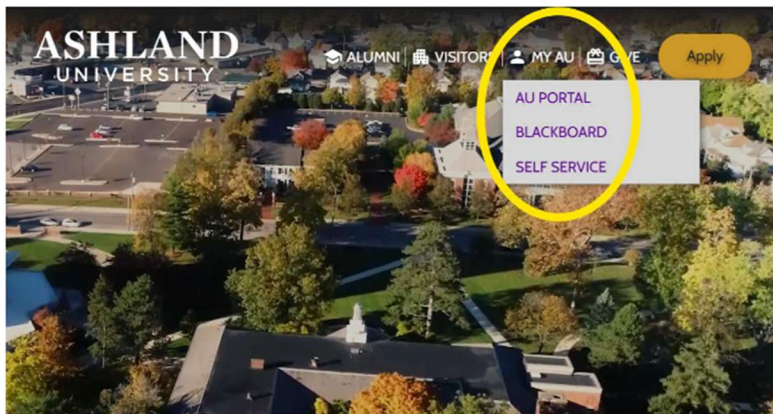


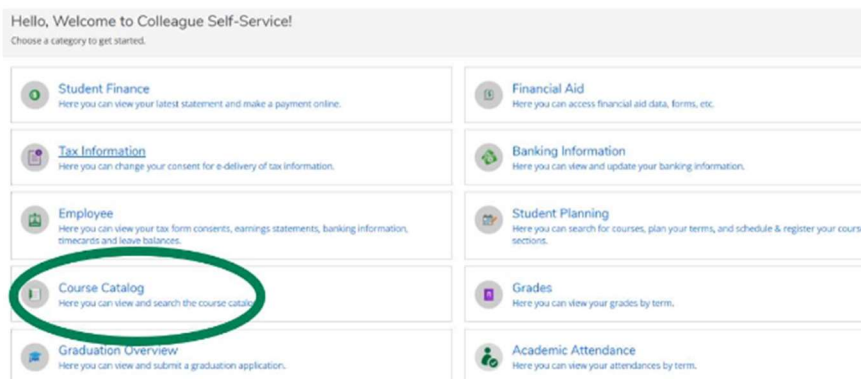
# How to Use Self Service to Request Ashland Campus or Online Courses

Before attempting to add courses to your plan in Self Service, please be sure you understand how to identify allowable courses and course sections for CCP students.



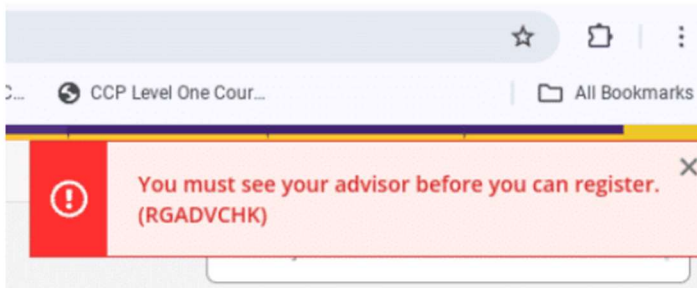
Go to [ashland.edu](https://ashland.edu) and log in to Self Service.

Go to the [AU webpage](https://ashland.edu) and select Self Service from the drop-down menu.



At the Self Service home screen, select **Course Catalog**.

Select Course Catalog from the menu.



If you see this warning, don't panic.

This is simply a reminder that although you will be adding courses to your plan/cart, you aren't actually registering yourself.

Only your CCP advisor can process your request and finalize your registration.

Planned: 0 Credits   Enrolled: 0 Credits   Waitlisted: 0 Credits

### Catalog Advanced Search

#### Results View

- Catalog Listing
- Section Listing

Term:  Meeting Start Date:  Meeting End Date:

Select Term

- Grad Workshops 2021-22
- Spring Semester 2022
- Summer Semester 2022
- Fall Semester 2022
- Grad Workshops 2022-23
- Spring Semester 2023
- Summer Semester 2023
- Fall Semester 2023
- Grad Workshops 2023-24
- Spring Semester 2024
- Summer Semester 2024
- Fall Semester 2024
- Spring Semester 2025**
- Thursday
- Friday

Tuesday  Wednesday  Saturday

Course number:  Section:

Course number:  Section:

Course number:  Section:

**Select the term you want to register for.**

Be careful!

