



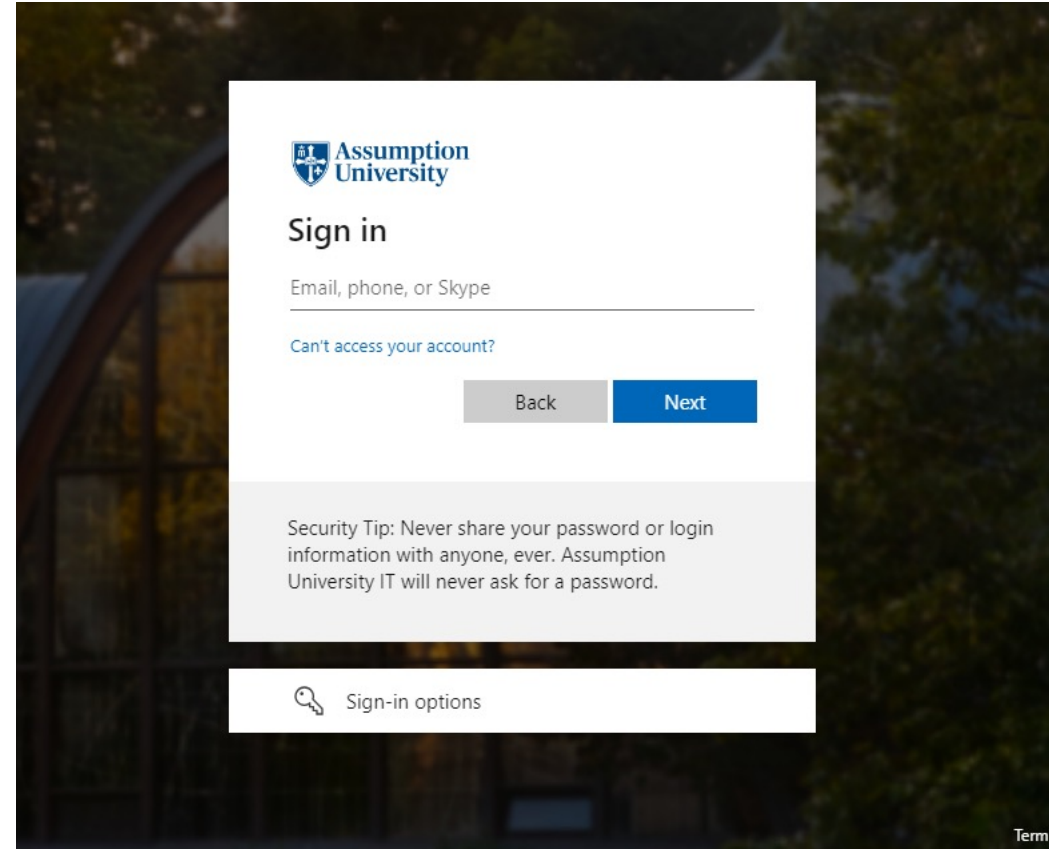
SCHOOL OF  
GRADUATE STUDIES

# How to Register for Classes

Assumption University myPortal

1. Have your login credentials ready

Begin by going to your portal at [myportal.assumption.edu](https://myportal.assumption.edu) and enter your login credentials as prompted



2. While on the *myPortal* home page, click the **Self-Service** option.

**Assumption University**  
myPortal

**Sally Greyhound**  
Undergraduate

**My Academic Advisor**  
**Eloise Knowlton**  
Make an appointment

Academic Advising

**Class Year Team Sites**

**Self-Service**  
Register, add/drop, course offerings

**Student Account Center**  
Payments, refunds, bills, authorized parties, efts

**Class Cancellations**  
2024-03-26 10:00:00

**Current Courses** Brightspace Home >  
**No course registrations**

**Student Links** ▾

**Reporting Forms** ▾

**SharePoint / Office 365**

- Academics
- Campus Life
- Student Services
- Team Sites
- University Resources

**Quick Links**

- Office 365
- IT HelpDesk
- Staff Directory
- Registrar
- Library
- Houndmail
- Dining Services
- MyHound Housing
- Bookstore
- Health & Wellness
- Patient Wellness Portal
- Accessibility Resources
- Public Safety
- Title IX

