

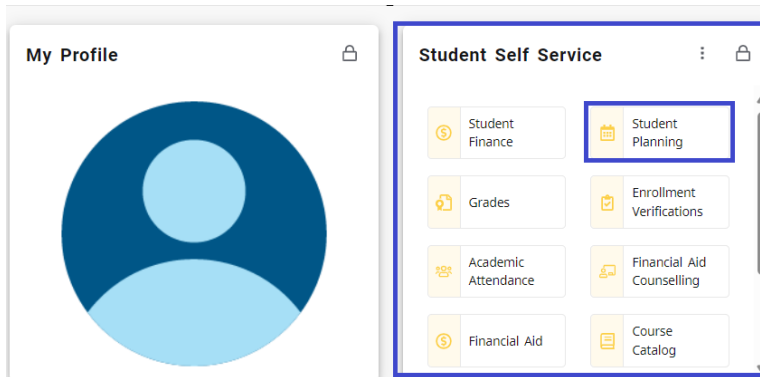
## Enrol in Courses: A Student Guide

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.

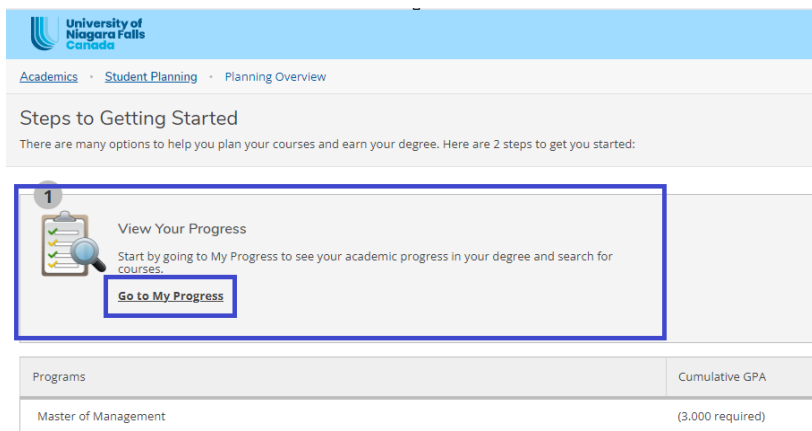
Follow the instructions below to enrol in your courses.

### A. Access the Self-Service Portal

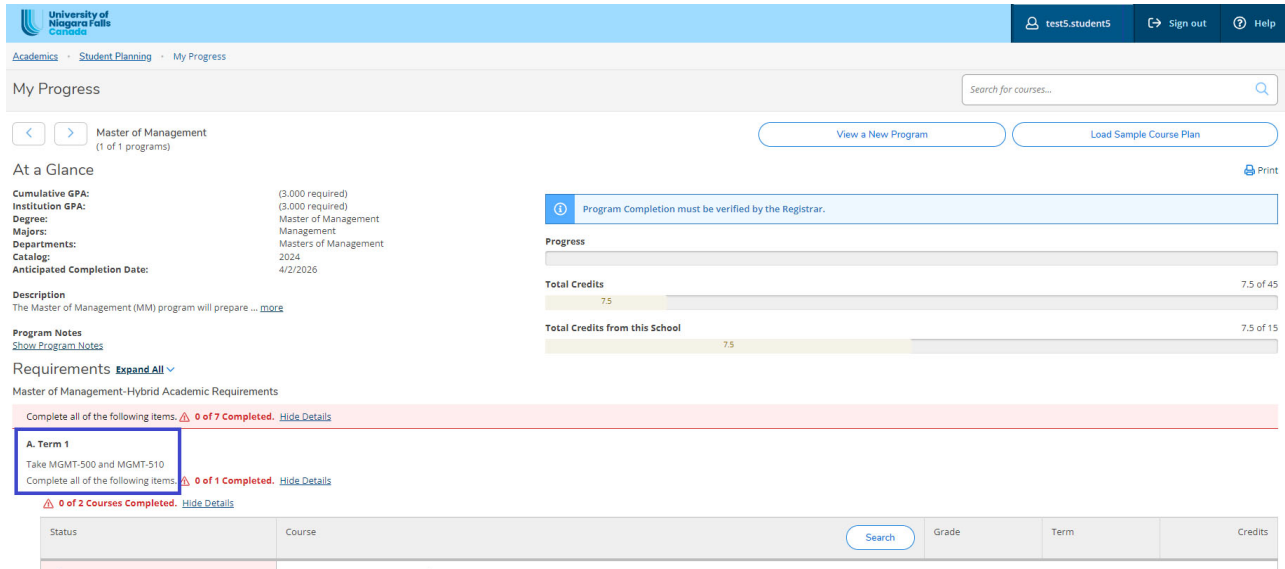
1. Open your web browser and navigate to the MyUNF Portal at <https://experience.elluciancloud.ca/tuonfc/>
2. Sign in using your UNF login credentials - be sure to use your @unfc.ca email address and password
3. Click on the "Student Self Service" card



