

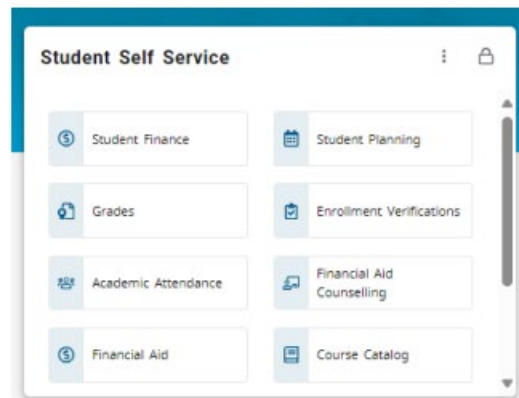
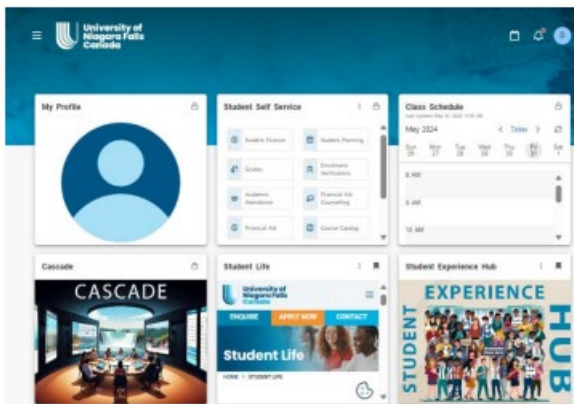
Enrol in Courses: A Student Guide

Enrolling in courses is a fundamental aspect of your academic journey, shaping your learning experiences and shaping your academic path. This guide will provide you with comprehensive instructions and valuable insights to help you successfully enrol in courses for your program.

Follow the instructions below to enroll in your courses.

A. Access the Self-Service Portal

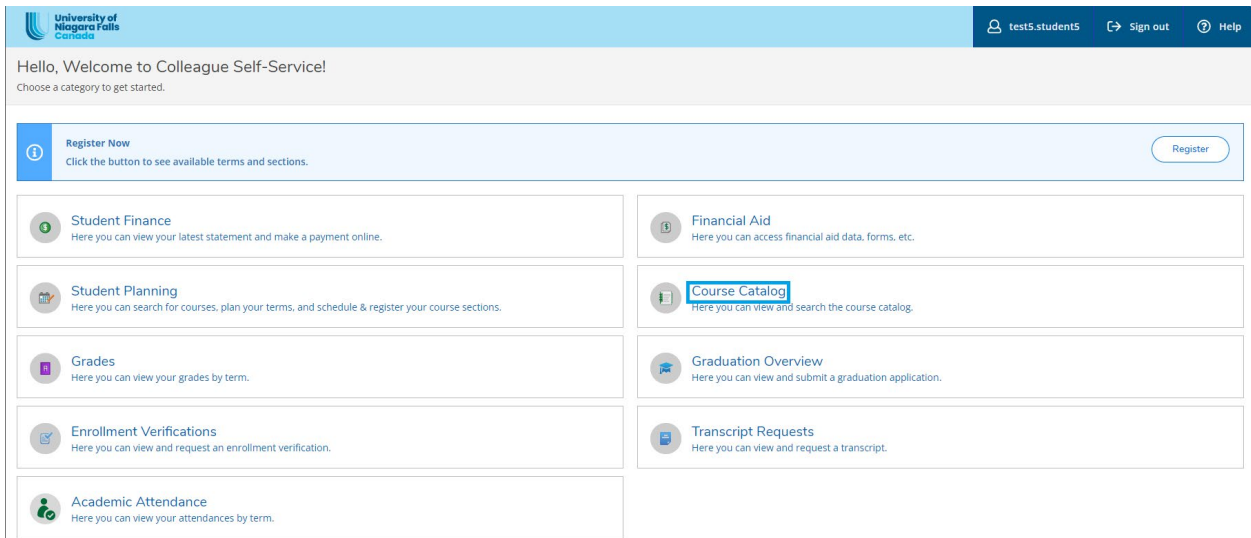
1. Open your web browser and navigate to the MyUNF Portal at <https://experience.elluciancloud.ca/tuonfc/>
2. Sign in using your UNF login credentials (your@unfc.ca email address and password)