**FYIs & Announcements**  
Campus Information & Events

**Campus Events**  
Sports, concerts, lectures

3. Click the **Student Planning** option

The screenshot shows the Assumption University Colleague Self-Service portal. The header includes the Assumption University logo and name, the user name 'jr.allison', and links for 'Sign out' and 'Help'. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' Below this, there are seven category tiles: Financial Aid, Student Planning (highlighted with a red border), Course Catalog, Advising, Retention Alert, Graduation Overview, and Faculty. Each tile contains an icon and a brief description of the service.

**Assumption University** jr.allison Sign out Help

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

- 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.
- Advising**  
Here you can access your advisees and provide guidance & feedback on their academic planning.
- Retention Alert**  
Here you can work retention cases or contribute retention information for a student.
- Graduation Overview**  
Here you can view and submit a graduation application.
- Faculty**  
Here you can view your active classes and submit grades and waivers for students.

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## 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:

Search for courses...



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](#)

## 4. Click **Go to My Progress**

5. You will see your academic program and the list of requirements for program completion, including those you've completed and those you have yet to take.

The screenshot shows the 'My Progress' page for a Master of Business Administration program. The page includes a search bar, navigation buttons, and a summary of progress. The 'At a Glance' section lists program details: Cumulative GPA (3.000 required), Institution GPA (3.000 required), Degree (Master of Business Administration), Majors (Business Administration), Departments (Business - MBA), Catalog (18-19), and Anticipated Completion Date (5/31/2025). The 'Progress' section shows a bar chart for Total Credits (6 of 36) and Total Credits from this School (6 of 24). The 'Requirements' section lists 'Functional Core' with 0 of 6 courses completed. A table at the bottom shows the current course: In-Progress, MBA-600, BUSINESS ETHICS, FA2019, 3 credits.

Status	Course	Grade	Term	Credits
In-Progress	MBA-600	BUSINESS ETHICS	FA2019	3

6. Select a course you would like to take

Institution GPA: (3.000 required)  
Degree: Master of Business Admin  
Majors: Business Administration  
Departments: Business - MBA  
Catalog: 18-19  
Anticipated Completion Date: 5/31/2025

Total Credits: 6 of 36  
Total Credits from this School: 6 of 24

Description  
Program Notes  
Show Program Notes

Requirements  
Master of Business Administration  
Must have 3.000 minimum GPA for this requirement.  
Complete all of the following items. 0 of 4 Completed. [Hide Details](#)

A. Functional Core  
Functional Core  
Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 6 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
In-Progress	MBA-600 BUSINESS ETHICS		FA2019	3
Not Started	MBA-601 HUMAN & ORG BEHAVIOR			
Not Started	MBA-602 MARKETING DECISION ANALYSIS			
Not Started	MBA-603 FINANCIAL DECISION ANALYSIS			
Not Started	MBA-604 OPERATIONS DECISION ANALYSIS			
Not Started	MBA-605 ACCOUNTING DECISIONS FOR MANA			

B. Electives  
MBA Electives  
Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

7. Filter by term offered

8. Add the Course to Plan

Academics > Student Planning > Course Catalog

REMINDEES: #1 - In the Course Catalog, filter by Term to find Courses that are being offered in a Term.  
#2 - All Continuing Education classes are now in distinct "A" or "B" CCE terms. The "Summer 1" and "Summer 2" terms are still used for Summer Undergraduate and Graduate classes.

Search for Courses and Course Sections

Search for courses...

