


Self-Service 9.1.4 Guide for Students

Log In Instructions:

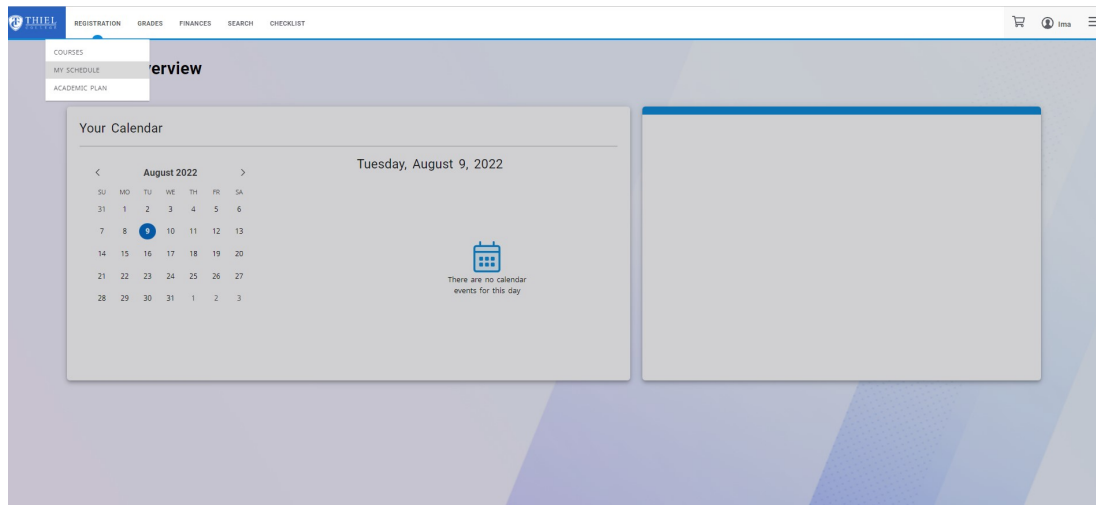
Navigate to Self-Service clicking the box  in the upper right corner of the Thiel College website (www.thiel.edu) and select Self Service.

Username: 9 digit ID #

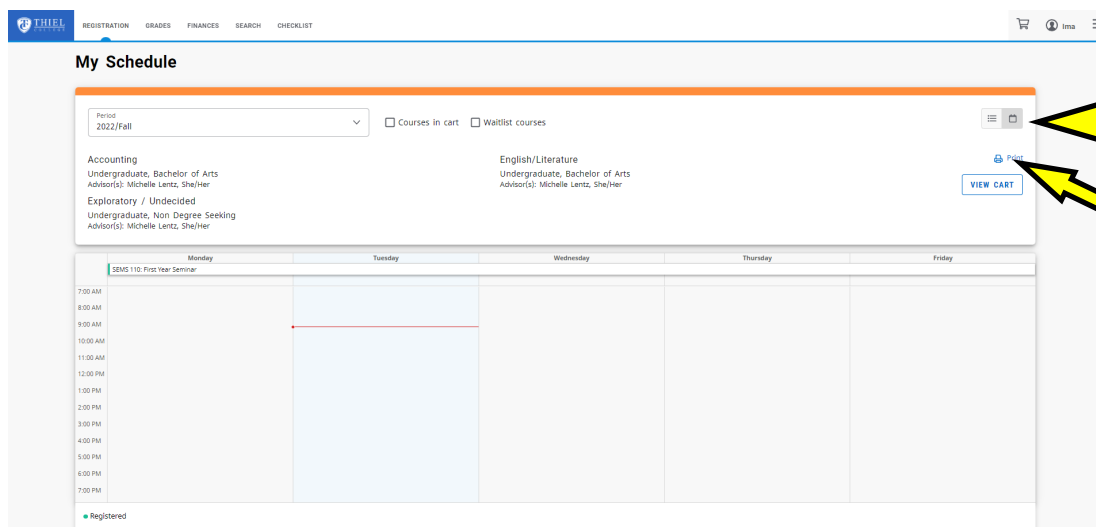
Password: Thiel network password (same as used for other Thiel systems such as Moodle & email)

To View Schedule:

1. Click *Registration* tab
2. Select *My Schedule*



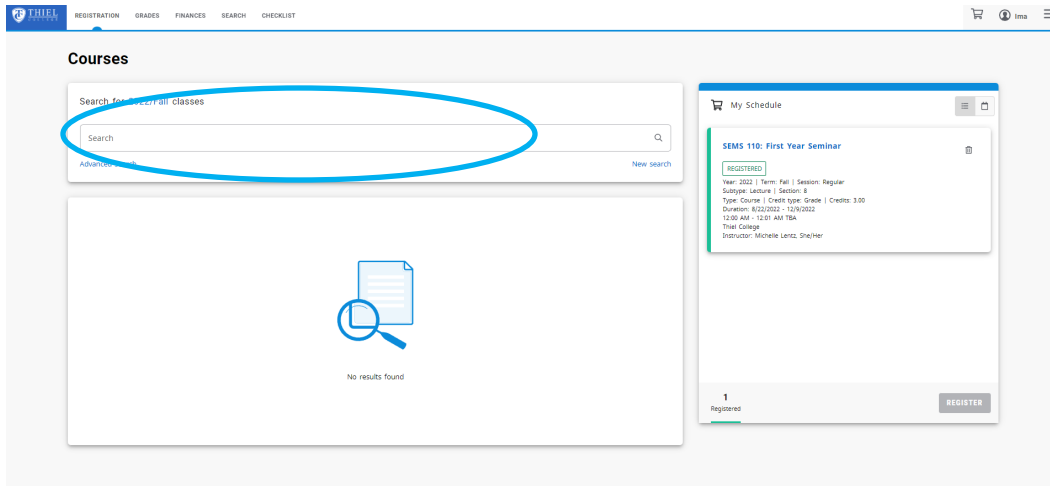
Click here to toggle between list and calendar view.



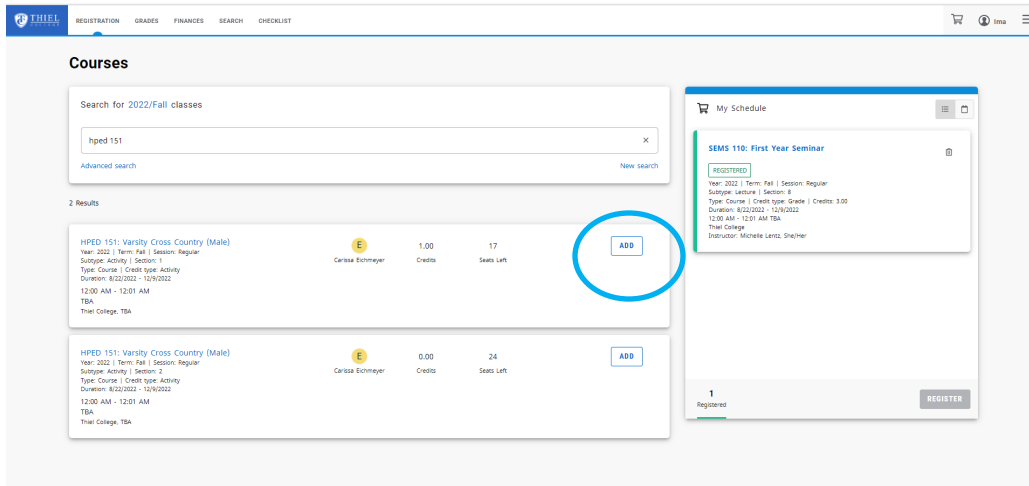
Click here to print. Always prints in list format.

To Add a Course:

1. Click *Registration* tab
2. Select *Courses*
3. Search for course in search field

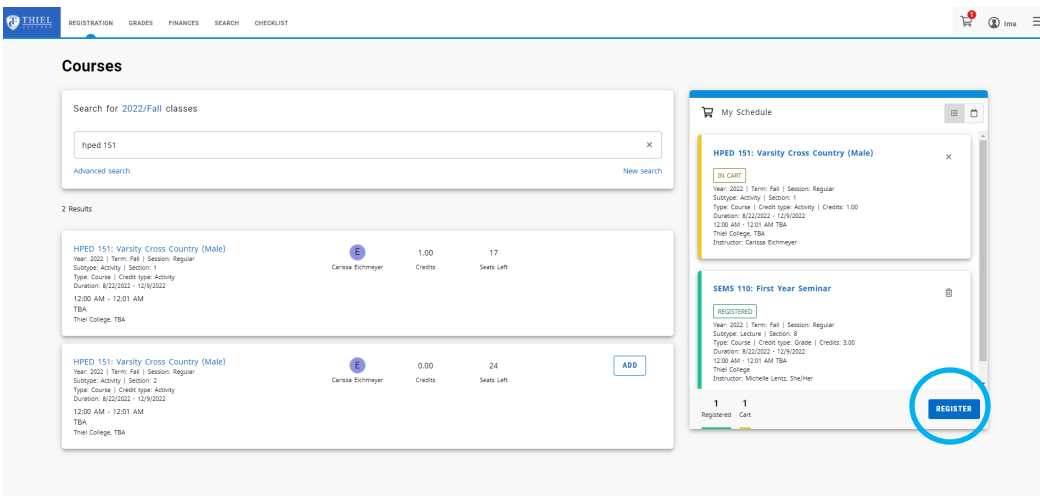


4. Click **ADD** button of the desired section



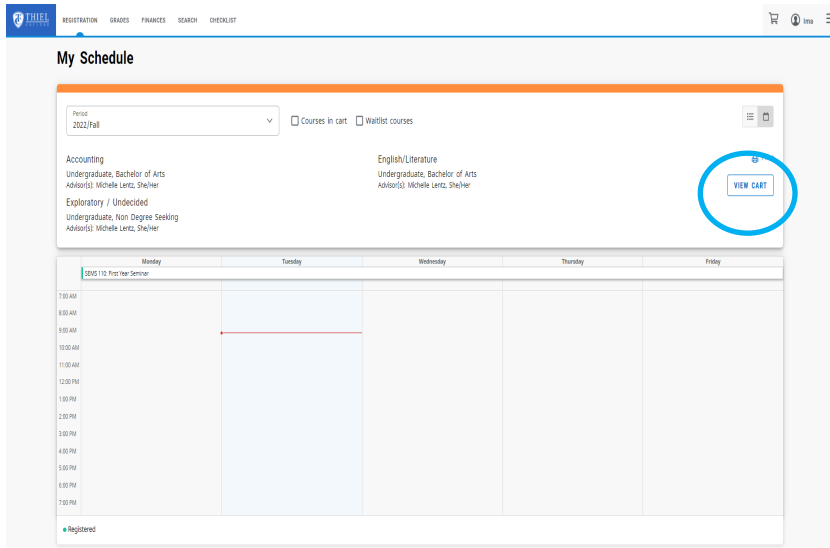
5. Click **REGISTER** button

Note: The requested class will be listed as Pending in your cart until your advisor approves the request.

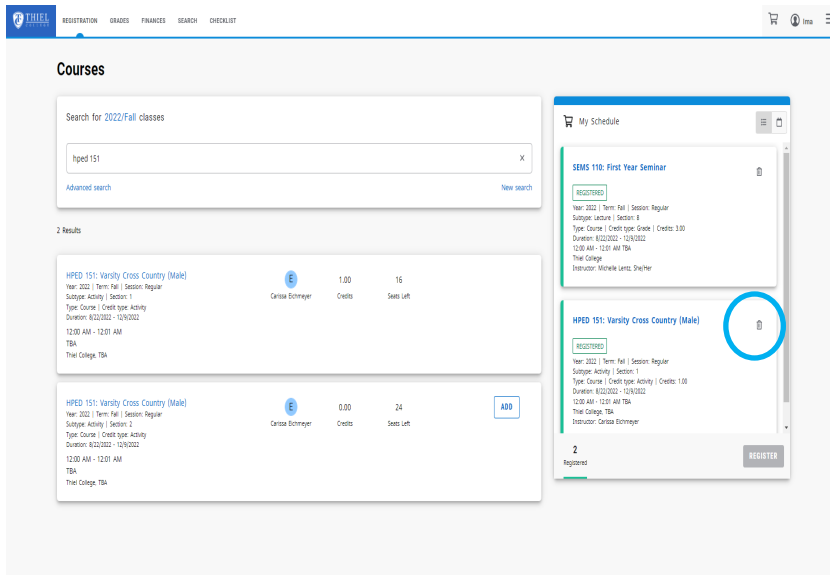


To Drop a Course:

1. From your schedule, click *View Cart*



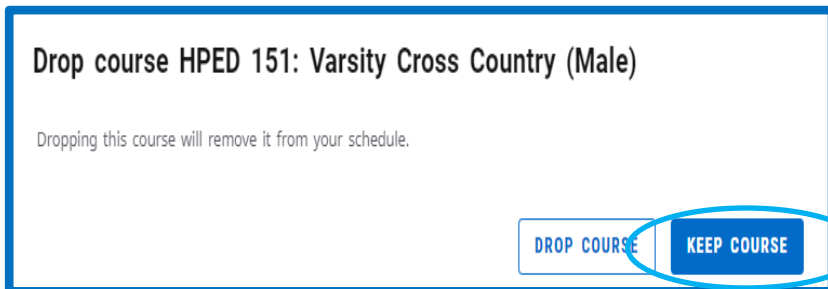
2. Click the trash can icon



3. Select *Drop Course* button

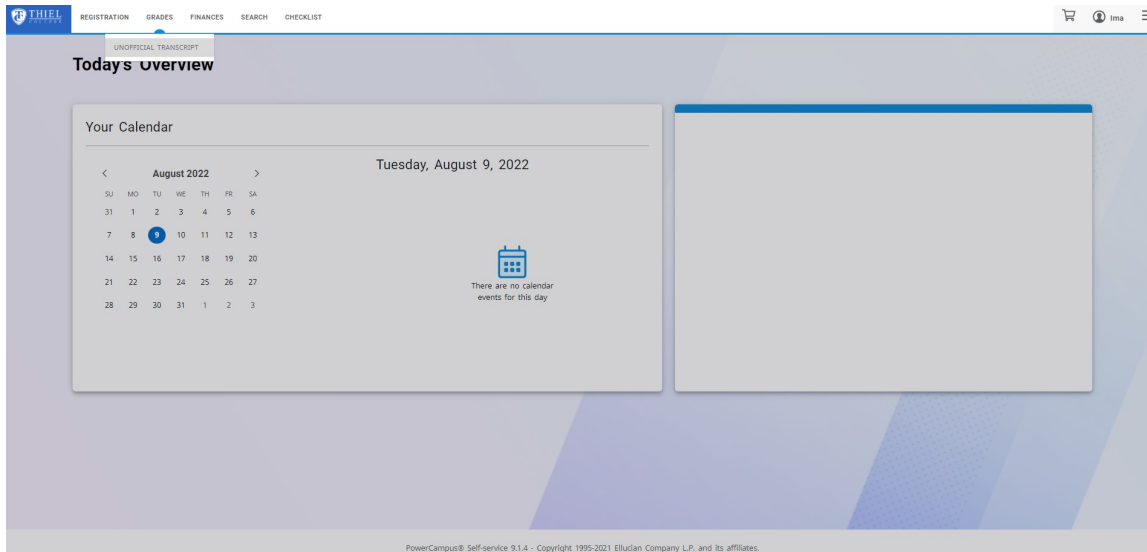
Note: The requested class will be listed as Pending in your cart until your advisor approves the request.

- To Drop a Course Using a Mobile Device:**
1. Click the menu button (3 lines in top right)
 2. Select Cart
 3. Click the up arrow button at the bottom of the screen to the right of the word Registered
 4. Your schedule will appear with a trash can icon to the right of each course title.
 5. A pop up window will appear asking if you'd like to drop or keep the course. If you are certain you want to drop the course, click on the drop button.



To View Unofficial Transcript:

1. Click *Grades* tab
2. Select *Unofficial Transcript*



Your unofficial transcript, including current classes in which you are enrolled, will appear.

Program / Degree / Curriculum	Degree Awarded	Date Granted
Undergraduate/Bachelor of Arts/Accounting	No Degree Awarded Yet	
Undergraduate/Bachelor of Arts/English/Literature Specialization	No Degree Awarded Yet	
Undergraduate/Non Degree Seeking/Exploratory / Undecided	No Degree Awarded Yet	

Honors:
Previous Institution: Cumulative GPA: 0.00

2020 Transfer
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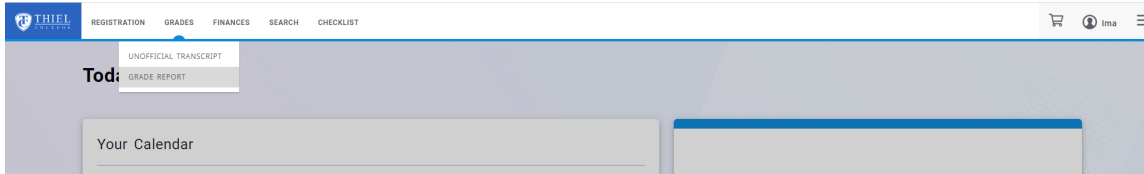
Course	Title	Subtype	Grade	Credits	Quality Points
ACCT 113	Prin of Acct 1	Lecture	TR	3.00	0.00

	Attempted Credit	Earned Credits	Total Credits	GPA Credits	Transfer Credits	Quality Points	GPA
Term	0.00	0.00	3.00	0.00	3.00	0.00	0.00

Click here to print. It may take a moment to load, so please be patient.