3. Click on the "Student Self Service" card
4. Then click on "Student Planning"

B. Dashboard Overview

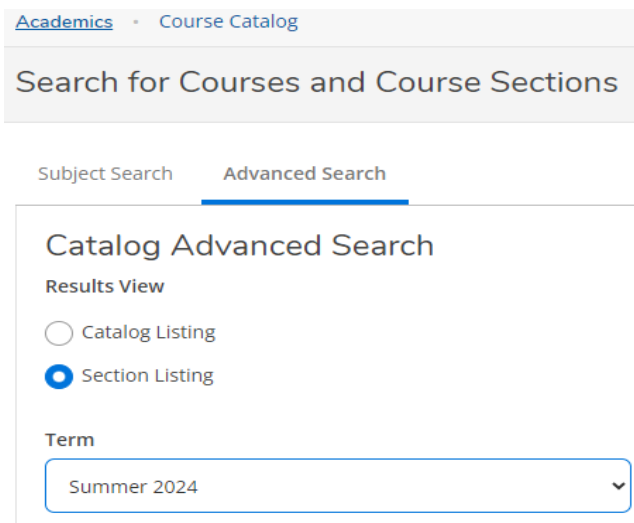
1. Once you have logged in, navigate through the dashboard
2. Click on "Course Catalog"



The screenshot shows the University of Niagara Falls Self-Service dashboard. At the top, there is a blue header with the university logo on the left and user information (test5.student5) and links for Sign out and Help on the right. Below the header, a grey bar contains the text "Hello, Welcome to Colleague Self-Service! Choose a category to get started." The main content area features a "Register Now" button with a description and a "Register" button. Below this are several service tiles: Student Finance, Financial Aid, Student Planning, Course Catalog (highlighted with a red box), Grades, Graduation Overview, Enrollment Verifications, and Transcript Requests. Each tile includes an icon and a brief description of the service.

3. Select:

- i. "Section Listing"
- ii. Then the term [Ex. Summer 2024] using the dropdown menu