Filters Applied: None [No Title]

MBA-601 HUMAN & ORG BEHAVIOR (3 Credits)  
This course utilizes a systems approach to human and organizational behavior. It focuses on the following types of behavior: individual,small group, inter-group, and total organization. Special emphasis is placed on personnel systems, group cohesiveness, leadership, and the change process as relevant to the socio-technical system on any organization. This course also examines selected issues in managerial behavior.  
Requisites: None

View Available Sections for MBA-601

Page 1 of 1

Filter Results

Subjects

- Master of Business Admin (1)

Locations

Show All Terms

- Fall 2019 (1)
- Summer 1 2019 (1)
- Summer 2 2019 (1)

Days of Week

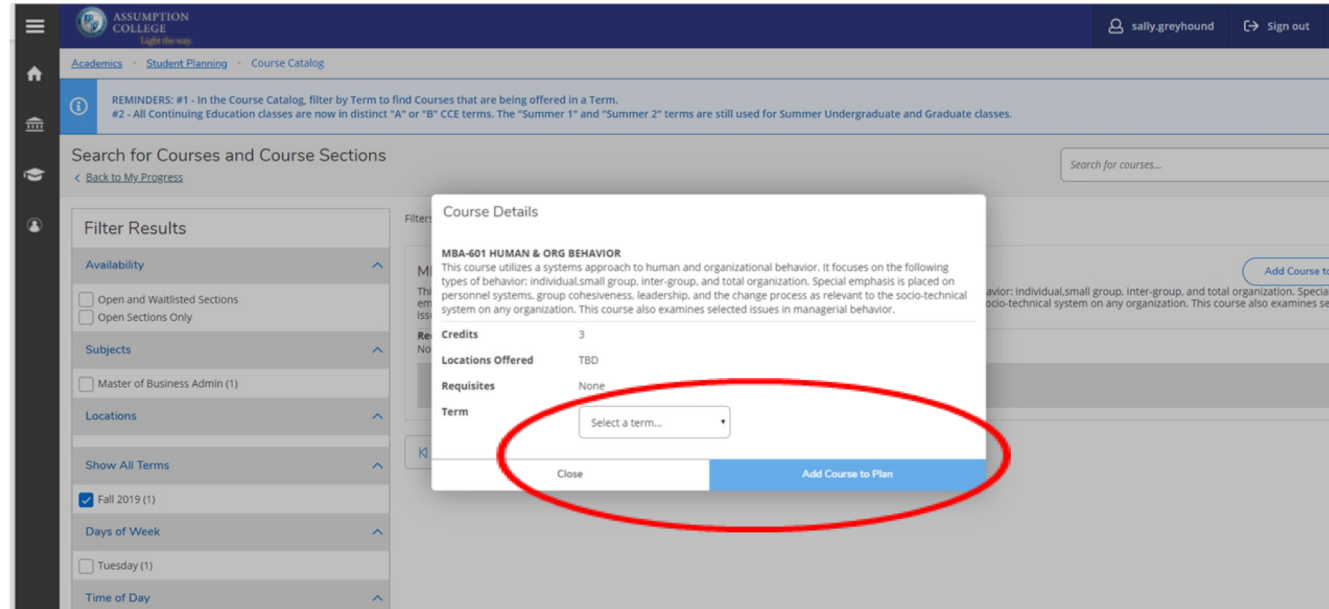
- Monday (1)
- Tuesday (1)

