Using Student Planning to Plan and Register
Use the search field on massart.edu to find **Self Service**. You can click on the link at the bottom of the page for the log in page.

Students will use MassArt Self Service to plan schedules at MassArt, view the course catalog, see grades, review academic attendance, and more.

You may access Self Service by visiting selfservice.massart.edu/student
Once you are logged in you will see the **Self Service** home page. From here you can search the **Course Catalog**, plan and register for course sections, view your grades, and see your attendance.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Planning</td>
<td>Here you can search for courses, plan your terms, and schedule &amp; register your course sections.</td>
</tr>
<tr>
<td>Course Catalog</td>
<td>Here you can view and search in course catalog</td>
</tr>
<tr>
<td>Grades</td>
<td>Here you can view your grades by term.</td>
</tr>
<tr>
<td>Academic Attendance</td>
<td>Here you can view your attendances by term.</td>
</tr>
</tbody>
</table>
You can see what your required courses are and start planning for registration by clicking on **Go to My Progress**.
When you view **My Progress** which is under the **Student Planning** tab you will see the course sections you have planned and those you need to complete.

From **My Progress** you can see courses that you need to complete. Let’s select the next course that is required SFDN-182.
Now you can see the SFDN-182 course information. To see available sections click on View Available Sections for...
When you find a section that looks good you can add it to your plan by clicking on the "Add Section to Schedule" button.
This section looks good. Remember that courses like SFDN-182 can have multiple sections. Each section has a different meeting time and can be taught by a different instructor. When you register you are registering for sections of a course. You can add it to your plan by clicking the blue button.
Verify the section info and then click **Add Section**
The green box means it’s been added to your plan.
Returning to **My Progress** will show that you now have planned a new section.

### Requirements

#### Foundation Year Requirements

Complete all of the following items. **0 of 3 Completed.**

<table>
<thead>
<tr>
<th>A. STUDIO FOUNDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take 4 required studios</td>
</tr>
<tr>
<td>Complete all of the following items. <strong>0 of 4 Completed.</strong></td>
</tr>
</tbody>
</table>

1. **SFDN-181 Drawing Studio I**  
   **Fully Planned**  
   **0 of 1 Courses Completed.**

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔥 Planned</td>
<td><strong>SFDN-181</strong></td>
<td>Studio for Drawing</td>
<td>20/FA</td>
<td>3</td>
</tr>
</tbody>
</table>

2. **SFDN-182 Visual Language**  
   **Fully Planned**  
   **0 of 1 Courses Completed.**

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔥 Planned</td>
<td><strong>SFDN-182</strong></td>
<td>Visual Language</td>
<td>20/FA</td>
<td>3</td>
</tr>
</tbody>
</table>

3. **SFDN-183 Form Study**  
   **0 of 1 Courses Completed.**
Let’s now look for a specific course number in the **Course Catalog** and add a section of it to your plan.
In this example, let's look for SFDN-185 in **Advanced Search**. Make sure you select the Term/Semester you intend to register for.

Also, at the bottom of the page is the **Course Type** drop-down box to help you find a course to meet a specific requirement.
Make sure to check the **Open Sections Only** box to see sections that have space for you.

You can add this section.
You will see any course requirements in the section details.
You now have 3 course sections on your plan.
Let's look at your plan so far by selecting **Plan & Schedule**.
This is your current plan in the calendar view. You can see that you have 9 credits planned, but 0 are enrolled/registered.
If you want to find other sections of a planned course select **View other sections** to see them. You can click on a ghosted box to add it to your plan.
When you view your plan you will see a **red** box. This means it’s time to contact your advisor to meet with them. Your advisor will clear you for registration which allows you to register on your assigned day and time.

You can click on **Advising** to send your advisor a note.
You can send a note to your advisor(s) letting them know that you made a plan and would like them to review it.
When the red [REGADV] box is no longer showing your Advising Hold hold has been removed.
You can make changes to your plan after your hold is lifted. When it’s your time to register you will see **Register** buttons on your plan.

Remember, if any of your course sections are **Yellow** you are not registered for them!
When you register your registered course sections will appear green. If a section is full you will need to find another section by click on the View other sections link.

When all of your course sections are GREEN you are registered.

To view other sections click this link.

All Green is all Good.