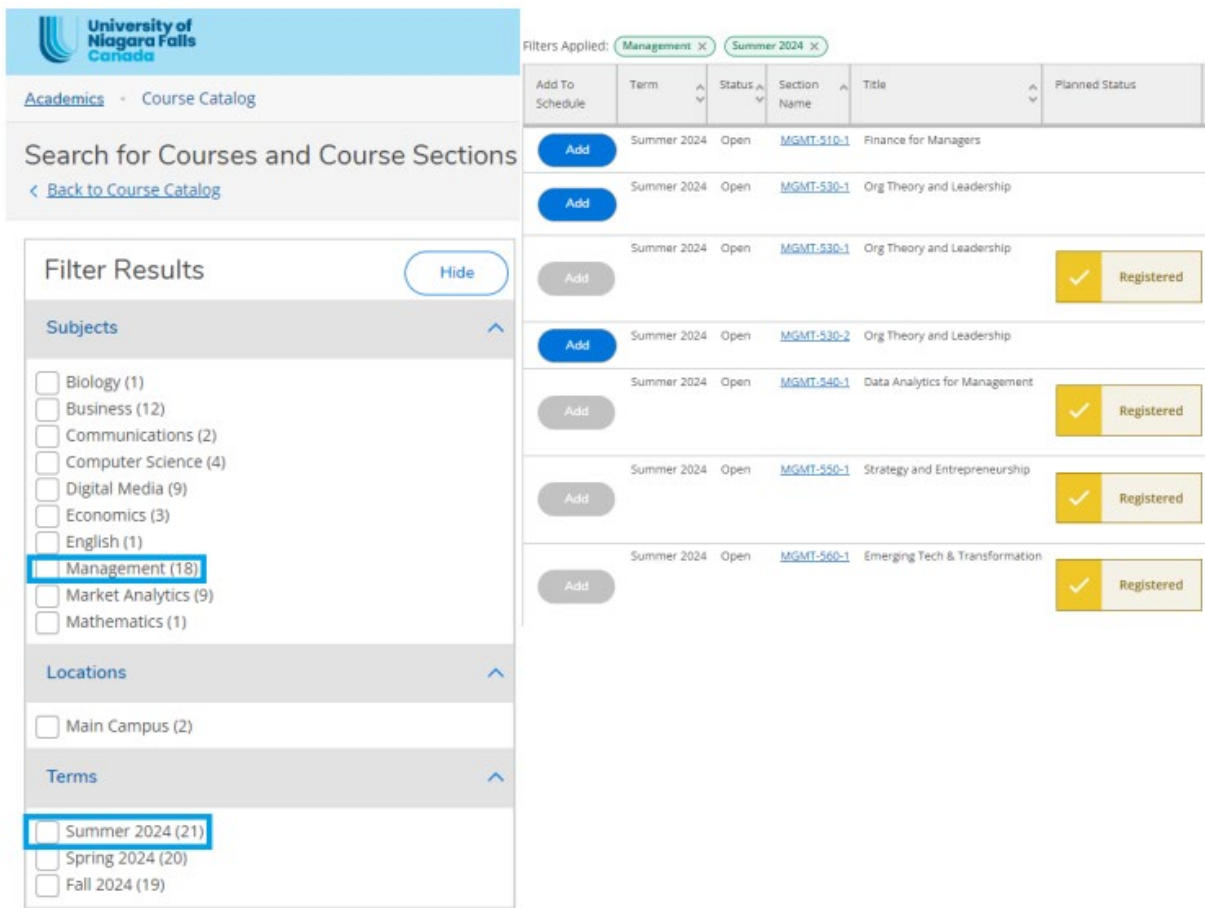


The screenshot shows the Course Catalog search interface. At the top, there are links for "Academics" and "Course Catalog". Below this is a search bar with the text "Search for Courses and Course Sections". Underneath the search bar are two tabs: "Subject Search" and "Advanced Search" (which is selected). The "Advanced Search" tab is active, showing a "Catalog Advanced Search" section. In this section, there are two radio buttons for "Results View": "Catalog Listing" (unselected) and "Section Listing" (selected). Below the radio buttons is a "Term" dropdown menu with "Summer 2024" selected.

iii. Then click on "Search"



- iv. Filter results basing on your program and the term [Ex., Management, Summer 2024]
- v. Click on "Add" to add courses to your plan



University of Niagara Falls Canada

Academics - Course Catalog

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filters Applied: Management x Summer 2024 x

Add To Schedule	Term	Status	Section Name	Title	Planned Status
Add	Summer 2024	Open	MGMT-510-1	Finance for Managers	
Add	Summer 2024	Open	MGMT-530-1	Org Theory and Leadership	
Add	Summer 2024	Open	MGMT-530-1	Org Theory and Leadership	<input checked="" type="checkbox"/> Registered
Add	Summer 2024	Open	MGMT-530-2	Org Theory and Leadership	
Add	Summer 2024	Open	MGMT-540-1	Data Analytics for Management	<input checked="" type="checkbox"/> Registered
Add	Summer 2024	Open	MGMT-550-1	Strategy and Entrepreneurship	<input checked="" type="checkbox"/> Registered
Add	Summer 2024	Open	MGMT-560-1	Emerging Tech & Transformation	<input checked="" type="checkbox"/> Registered

Filter Results [Hide](#)

Subjects

- Biology (1)
- Business (12)
- Communications (2)
- Computer Science (4)
- Digital Media (9)
- Economics (3)
- English (1)
- Management (18)
- Market Analytics (9)
- Mathematics (1)