Time of Day

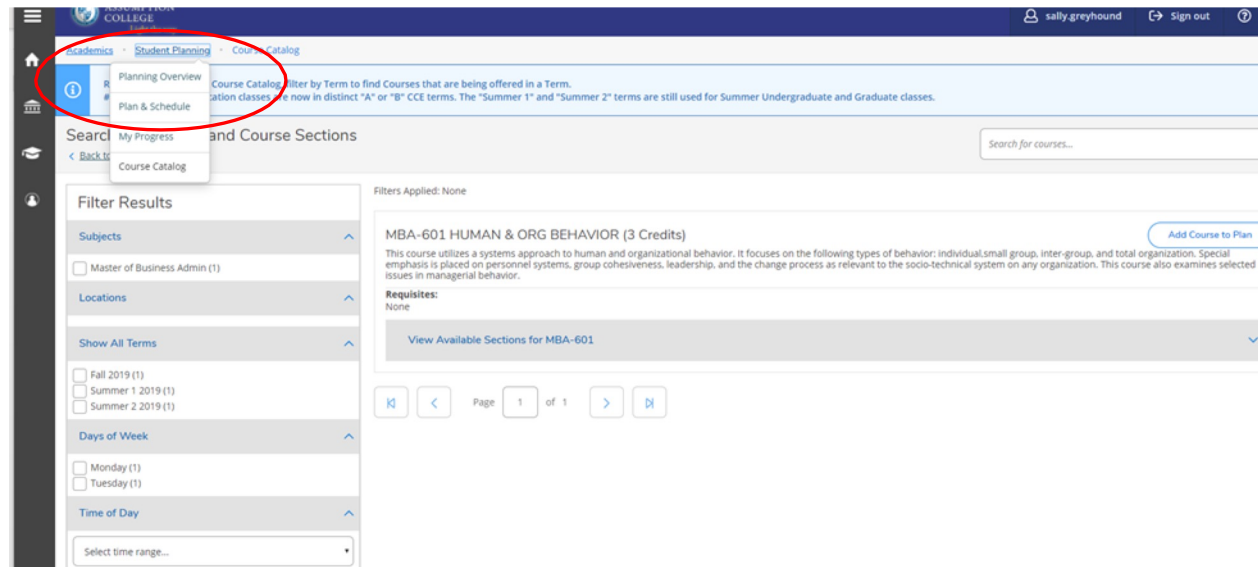
Select time range...

Instructors

9. Select the Term and **Add Course to Plan**



10. Once you are done adding your courses, click the **Student Planning** link and select **Plan & Schedule**



11. Find the course you planned and click the view sections

The screenshot shows a course planning interface. On the left, there are course details for 'MBA-600-01: BUSINESS ETHICS' and 'MBA-601: HUMAN & ORG BEHAVIOR'. The 'MBA-601' course is highlighted with a red circle around the 'View other sections' link. On the right, a calendar grid shows a green box for 'MBA-601' on Wednesday at 7pm. Below the calendar, there is a section for 'Sections with no meeting time' which includes 'MBA-562 FOUNDATIONS OF MARKETING Section 01 Faculty: Daniels, Z'. The bottom of the screen shows a Windows taskbar with various application icons.

12. You will see the day, time and instructor options

13. Click on the one you would like to select

The screenshot shows a course planning interface. At the top, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right, it shows 'Planned: 3 Credits', 'Enrolled: 6 Credits', and 'Waitlisted: 0 C'. On the left, there are course details for 'MBA-601: HUMAN & ORG BEHAVIOR'. The 'View other sections' link is highlighted with a red circle. Below this link, there are two options for 'MBA-601-01 HUMAN & ORG BEHAVIOR' and 'MBA-601-02 HUMAN & ORG BEHAVIOR'. On the right, a calendar grid shows a green box for 'MBA-601' on Wednesday at 7pm. Below the calendar, there is a section for 'Sections with no meeting time' which includes 'MBA-562 FOUNDATIONS OF MARKETING Section 01 Faculty: Daniels, Z'.