4. Then click on "Student Planning"
5. You'll want to View Your Progress, click on "Go to My Progress"



6. On the “My Progress” page review available courses not yet completed **and required to take for your term**



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test5.student5 | Sign out | Help

Academics · Student Planning · My Progress

My Progress

Master of Management (1 of 1 programs) [View a New Program](#) [Load Sample Course Plan](#) [Print](#)

**At a Glance**

Cumulative GPA: (3.000 required)  
 Institution GPA: (3.000 required)  
 Degree: Master of Management  
 Majors: Management  
 Departments: Masters of Management  
 Catalog: 2024  
 Anticipated Completion Date: 4/2/2026

**Description**  
 The Master of Management (MM) program will prepare ... [more](#)

**Program Notes**  
[Show Program Notes](#)

**Requirements** [Expand All](#)

Master of Management-Hybrid Academic Requirements

Complete all of the following items. 0 of 7 Completed. [Hide Details](#)

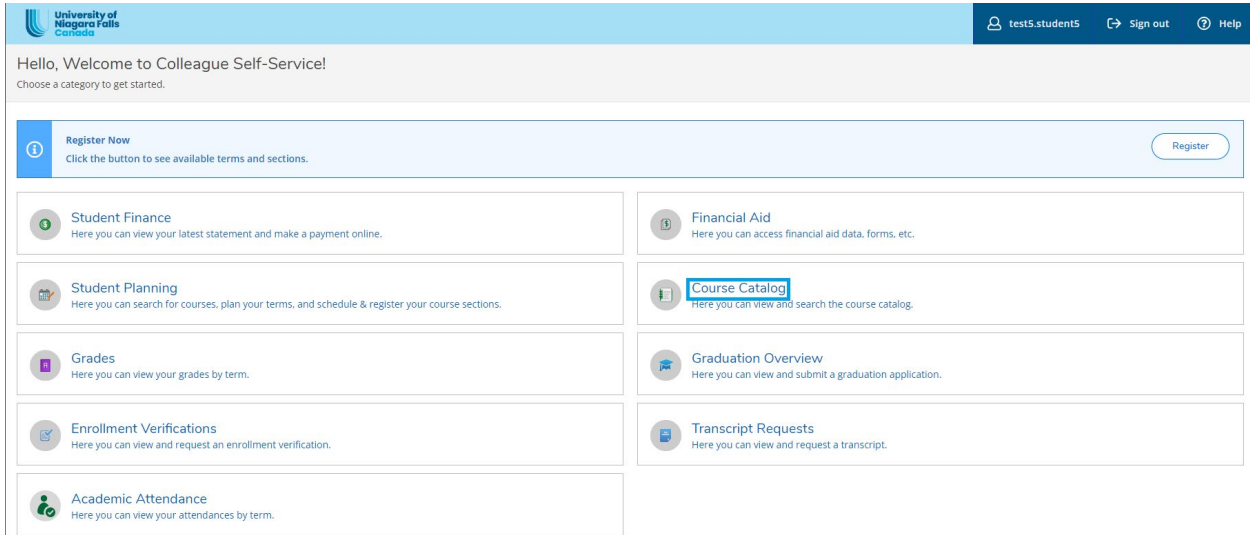
**A. Term 1**  
 Take MGMT-500 and MGMT-510  
 Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

0 of 2 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits

**B. Dashboard overview**

1. Navigate back to the Self-Service dashboard
2. Click on “Course Catalog”



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

**Register Now**  
 Click the button to see available terms and sections. [Register](#)

**Student Finance**  
 Here you can view your latest statement and make a payment online.

**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.

**Grades**  
 Here you can view your grades by term.

**Graduation Overview**  
 Here you can view and submit a graduation application.

**Enrollment Verifications**  
 Here you can view and request an enrollment verification.

**Transcript Requests**  
 Here you can view and request a transcript.

**Academic Attendance**  
 Here you can view your attendances by term.

3. Select the following:
  - i. “Section Listing”

ii. Then the term [Ex. Summer 2024] using the dropdown menu

Academics - Course Catalog

Search for Courses and Course Sections

Subject Search   **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term

Summer 2024

iii. Then click on “Search”