Locations

- Main Campus (2)

Terms

- Summer 2024 (21)
- Spring 2024 (20)
- Fall 2024 (19)

vi. Click on "Add Section"

Section Details

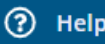

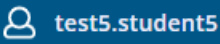
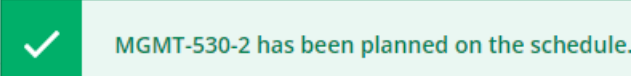
MGMT-530-2 Org Theory and Leadership
Summer 2024

Instructors	TBD
Meeting Information	TBD
Dates	8/7/2024 - 8/29/2024
Seats Available	Unlimited
Credits	3
Grading	<input type="text" value="Graded"/>
Requisites	None
Course Description	Organizational Theory and Leadership offers an understanding of organizational structures, processes and culture and how they shape behaviour of groups and individuals as well as the principles of organizational change: The course will build on the theory to provide practical tools relevant to managers today related to organizational design, human resources practices, training and development and equity, diversity and inclusion. Students will also receive practical training in terms of understanding their own aptitudes, skills and behaviours and how to build their capacity for communications, negotiation and leadership.

Books Total

[Close](#) [Add Section](#)

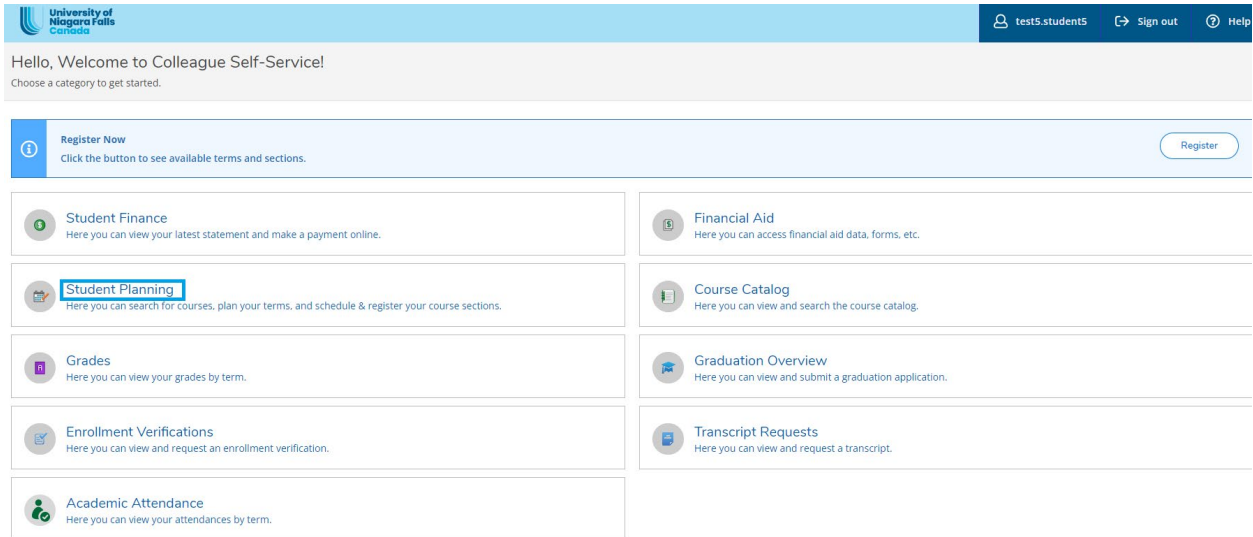
After the section has been added, a notification will appear at the top right corner of your screen