## 14. Click **Add Section**

The screenshot shows a 'Section Details' modal window for 'MBA-601-01 HUMAN & ORG BEHAVIOR'. The modal contains the following information:

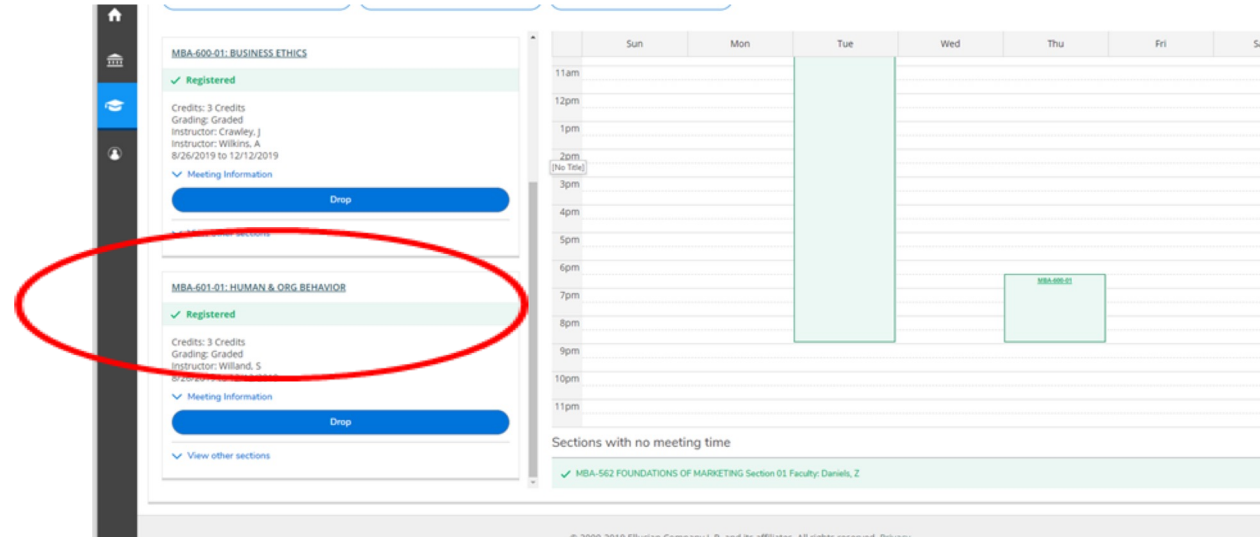
- Instructors:** Willand, S (swilland@assumption.edu)
- Meeting Information:** T 6:30 AM 9:00 PM, 8/26/2019 - 12/12/2019, Tsotsis Family Academic Center 310 (Blended)
- Dates:** 8/26/2019 - 12/12/2019
- Seats Available:** 25 of 25 Total
- Credits:** 3
- Grading:** Graded
- Requisites:** None
- Course Description:** This course utilizes a systems approach to human and organizational behavior. It focuses on the following types of behavior: individuals, small group, inter-group, and total organization. Special emphasis is placed on personnel systems, group cohesiveness, leadership, and the change process as relevant to the socio-technical system on any organization. This course also examines selected issues in managerial behavior.
- Books:** [Bookstore Information](#)

At the bottom of the modal, there is a 'Close' button and a blue 'Add Section' button, which is circled in red.

## 15. Click **Register Now**

The screenshot shows a student planning interface for Assumption College. At the top, a green notification states 'MBA-601-01 has been planned on the schedule.' Below this, a search bar is visible. The main area shows a course schedule for Fall 2019. On the left, a course card for 'MBA-562-01: FOUNDATIONS OF MARKETING' is shown with a green checkmark and the status 'Registered'. Below this card is a blue 'Drop' button. On the right, a calendar grid shows the course 'MBA-601-01' scheduled for Tuesday at 4pm. At the bottom right of the interface, a blue 'Register Now' button is circled in red. The interface also shows 'Planned: 3 Credits', 'Enrolled: 6 Credits', and 'Waitlisted: 0 Credits'.

16. You should see that you are registered for that class



17. You should also receive an email to your Assumption account confirming your registration

**For advising questions, please contact your program assistant. Contact information can be found here <https://www.assumption.edu/information/graduate-students/registration>**

**For technical questions please contact the IT Help Desk at 508-767-7060 or [helpdesk@assumption.edu](mailto:helpdesk@assumption.edu)**