Courses that were offered during previous semesters are listed in the catalog. Make sure you have chosen the correct term!

Spring Semester 2025

[ART\\*150\\*RCCPA: Art & Ideas](#)

**✓ Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Dixon-McDonald, Michelle  
1/6/2025 to 5/1/2025  
Seats Available: 24

**✓ Meeting Information**

**✓ View other sections**

**Add the course section(s) you want to your Plan.** Your registration cart is to the left.

**Make sure you have selected a specific course AND section that has been approved for CCP.**

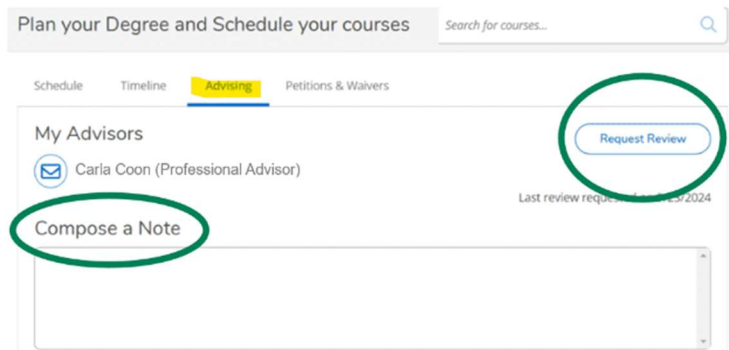
We can't register you if we don't know which section you want. (In this example the section is "RCCPA".)

## Plan your Degree and Schedule your courses

Spring Semester 2025

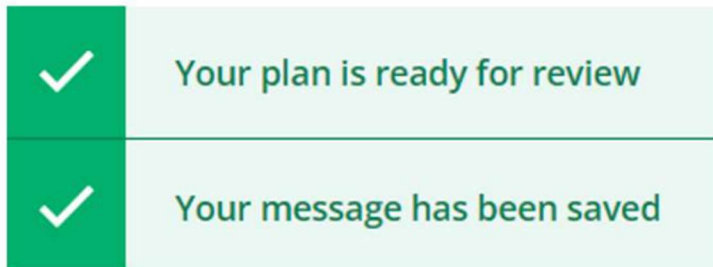
**Click the *Advising* tab.**

Once you have added your courses to your "registration cart" on the schedule tab for the semester you want to register, click the "Advising" tab.



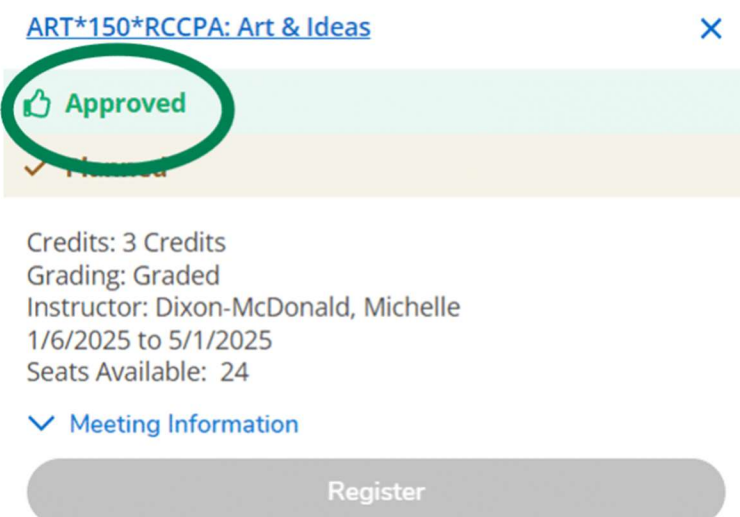
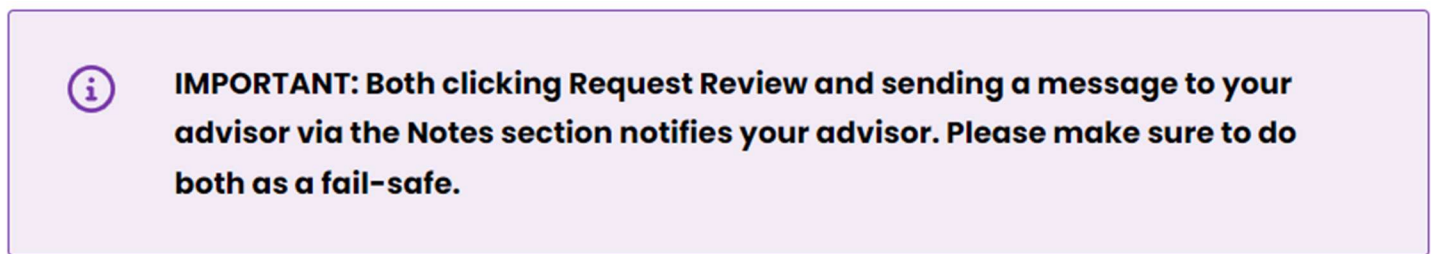
On the **Advising** tab, you should see your advisor's name, the **Request Review** button, and a section where you can send a note to your advisor.