C. View your added courses

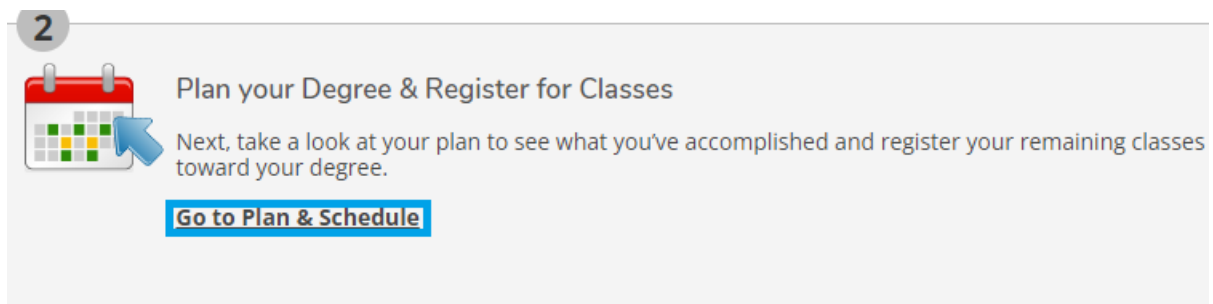
Go to;

- i. The dashboard
- ii. Click on “Student Planning”



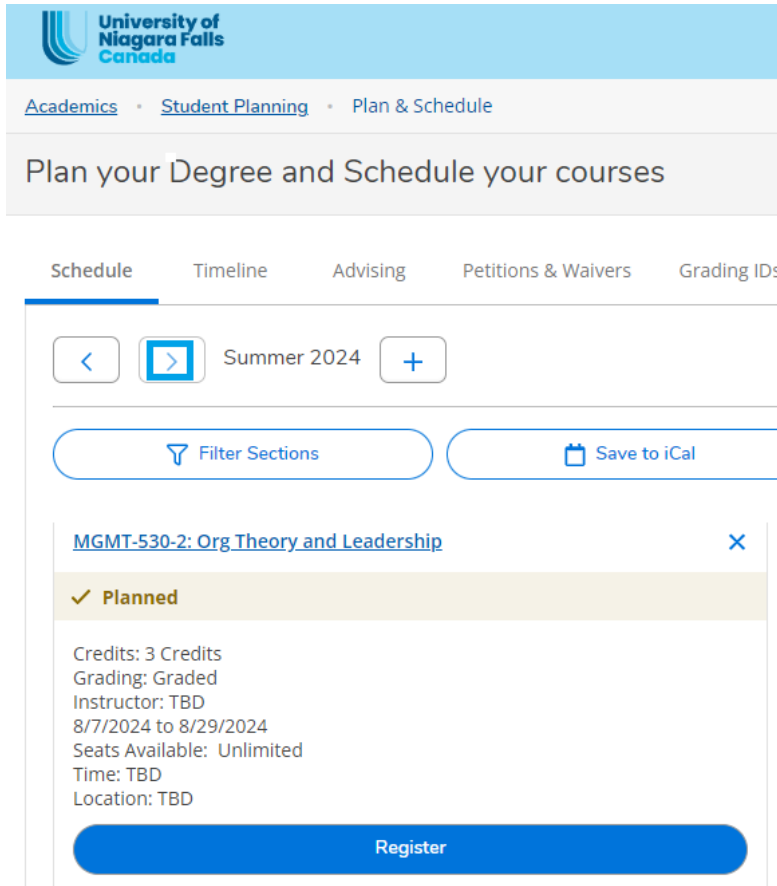
The screenshot shows the University of Niagara Falls Colleague Self-Service dashboard. At the top, there is a navigation bar with the university logo, the user name 'test5.student5', and links for 'Sign out' and 'Help'. Below the navigation bar, a welcome message reads: 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' The main content area features a 'Register Now' button with the text 'Click the button to see available terms and sections.' Below this, there are several service tiles: 'Student Finance' (view latest statement and make payment), 'Financial Aid' (access financial aid data, forms, etc.), 'Student Planning' (search for courses, plan terms, 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), 'Enrollment Verifications' (view and request an enrollment verification), and 'Transcript Requests' (view and request a transcript). The 'Student Planning' tile is highlighted with a blue border.