To check mid-term/final grades:

1. Click *Grades* tab
2. Select *Grade Report*



3. Filter by *Period*, if needed

Click here to *Print*

Course	Credits	Quality Points	Midterm Grade	Final Grade
BADM 334: Risk Management & Insurance Subtype: Lecture Section: 1 Type: Course Credit type: Grade	3.00	0.00		
ENG 101: College Writing Subtype: Lecture Section: 1 Type: Course Credit type: Grade	3.00	0.00		
HIST 329: French Revolution & Napoleon Subtype: Lecture Section: 1 Type: Course Credit type: Grade	3.00	0.00	A+	
HPED 151: Varsity Cross Country (Male) Subtype: Activity Section: 1 Type: Course Credit type: Activity	1.00	0.00	S	
SEMS 110: First Year Seminar Subtype: Lecture Section: 8 Type: Course Credit type: Grade	3.00	0.00	B+	

Using a mobile device to check mid-term/final grades:

1. Click *Grades* tab
2. Select *Grade Report*
3. Click to expand listing for each course

BADM 334: Risk Management & Insurance

Subtype: Lecture | Section: 1
Type: Course | Credit type: Grade

Final Grade

ENG 101: College Writing

Subtype: Lecture | Section: 1
Type: Course | Credit type: Grade

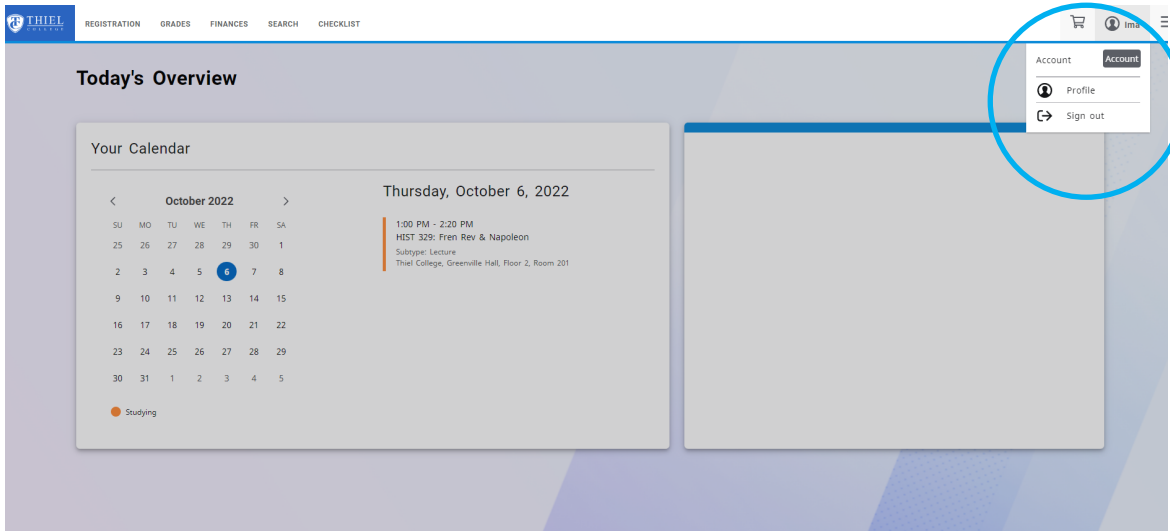
Final Grade

HIST 329: French Revolution & Napoleon

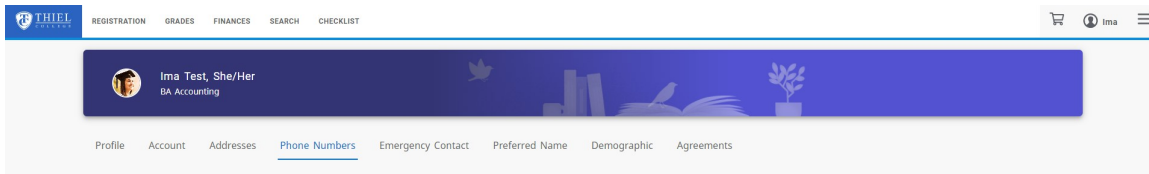
Subtype: Lecture | Section: 1
Type: Course | Credit type: Grade

To Add/Edit Personal Cell Phone Numbers:

1. Hover over your name in upper right corner
2. Select *Profile*



3. Click on the Phone Numbers tab



4. Click on the  in the right corner.

Note: If a cell phone number has already been entered, you can edit it by clicking on the number.

5. Enter the required information as indicated with *
6. 6. Click *Save* button

Add Phone Number

Type *
Personal Cell

Country *
Select...

Number *

Description

Do not call reason
Select...

SAVE **CANCEL**