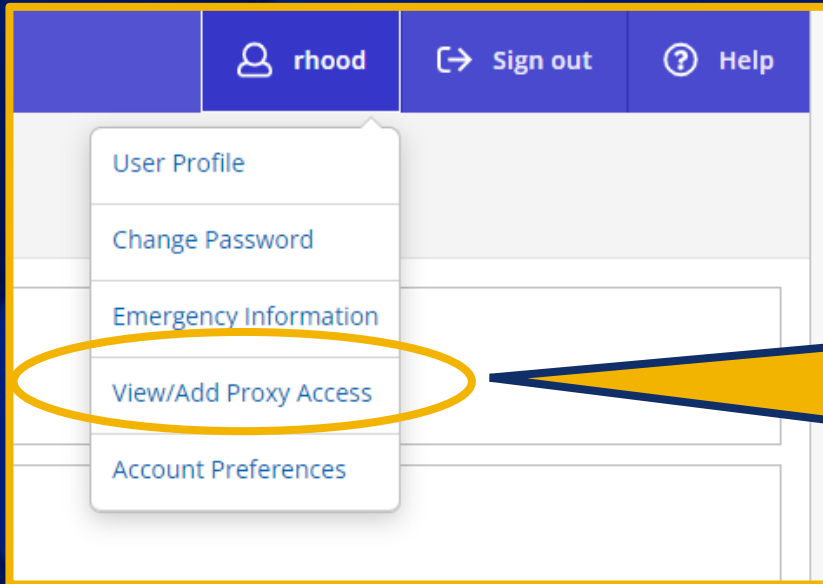


The 'Emergency Contact Information' form includes the following fields: Name \*, Relationship, Phones (Enter at least one) \* (with sub-fields for Daytime Phone, Evening Phone, and Other Phone), Address, and Effective Date. At the bottom, there are 'Cancel' and 'Add Contact' buttons.



The 'Emergency Information' page shows a 'Not Confirmed' status with a warning icon and the text: 'I confirm that this information is accurate and current as of today.' A 'Confirm' button is located on the right. Below this, the 'Emergency Contacts' section features a '+ Add New Contact' button.

# View/Add Proxy Access



## **IMPORTANT** **Proxy Access**

This allows you to give someone access to your account. NOTE: This will generate a separate login account for that person and you determine what access this person will have to your account such as grades, financial aid, etc.

# View/Add Proxy Access

## View/Add Proxy Access

The addition of proxy users will provide access to your student account. Students may update/remove access for proxy users once access has been added.

## Active Proxies

You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

## Add a Proxy

Please confirm accuracy of information before submitting.

### Select a Proxy

Please Select

## Add a Proxy

Please confirm accuracy of information before submitting.