- 1) Click the **Request Review** button.
- 2) **Send your advisor a note** that your courses have been added to your plan (**save note**).




Make sure you receive these confirmations!

You **MUST** click **Request Review** **AND** send a **note to your advisor!** If you don't, your advisor will not be notified and you will not be registered for any classes! Missing this step is like shopping online, adding an item to your shopping cart, and never checking out!



If we "thumbs up" a course you added, you will receive a generic email message that you have been registered. The message will not tell you which course(s) you were registered for. You will need to view your schedule in Self Service for details.

REL\*106\*A: Exploring the Bible ✕

 Denied

✓ Planned

Credits: 3 Credits  
 Grading: Graded  
 Instructor: Slade, Peter G.  
 1/6/2025 to 5/1/2025  
 Seats Available: 30

Meeting Information

Add a caption

**If we “thumbs down” a course you added,**

you will receive a notification as to why you could not be registered.

To avoid delays, please follow these instructions carefully and check that you are requesting courses and sections are approved for CCP students.

In this example the student chose REL 106, which is prohibited by law.

Approval	Course
----------	--------



COM\*101\*A: Human Communication  
 ✓ Registered

Approval	Course
----------	--------

ENG\*102\*OLCCP: English Composition II  
 ✓ Registered, but not started


**REMINDER:**

**“Planned” does NOT mean “Registered”!**


**You are not registered until you see the word “Registered”!** If the course has started, you will see, “Registered”. If the course has not started yet, you will see, “Registered, but not started”.

Course
--------

COM\*101\*OLCCP: Human Communication

 This section has a waitlist

ENG\*102\*O2CCP: English Composition II

 This section has a waitlist

**REMINDER**

**“Waitlisted” does NOT mean “Registered”.**

Instead of listing the section as “Full” or “Closed”, they system uses the term, “Waitlisted”. **These courses are closed/full.**

**This student is NOT registered OR waitlisted for either course.**

Print

List Calendar

Approve Deny Protect Unprotect

✓	Approval	Course
<input type="checkbox"/>		MUSIC*225*A: Musical Style ✓ Registered
<input type="checkbox"/>		POLSC*102*A: Democracy in America ⓘ Waitlisted
<input type="checkbox"/>		PSYC*102*A: General Psychology II ⓘ Waitlisted

**After your advisor processes your request, ALWAYS, ALWAYS, ALWAYS check your schedule to make sure everything looks correct.**

This student has been registered for **ONE** class.

Her advisor was not able to register her for the other two courses. They were closed when it was her turn for registration, and those sections are now waitlisted.

- She is NOT registered for POLSC 102 or PSYC 102.
- She is also NOT on the WAITLIST for either section.



## Choosing and Registering for Courses:

### Be Thoughtful and Considerate

**As you register for classes, please choose carefully and only sign up for courses you genuinely plan to complete.**

- Registering for extra classes with the intention of dropping some later can prevent other students from enrolling in courses they need or are genuinely interested in.
- This practice also adds unnecessary work for your CCP advisor and school counselor, who must continually update records and make adjustments. Furthermore, frequent changes increase the chances of errors in your schedule, as they can lead to confusion. Lastly, it slows down the registration process for everyone involved.

By thoughtfully considering your schedule and commitments, such as sports, jobs, and extracurricular activities, you can help minimize last-minute drops and ensure a smoother process for everyone.

We appreciate your cooperation in making sure that registration remains fair and efficient for all students. Thank you!