Clear   **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

Filters Applied: Management x Summer 2024 x

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

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**Instructors** TBD

**Meeting Information** TBD

**Dates** 8/7/2024 - 8/29/2024

**Seats Available** Unlimited

**Credits** 3

**Grading** Graded ▾

**Requisites** None

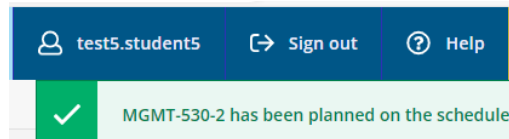
**Course Description** Organizational Theory and Leadership offers an understanding of organizational structures, processes and culture and how they shape behaviour of groups and individuals as well as the principles of organizational change: The course will build on the theory to provide practical tools 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**

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Close
Add Section

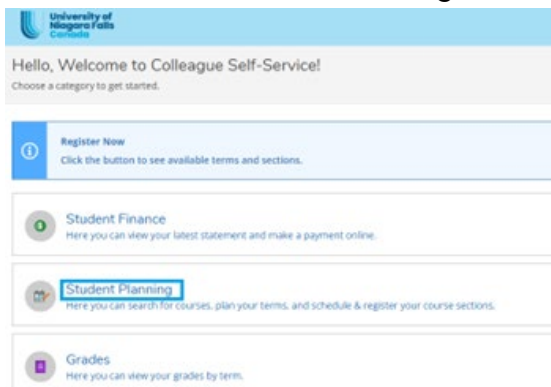
vii. After the section has been added, a notification will appear at the top right corner of your screen



### C. View your added courses


Go to:

i. The dashboard and click on "Student Planning"



- ii. Then click "Go to Plan & Schedule"

2

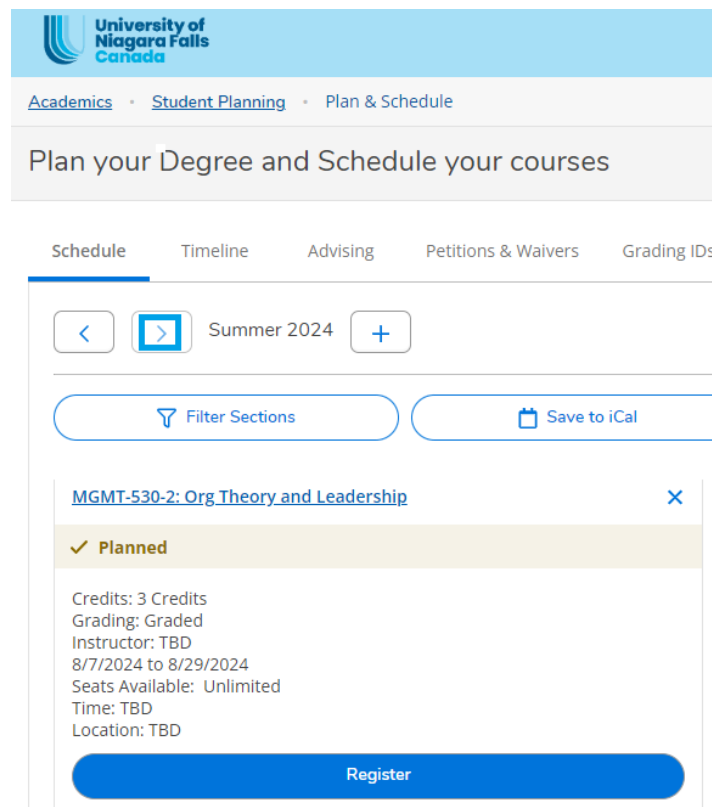


**Plan your Degree & Register for Classes**

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

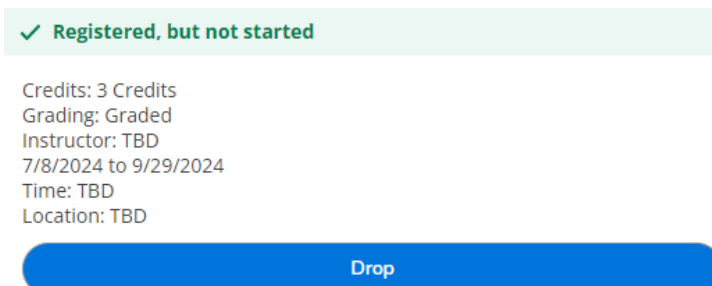
[Go to Plan & Schedule](#)