### Select a Proxy

Add Another User

### Prefix

Please Select

### First Name \*

First Name

### Middle Name

Middle Name

### Last Name \*

Last Name

### Suffix

Please Select

### Former First Name

Former First Name

### Former Middle Name

Former Middle Name

### Former Last Name

Former Last Name

### Email Address \*

Email Address

### Confirm Email Address \*

Email Address

### Email Type

Please Select

### Phone

Phone

### Phone Extension

Phone Extension

### Phone Type

Please Select

### Birth Date

MM/dd/yyyy

### Gender

Please Select

### SSN

XXX-XX-XXXX

### Confirm SSN

XXX-XX-XXXX

### Gender

Please Select

### SSN

XXX-XX-XXXX

### Confirm SSN

XXX-XX-XXXX

### Relationship \*

Please Select

### Access \*

Allow Complete Access

Allow Select Access

Student Finance

Account Activity

Account Summary

Make a Payment

Financial Aid

Offer Letter

Financial Aid Home

Correspondence Option

Request a New Loan

My Awards

FA Outside Awards

FA Required Documents

Satisfactory Academic Progress

College Financing Plan

General

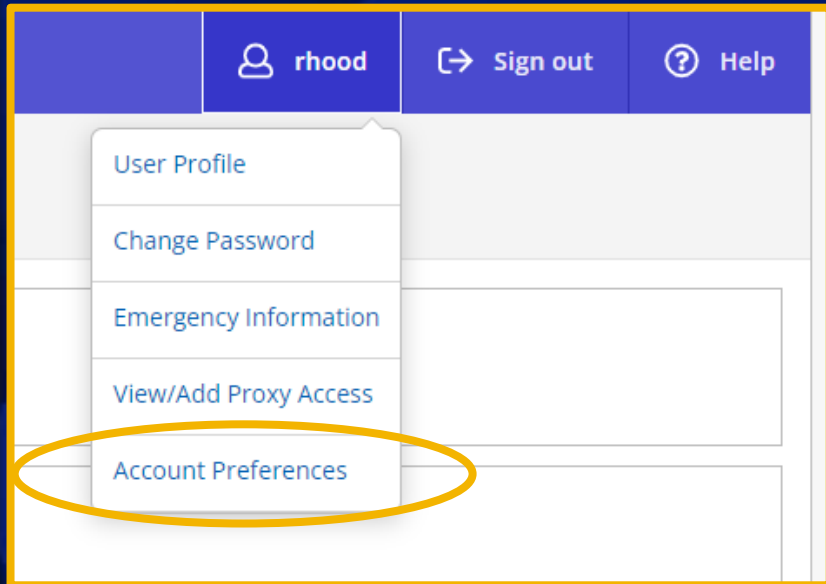
Notifications

Academics

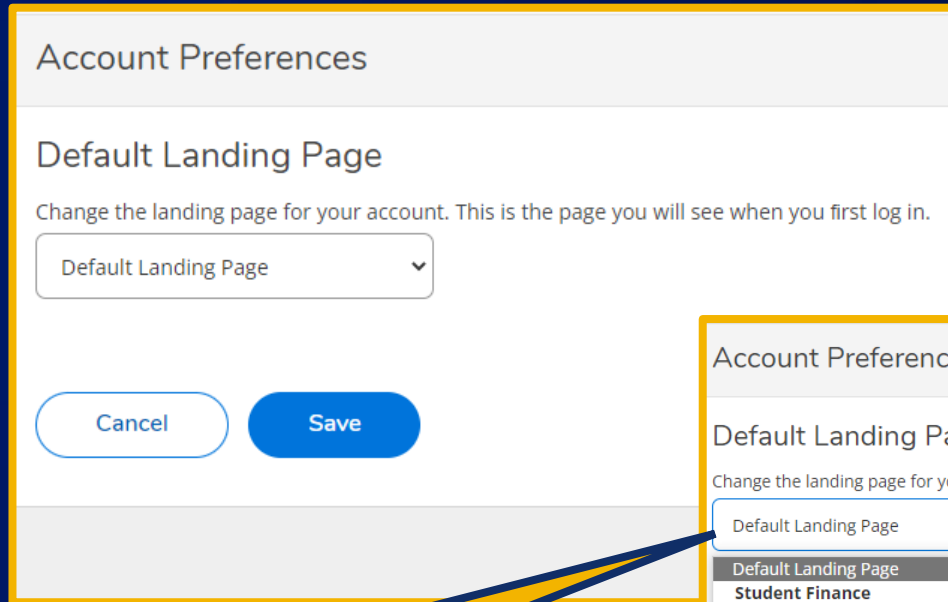
Grades

Add a Proxy

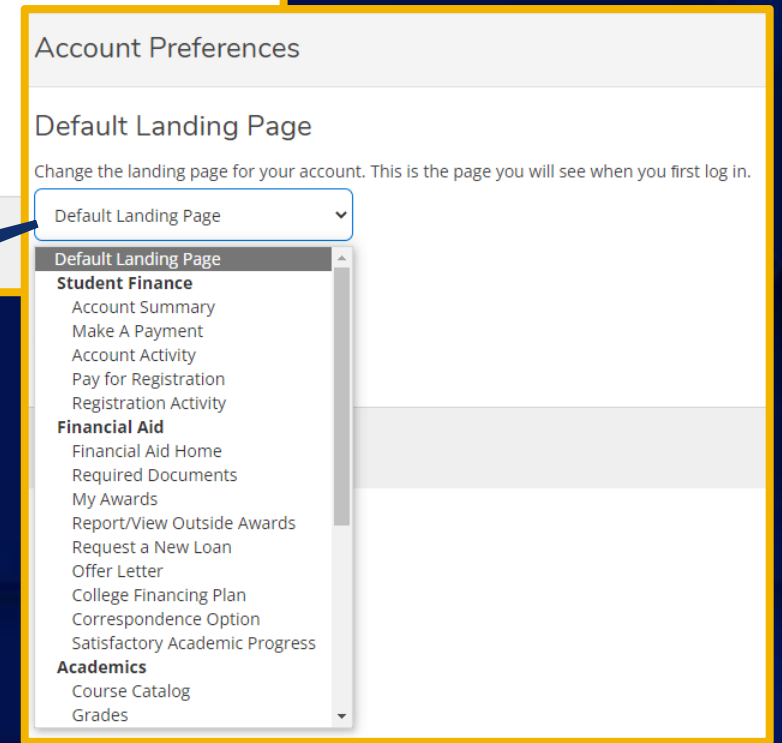
# Account Preferences



A screenshot of a user profile menu. The menu is open, showing several options: 'User Profile', 'Change Password', 'Emergency Information', 'View/Add Proxy Access', and 'Account Preferences'. The 'Account Preferences' option is circled in yellow.



A screenshot of the 'Account Preferences' page. The 'Default Landing Page' section is visible, with a dropdown menu set to 'Default Landing Page'. Below the dropdown are 'Cancel' and 'Save' buttons.