- iii. Then click “Go to Plan & Schedule”



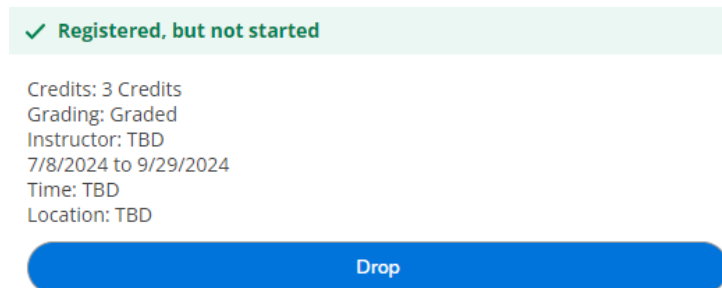
The graphic is a light gray rectangular box. In the top left corner, there is a large number '2' inside a gray circle. Below the number is a red calendar icon with a blue arrow pointing to a specific date. To the right of the calendar icon, the text reads: 'Plan your Degree & Register for Classes'. Below this, a paragraph says: 'Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.' At the bottom of the graphic, there is a blue button with the text 'Go to Plan & Schedule' in white.

- iv. Select the term using the arrow to the right to view your planned courses.



The screenshot shows the University of Niagara Falls course planning interface. At the top, there is a navigation bar with the university logo and the text "Academics > Student Planning > Plan & Schedule". Below this is a header "Plan your Degree and Schedule your courses". A menu at the top includes "Schedule", "Timeline", "Advising", "Petitions & Waivers", and "Grading IDs". The "Schedule" tab is active, showing a term selector for "Summer 2024" with navigation arrows and a plus sign. Below the term selector are two buttons: "Filter Sections" and "Save to iCal". A course card for "MGMT-530-2: Org Theory and Leadership" is displayed, marked as "Planned" with a checkmark. The course details are: Credits: 3 Credits, Grading: Graded, Instructor: TBD, Dates: 8/7/2024 to 8/29/2024, Seats Available: Unlimited, Time: TBD, Location: TBD. A blue "Register" button is at the bottom of the course card.

- v. Click on "Register" to register for the courses.
- vi. And your registered course will appear as below



The screenshot shows a course card for "MGMT-530-2: Org Theory and Leadership" with a green checkmark and the text "Registered, but not started". The course details are: Credits: 3 Credits, Grading: Graded, Instructor: TBD, Dates: 7/8/2024 to 9/29/2024, Time: TBD, Location: TBD. A blue "Drop" button is at the bottom of the course card.

vii. After you have registered for your courses, the number of credits changes from “Planned: 0 Credits” to “Enrolled: 9 Credits” as seen below

Filter Sections
Save to iCal
Print

Planned: 0 Credits **Enrolled: 9 Credits** Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							

Sections with no meeting time

- ✓ MGMT-530 Org Theory and Leadership Section 1
- ✓ MGMT-540 Data Analytics for Management Section 1
- ✓ MGMT-550 Strategy and Entrepreneurship Section 1
- ✓ MGMT-560 Emerging Tech & Transformation Section 1

MGMT-540-1: Data Analytics for Management

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: TBD
7/8/2024 to 9/29/2024
Time: TBD
Location: TBD

Drop

View other sections

MGMT-550-1: Strategy and Entrepreneurship

✓ Registered, but not started

Credits: 1.50 Credits
Grading: Graded
Instructor: TBD
7/8/2024 to
Time: TBD
Location: TBD

Drop

View other sections

MGMT-560-1: Emerging Tech & Transformation

✓ Registered, but not started

Credits: 1.50 Credits

CONGRATULATIONS, YOU HAVE SUCCESSFULLY ENROLED IN YOUR COURSES!

D. Additional Resources

1. Please reach out to the UNF Helpdesk at support@myunfc.ca for technical support or assistance with portal-related issues
2. For additional support regarding registration related inquiries, please contact registrar@unfc.ca