A screenshot of the 'Default Landing Page' dropdown menu. The menu is open, showing a list of options under the heading 'Default Landing Page'. The options are grouped into categories: 'Student Finance', 'Financial Aid', and 'Academics'. A yellow arrow points from the 'Default Landing Page' dropdown in the previous screenshot to this menu.

- Default Landing Page**
- Student Finance**
  - Account Summary
  - Make A Payment
  - Account Activity
  - Pay for Registration
  - Registration Activity
- Financial Aid**
  - Financial Aid Home
  - Required Documents
  - My Awards
  - Report/View Outside Awards
  - Request a New Loan
  - Offer Letter
  - College Financing Plan
  - Correspondence Option
  - Satisfactory Academic Progress
- Academics**
  - Course Catalog
  - Grades

**Default Landing Page**  
You can select the first page you will see when you login

# Left Navigation Menu

The screenshot displays the Fisk University Colleague Self-Service interface. On the left is a dark grey navigation menu with a hamburger icon at the top. The menu items are: Home, Financial Information (with a dropdown arrow), Academics (with a dropdown arrow), Daily Work (with a dropdown arrow), and User Options (with a dropdown arrow). The main content area features the Fisk University logo and a welcome message: "Hello, Welcome to Colleague Self-Service! Choose a category to get started." Below this are three main tiles: "Student Finance" (with a dollar sign icon), "Student Planning" (with a calendar icon), and "Grades" (with a purple square icon containing the letter 'A'). A yellow callout bubble with a blue border points from the "Financial Information" menu item to the "Student Finance" tile. The callout bubble contains the text: "Navigation Shows all the areas listed on the main page tiles".

Navigation  
Shows all the areas listed  
on the main page tiles



# Student Finance



[↔ Sign out](#) [? Help](#)

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



**Student Finance**

Here you can view your latest statement and make a payment online.



**Financial Aid**

Here you can access financial aid data, forms, etc.



**Student Planning**

Here you can search for courses, plan your terms, and schedule & register your course sections.



**Course Catalog**

Here you can view and search the course catalog.



**Grades**

Here you can view your grades by term.



**Academic Attendance**

Here you can view your attendances by term.



**Advising**

Here you can access your advisees and provide guidance & feedback on their academic planning.



**Faculty**

Here you can view your active classes and submit grades and waivers for students.

# Student Finance – Account Summary

## Account Summary

View a summary of your account

### Account Overview

Amount Overdue	\$12,122.00	
= Total Amount Due	\$12,122.00	<a href="#">Make a Payment</a>
Total Account Balance	\$12,122.00	<a href="#">Account Activity</a>
<a href="#">Spring 2023</a>	\$4,151.00	
<a href="#">Fall 2022</a>	\$7,971.00	

### Helpful Links

[Tuition and Fees](#)

[Office of Student Accounts](#)

[Office of Financial Aid](#)

### Account Summary

Gives you an overview of  
your charges by  
semester

# Student Finance – Account Summary Cont.

## Account Summary

View a summary of your account

### Account Overview

Amount Overdue	\$12,122.00	
= Total Amount Due	\$12,122.00	<a href="#">Make a Payment</a>
Total Account Balance	\$12,122.00	<a href="#">Account Activity</a>
<a href="#">Spring 2023</a>	\$4,151.00	
<a href="#">Fall 2022</a>	\$7,971.00	

### Helpful Links

[Tuition and Fees](#)

[Office of Student Accounts](#)


[Office of Financial Aid](#)

### Select Term



To view a breakdown of charges on your account

# Student Finance – Account Summary Cont.

Account Activity  
View your Financial Activity

 Alert: This message was configured in STFP.

Term: Spring 2023 - Balance: \$4,151.00 View Statement

 Charges \$4,151.00 =  Balance \$4,151.00

[Collapse All](#)

Charges	\$4,151.00	^
Tuition	\$2,700.00	v
Mandatory Fees	\$1,351.00	v
Other Fees	\$100.00	v

Balance \$4,151.00

If you have any aid, such as scholarships and loans it will appear here as icons.

To view more details about the charges on your account click the dropdown arrows.

# Student Finance – Account Summary Cont.

## Account Activity

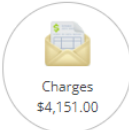
View your Financial Activity



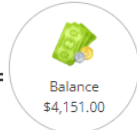
Alert: This message was configured in STFP.

Term Spring 2023 - Balance: \$4,151.00

[View Statement](#)



Charges  
\$4,151.00



Balance  
\$4,151.00

[Collapse All](#)

**[View Statement](#)**  
To view and print a  
copy of your account  
statement click here.

Charges	\$4,151.00	^
Tuition	\$2,700.00	∨
Mandatory Fees	\$1,351.00	∨
Other Fees	\$100.00	∨
Balance	\$4,151.00	

# Student Finance - Student Statement



## Student Statement

Fisk University  
1000 17 Avenue N.  
Nashville, TN 37208

<b>Name</b>	Red R. Hood
<b>Student ID</b>	0000069
<b>Total Balance</b>	\$12,122.00
<b>Amount Overdue</b>	\$12,122.00
<b>Total Amount Due</b>	<b>\$12,122.00</b>
<b>Amount Enclosed</b>	

Red R. Hood  
1234 Granny Lane  
Nashville, TN 37207

This message was configured on SFSP.

Please return this portion of the statement to the institution, along with your payment.

Date Generated: 2/21/2023

### Account Activity Summary - Spring 2023

<b>Previous Balance</b> (Charges before Spring 2023)	<b>\$7,971.00</b>
<b>Charges</b>	
Tuition by Total	\$2,700.00
Fees	\$1,451.00
<b>+ Total Charges</b>	<b>\$4,151.00</b>
<b>= Spring 2023 Balance</b>	<b>\$4,151.00</b>
<b>= Total Amount Due</b>	<b>\$12,122.00</b>
<b>Total Balance</b>	<b>\$12,122.00</b>

### Course Schedule

Section	Course Title	Credits	CEUs	Days	Times	Classroom	Start/End Dates
BUSI-250-01	Bus Comm	3.00		MW	6:00-7:45 PM	NLH 4	1/11/2023-4/26/2023

### Account Activity Details - Spring 2023

#### Tuition by Total

Section	Course Title	Billing Credits	CEUs	Status
BUSI-250-01	Bus Comm	3.00		New
<b>Total</b>				<b>\$2,700.00</b>



## Student Statement - Page 2

Date Generated: 2/21/2023

<b>Name</b>	Red R. Hood
<b>Student ID</b>	0000069

### Fees

Description	Amount
Recurring Fees	\$989.00
Technology Fee	\$362.00
Library Fine	\$100.00
<b>Total</b>	<b>\$1,451.00</b>

### Balance

**\$4,151.00**

# Student Finance – Make a Payment

## Account Summary

View a summary of your account

### Account Overview

Amount Overdue	\$12,122.00	
= Total Amount Due	\$12,122.00	<a href="#">Make a Payment</a>
Total Account Balance	\$12,122.00	<a href="#">Account Activity</a>
<a href="#">Spring 2023</a>	\$4,151.00	
<a href="#">Fall 2022</a>	\$7,971.00	

### Helpful Links

[Tuition and Fees](#)

[Office of Student Accounts](#)

[Office of Financial Aid](#)

**[Make a Payment](#)**  
Click here to pay your  
bill online

# Student Finance – Make a Payment

## Make a Payment

Use this page to make a payment on your account



Alert: Fall 2020 Payment Deadlines: payment for courses starting 9/6/2020 are due 9/25/2020. 10/18/2020 is due 11/17/2020.

Total Payment : \$0.00

Choose a Payment Method

Proceed to Payment

Create Payment Plan

Collapse All

Please Note: Amounts Due may include credit amounts.

Fall 2022

\$7,400.00



Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
	Bad Debt Receivable	WEBPY	8/27/2022 (Overdue)	\$7,400.00	This amount is not payable.

Total Amount Due

\$7,400.00

**Make a Payment**  
Proceed to Payment or  
Create Payment Plan



# Financial Aid

The screenshot shows the ellucian self-service portal interface. At the top, there is a navigation bar with the ellucian logo on the left and user information (rhoo) and actions (Sign out, Help) on the right. Below the navigation bar, a welcome message reads "Hello, Welcome to Colleague Self-Service!" followed by the instruction "Choose a category to get started." The main content area features a grid of ten service tiles. The "Financial Aid" tile is highlighted with a yellow circle. The tiles are arranged in two columns and five rows. The left column contains: Student Finance, Student Planning, Grades, Enrollment Verifications, and Academic Attendance. The right column contains: Financial Aid, Course Catalog, Graduation Overview, and Transcript Requests.

**ellucian.** rhoo Sign out Help

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**  
Here you can view and search the course catalog.
- Grades**  
Here you can view your grades by term.
- Graduation Overview**  
Here you can view and submit a graduation application.
- Enrollment Verifications**  
Here you can view and request an enrollment verification.
- Transcript Requests**  
Here you can view and request a transcript.
- Academic Attendance**  
Here you can view your attendances by term.

# Financial Aid

## Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2022/2023 Academic Year ▼

 [Contact Financial Aid Office](#)



### FAFSA Application

Currently, we have no federal financial aid application from you for the current year. If you are interested in applying for financial aid you must first:

[Submit a Free Application for Federal Student Aid \(FAFSA\)](#)








### Student Finance Account Summary

Amount Due	\$0.00
Amount Overdue	\$12,122.00
<b>Total Amount Due</b>	<b>\$12,122.00</b>

[Go to Account Summary](#)

### Checklist

 Action Needed	<a href="#">Submit a Free Application for Federal Student Aid (FAFSA)</a>
 Not Available	Complete required documents
 Not Available	Your application is being reviewed by the Financial Aid Office
 Not Available	<a href="#">Review and accept your Financial Aid Award Package</a>
 Not Available	<a href="#">Review your Financial Aid Offer Letter</a>

### Pell Lifetime Eligibility Used

Pell Lifetime Eligibility Used ▼ 0.000%

### Financial Aid Counselor

Financial Aid Office

 [615-329-8735](tel:615-329-8735)

 [Contact Financial Aid Office](#)

### Resources

#### Helpful Links

[NSLDS Information](#)

[FAFSA4Caster](#)

[Master Promissory Note](#)

[FAFSA Application](#)

[PLUS Loan Application](#)

[Entrance Counseling](#)

# Student Planning

The screenshot shows the ellucian student self-service portal. The header includes the ellucian logo, a user profile for 'rhood', and links for 'Sign out' and 'Help'. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and prompts the user to 'Choose a category to get started.' A grid of service tiles is displayed, with 'Student Planning' highlighted by a yellow oval and a callout bubble. The callout bubble contains the text: 'Student Planning This feature will be live Fall 2023'. Other visible tiles include Student Finance, Financial Aid, Course Catalog, Grades, Graduation Overview, Enrollment Verifications, and Academic Attendance.

ellucian. rhood Sign out Help

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**  
Here you can view and search the course catalog.
- Grades**  
Here you can view your grades by term.
- Graduation Overview**  
Here you can view and submit a graduation application.
- Enrollment Verifications**  
Here you can view and request an enrollment verification.
- Transcript Requests**  
Here you can view and request a transcript.
- Academic Attendance**  
Here you can view your attendances by term.

**Student Planning**  
This feature will be live  
Fall 2023

# Student Planning Cont.

My Progress

Search for courses...



< > Accounting Associate of Science  
(1 of 1 programs)

View a New Program

Load Sample Course Plan

## At a Glance



**Cumulative GPA:** 2.000 (2.000 required)  
**Institution GPA:** 2.000 (2.000 required)  
**Degree:** Associate of Science  
**Majors:** Accounting  
**Departments:** Business Administration  
**Catalog:** 2022  
**Anticipated Completion Date:**  
**Alternate Catalog Year:**

**Description**  
Students pursuing a degree in Accounting will atta ... [more](#)

**Program Notes**  
[Show Program Notes](#)

**Requirements** [Expand All](#) ▾

**General Education**

Must have 2.000 minimum GPA for this requirement. Current GPA: 2.000

Complete all of the following items. ⚠ 0 of 9 Completed. [Hide Details](#)

**i** Program Completion must be verified by the Registrar.

### Progress

**Total Credits** 10 of 60

10

**Total Credits from this School** 1 of 15

1

**Student Planning**  
Track your progress  
towards completion on  
degree.

# Student Planning Cont.

My Progress

Search for courses...



< > Accounting Associate of Science  
(1 of 1 programs)

View a New Program

Load Sample Course Plan

## At a Glance



**Cumulative GPA:** 2.000 (2.000 required)  
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**Description**  
Students pursuing a degree in Accounting will atta ... [more](#)

**Program Notes**  
[Show Program Notes](#)

**Requirements** [Expand All](#) ▾

General Education

Must have 2.000 minimum GPA for this requirement. Current GPA: 2.000

Complete all of the following items. ⚠ 0 of 9 Completed. [Hide Details](#)

**i** Program Completion must be verified by the Registrar.

### Progress

Total Credits

10 of 60

10

Total Credits from this School

1 of 15

1

**View a New Program**  
If you are thinking about changing your major, you can see how it would change your progress.

# Course Catalog & Registration

The screenshot displays the ellucian self-service portal interface. At the top, the ellucian logo is on the left, and user information 'rhood' with 'Sign out' and 'Help' links is on the right. Below the header, a welcome message reads 'Hello, Welcome to Colleague Self-Service!' followed by the instruction 'Choose a category to get started.' The main content area features a grid of service tiles. The 'Course Catalog' tile is circled in yellow. A vertical navigation menu on the left side includes icons for home, university, graduation, and user profile.

**ellucian.** rhood Sign out Help

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**  
Here you can view and search the course catalog.
- Grades**  
Here you can view your grades by term.
- Graduation Overview**  
Here you can view and submit a graduation application.
- Enrollment Verifications**  
Here you can view and request an enrollment verification.
- Transcript Requests**  
Here you can view and request a transcript.
- Academic Attendance**  
Here you can view your attendances by term.

# Course Catalog & Registration Cont.

Search for Courses and Course Sections

Subject Search   **Advanced Search**

Search for a course subject:

- [Accounting](#)
- [Art](#)
- [Biochemistry and Molecular Bio](#)
- [Biology](#)
- [Business Administration](#)
- [Chemistry](#)
- [Computer Science](#)
- [Core Course](#)
- [Criminal Justice](#)
- [Economics](#)
- [English](#)
- [History](#)
- [History](#)
- [Humanities and Social Sciences](#)
- [Kinesiology](#)
- [Management](#)
- [Mathematics](#)
- [Music](#)
- [Physics](#)
- [Psychology](#)

**Search Courses**  
You can search for courses by subject

Search for Courses and Course Sections

Subject Search   **Advanced Search**

**Catalog Advanced Search**

Term	Meeting Start Date	Meeting End Date
<input type="text" value="Select Term"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="M/d/yyyy"/>
Courses And Sections		
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="button" value="+ Add More..."/>		
Days Of Week		
<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	
Location		
<input type="text" value="Select Location"/>		
Academic Level		
<input type="text" value="Select Academic Level"/>		
Time Of Day		
<input type="text" value="Select Time Of Day"/>		
Course Type		
<input type="text" value="Select Course Type"/>		
<input type="button" value="Clear"/>	<input type="button" value="Search"/>	

**Search Courses**  
You can search for courses by more specific criteria.

# Registration

Academics · Course Catalog

Search for Courses and Course Sections

[Back to Course Catalog](#)

**Filter Results** Hide

**Availability**

Open and Waitlisted Sections

Open Sections Only

**Subjects**

Art (4)

Biochemistry and Molecular Bio (1)

Biology (2)

Business Administration (4)

Computer Science (4)

[Show All Subjects](#)

**Locations**

**Terms**

Fall 2022 (35)

**Days of Week**

Monday (17)

Tuesday (12)

Wednesday (21)

Thursday (14)

Filters Applied: Fall 2022

**ART-101 Life Drawing and Composition (4 Credits)**

This course is designed as a broad foundational study in drawing both the draped and the nude figure. It emphasizes development in four media. Textbook required.

This course is registered, but not yet started.

**Requisites:**  
None

[View Available Sections for ART-101](#)

**ART-111 Elementary Design (4 Credits)**

This course is a studio orientation to the elements of visual organization in two dimensions. The course seeks to develop an understanding of the fundamentals of line, shape, and color. Employment of three to four media. Textbook required.

This course is planned.

**Requisites:**  
None

[View Available Sections for ART-111](#)

**Search Courses**  
Once you find the course  
click on View Available  
Sections.



# Registration Cont.

## ART-101 Life Drawing and Composition (4 Credits)

[Add Course to Plan](#)

This course is designed as a broad foundational study in drawing both the draped and the un-draped forms such as those found in nature and in geometry. Some study of surface anatomy involved. Skill development in four media. Textbook required.

✓ This course is registered, but not yet started.

Requisites:  
None

[View Available Sections for ART-101](#)

Fall 2022

### [ART-101-01](#)

Life Drawing and Composition

Seats ⓘ

19 / 20 / 0

Times

T/Th 10:00 AM - 11:20 AM  
8/9/2022 - 12/30/2022

Instructors  
Henry, A (Lecture)

[Add Section to Schedule](#)

### [ART-101-02](#)

Life Drawing and Composition

Seats ⓘ

16 / 20 / 0

Times

T/Th 1:00 PM - 2:20 PM  
8/9/2022 - 12/30/2022

Instructors

Rogers, V (Lecture)

[Add Section to Schedule](#)

### Seats

First review the seats 19/20/0 =  
19 Available/  
20 Maximum/  
0 Waitlist

### Add Section to Schedule

If there are seat available click on Add Section to Schedule

# Registration Cont.

Plan your Degree and Schedule your courses

Search for courses...

Schedule



Spring 2023

Register Now

Filter Sections

Save to iCal

Print

Not Registered: 12 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

[ART-101-05: Life Drawing and Composition](#)

✓ Not Registered

Credits: 4 Credits

Grading: Graded

Instructor: Edward Rosser

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am			ART-101-05 X		ART-101-05 X		
11am							
12pm							
2pm				HIS-270-01 X			
3pm							
4pm							

**Register Now**  
The courses you  
selected will appear  
here.

# Registration – Alternate Way



## Student Finance

Here you can view your latest statement and make a payment online.



## Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



## Grades

Here you can view your grades by term.



## Enrollment Verifications

Here you can view and request an enrollment verification.



## Academic Attendance

Here you can view your attendances by term.

# Registration – Alternate Way Cont.

## Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:



1



### View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

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](#)

Programs	Cumulative GPA	Progress
Art Bachelor of Arts	2.333 (2.000 required)	<input type="text"/>

Spring 2023 Schedule

# Registration – Alternate Way Cont.

Plan your Degree and Schedule your courses

Search for courses...

Schedule

< > Spring 2023

Register Now

Filter Sections Save to iCal Print

Not Registered: 12 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

**ART-101-05: Life Drawing and Composition** X

✓ Not Registered

Credits: 4 Credits  
Grading: Graded  
Instructor: [Edward Rosser](#)  
3/14/2023 to 4/27/2023  
Seats Available: 18

Meeting Information

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am				ART-101-05 X	ART-101-05 X		
11am							
				HIS-270-01 X			

**Search for Courses**  
Type in the course you are  
searching ex. ART 101

# Registration – Alternate Way Cont.

Search for Courses and Course Sections

Financial Information [File](#) Search for courses...

Filter Results [Hide](#)

Filters Applied: None

**Availability**

- Open and Waitlisted Sections
- Open Sections Only

**Subjects**

- Art (7)
- Biology (1)
- Mathematics (2)
- Sociology (1)

**Locations**

- Campus (3)

**Terms**

- Fall 2022 (6)
- Fall 2023 (6)
- Spring 2023 (6)
- Summer 2023 (5)

**Days of Week**

- Monday (5)

**ART-101 Life Drawing and Composition (3 Credits)**

This course is designed as a broad foundational study in drawing both the draped and the undraped human figure, as well as elementary forms such as those found in nature and in geometry. Some study of surface anatomy involved. Skill development in four media. Textbook required.

This course is registered, but not yet started.

**Requisites:**  
None

[View Available Sections for ART-101](#)

Fall 2022

Section	Section	Instructors
<a href="#">ART-101-01</a>	Life Drawing and Composition	
		<a href="#">Dr. Alicia Henry</a> (Lecture)

[Add Section to Schedule](#)

[Add Section to Schedule](#)

[Add Section to Schedule](#)  
Click here

# Registration – Alternate Way Cont.

Plan your Degree and Schedule your courses

Search for courses...

Schedule

< > Spring 2023

Register Now

Filter Sections

Save to iCal

Print

Not Registered: 12 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

ART-101-05: Life Drawing and Composition

✓ Not Registered

Credits: 4 Credits  
Grading: Graded  
Instructor: [Edward Rosser](#)  
3/14/2023 to 4/27/2023  
Seats Available: 18

Meeting Information

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am			ART-101-05 X		ART-101-05 X		
11am							
				HIS-270-01 X			

Register Now  
Click here.

# Grades

The screenshot displays the ellucian self-service portal interface. At the top, the ellucian logo is on the left, and user information 'rhood', 'Sign out', and 'Help' are on the right. Below the header, a welcome message reads 'Hello, Welcome to Colleague Self-Service!' with a prompt to 'Choose a category to get started.' The main content area features a grid of service tiles. The 'Grades' tile, located in the second row, first column, is highlighted with a yellow circle. It includes a purple icon with a white 'A' and the text 'Grades Here you can view your grades by term.' Other tiles include 'Student Finance', 'Financial Aid', 'Student Planning', 'Course Catalog', 'Enrollment Verifications', 'Academic Attendance', 'Graduation Overview', and 'Transcript Requests', each with a descriptive subtext.

**ellucian.** rhood Sign out Help

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
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Here you can access financial aid data, forms, etc.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
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Here you can view your grades by term.
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Here you can view and request an enrollment verification.
- Academic Attendance**  
Here you can view your attendances by term.
- Graduation Overview**  
Here you can view and submit a graduation application.
- Transcript Requests**  
Here you can view and request a transcript.



# Grades Cont.

Grades

Summer 2023 (5/3/2023-8/4/2023)

Spring 2023 (1/9/2023-4/27/2023)

Fall 2022 (8/9/2022-12/30/2022)



Click on the specific  
term to view your  
grades

# Unofficial Transcript

The screenshot displays the Fisk University self-service portal. On the left is a dark navigation menu with a hamburger icon at the top. The menu items are: Home, Financial Information (with a dropdown arrow), Academics (with an up arrow), Student Planning (with a dropdown arrow), Course Catalog, Grades, Graduation Overview, Enrollment Verifications, Transcript Requests, Unofficial Transcript, Academic Attendance, and Test Summary. The 'Academics' tab is highlighted in yellow. The main content area features the Fisk University logo at the top, followed by a welcome message: 'Hello, Welcome to Colleague Self-Ser... Choose a category to get started.' Below this are several service tiles: 'Student Planning' (search for courses), 'Grades' (view grades by term), 'Enrollment Verifications' (view and request verifications), and 'Academic Attendance' (view attendances by term). A yellow callout bubble points to the 'Academics' tab in the navigation menu.

Click on the Academics tab on the left navigation

Unofficial Transcript  
Students can view and print their unofficial transcript.

# Unofficial Transcript



[Academics](#) • Unofficial Transcript

## Unofficial Transcript



These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.



[Unofficial Transcript](#)

**Unofficial Transcript**  
Click here to view and  
print the unofficial  
transcript.

# Graduation Overview

## Graduation Application

Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit [Commencement Information](#)

[Review My Academic Progress](#)

Program of Study	Major	Application Status
Accounting Associate of Science	Accounting	Not eligible to apply at this time.
Automotive Technology Associate of Science	Automotive Tech (2 Year Only)	<a href="#">Apply</a>

The Apply icon will only appear when you are close to meeting the graduation requirements

# Graduation Overview Cont.

## Graduation Application

[< Back to Programs of Study](#)

### Name and Hometown

Full Name

Sam Malone

Graduation Term \*

Please Select Graduation Term

Preferred Name on Diploma \*

Sam Malone

Phonetic Spelling

Hometown and State/Province

### Program of Study

Automotive Technology Associate of Science

Diploma

Associate of Science

### Commencement Details

Commencement Location

Municipal Auditorium

Will you attend commencement?

Do you plan to pick up the diploma on campus?

Include name in commencement program?

Number of Guests (Maximum 5)

0

What is your military status?

Please Select Military Status

Please Select Military Status

Active Military

Veteran

Not Applicable

Cancel

Submit

Cap and Gown

Cap size

Please Select Cap Size

Gown size


Please Select Gown Size according to your height/weight

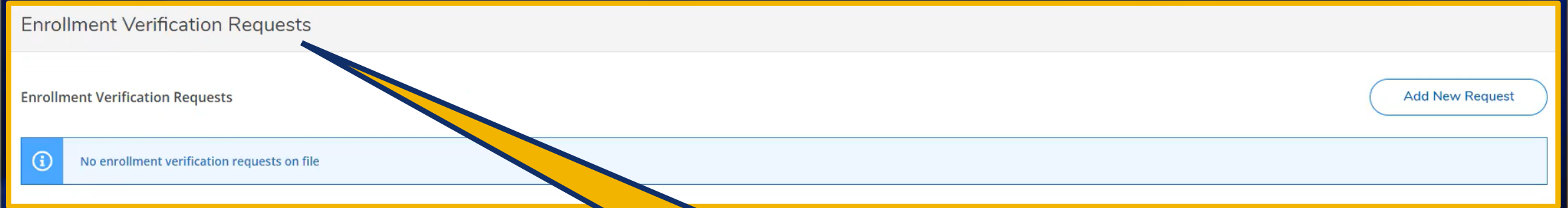
**Graduation Application**  
You will be able to submit  
your graduation  
application

# Enrollment Verification

Enrollment Verification Requests

Enrollment Verification Requests Add New Request

 No enrollment verification requests on file



**Enrollment Verifications**  
This feature will be added  
Fall 2023

# Transcript Requests

The screenshot shows the ellucian self-service portal interface. At the top, there is a navigation bar with the ellucian logo, a user profile icon labeled 'rhood', and links for 'Sign out' and 'Help'. Below the navigation bar, a welcome message reads 'Hello, Welcome to Colleague Self-Service!' followed by the instruction 'Choose a category to get started.' The main content area is a grid of service tiles. The tiles include: 'Student Finance' (view latest statement and make a payment online), 'Financial Aid' (access financial aid data, forms, etc.), 'Student Planning' (search for courses, plan terms, and schedule/register course sections), 'Course Catalog' (view and search the course catalog), 'Grades' (view grades by term), 'Graduation Overview' (view and submit a graduation application), and 'Transcript Requests' (view and request a transcript). A yellow callout bubble with a dark blue border points to the 'Transcript Requests' tile.

ellucian. rhood Sign out Help

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
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Here you can access financial aid data, forms, etc.
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Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**  
Here you can view and search the course catalog.
- Grades**  
Here you can view your grades by term.
- Graduation Overview**  
Here you can view and submit a graduation application.
- Transcript Requests**  
Here you can view and request a transcript.

## Transcript Requests

This feature will be added  
Fall 2023 – Will link to the  
Parchment Website

# Academic Attendance

The screenshot shows the ellucian self-service portal interface. At the top, there is a navigation bar with the ellucian logo, a user profile icon labeled 'rhood', a 'Sign out' button, and a 'Help' button. Below the navigation bar, a welcome message reads 'Hello, Welcome to Colleague Self-Service!' followed by the instruction 'Choose a category to get started.' The main content area features a grid of ten service tiles, each with an icon, a title, and a brief description. A yellow callout bubble with a dark blue border points to the 'Academic Attendance' tile. The text inside the bubble reads: 'Academic Attendance Will show your attendance in your classes.'

ellucian.

rhood Sign out Help

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make a payment online.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
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- Course Catalog**  
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Here you can view your grades by term.
- Graduation Overview**  
Here you can view and submit a graduation application.
- Enrollment Verifications**  
Here you can view and request an enrollment verification.
- Transcript Requests**  
Here you can view and request a transcript.
- Academic Attendance**  
Here you can view your attendances by term.

Academic Attendance  
Will show your attendance in your classes.



# Academic Attendance Cont.

## Academic Attendance

Summer 2023 (5/3/2023-8/4/2023)

Spring 2023 (1/9/2023-4/27/2023)

Course Section	Title	Totals
BUSI-250-01	Bus Comm	Present : 8 Absent : 2 Absence Excused : 0 Late : 1

Fall 2022 (8/9/2022-12/30/2022)

Non-term Courses

**Academic Attendance**  
If the instructor posts attendance in the portal it will show here.