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



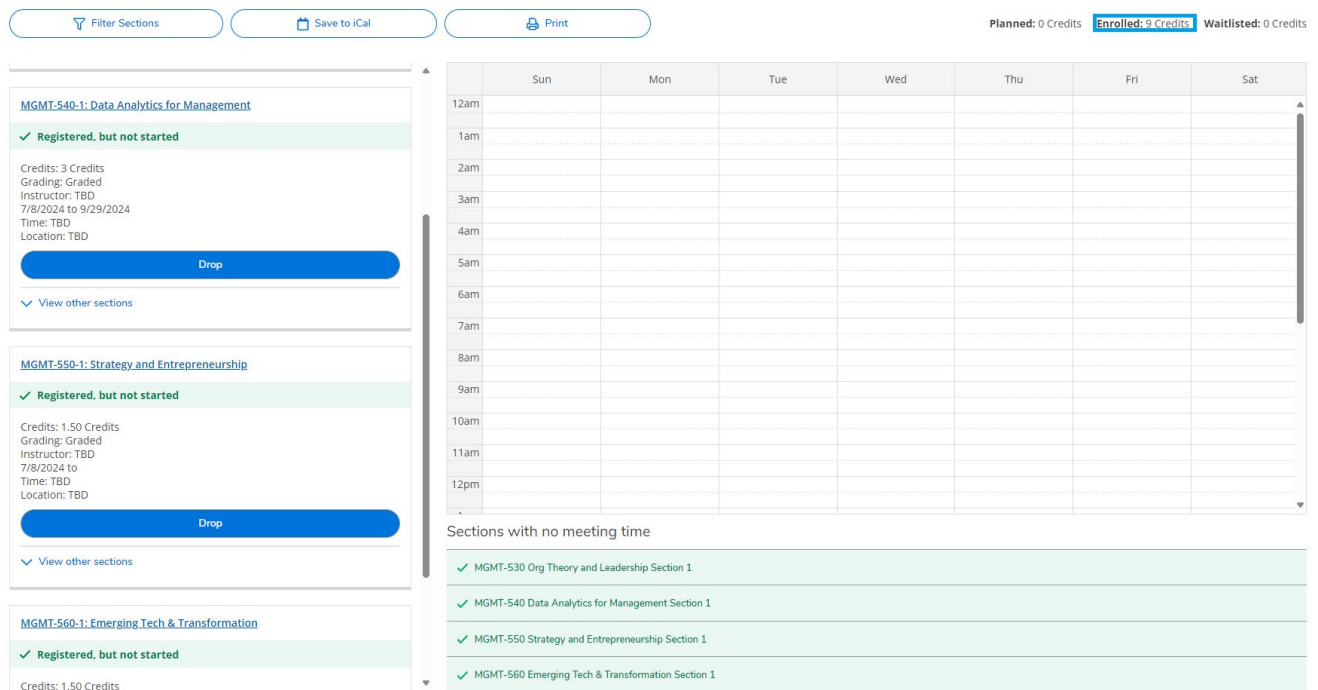
The screenshot shows the 'Plan & Schedule' page for Summer 2024. The page header includes the University of Niagara Falls logo and navigation links for 'Academics', 'Student Planning', and 'Plan & Schedule'. The main heading is 'Plan your Degree and Schedule your courses'. Below this are tabs for 'Schedule', 'Timeline', 'Advising', 'Petitions & Waivers', and 'Grading IDs'. The 'Schedule' tab is active, showing a navigation bar with left and right arrows, 'Summer 2024', and a plus sign. Below the navigation bar are buttons for 'Filter Sections' and 'Save to iCal'. A course card for 'MGMT-530-2: Org Theory and Leadership' is displayed, marked as 'Planned'. The course details include: Credits: 3 Credits, Grading: Graded, Instructor: TBD, Dates: 8/7/2024 to 8/29/2024, Seats Available: Unlimited, Time: TBD, and Location: TBD. A blue 'Register' button is at the bottom of the course card.

- iv. Click on "Register" to register for the courses
- v. Your registered course will appear as below



The screenshot shows a course card for 'MGMT-530-2: Org Theory and Leadership' that has been registered but not started. The card has a green header with a checkmark and the text 'Registered, but not started'. The course details include: Credits: 3 Credits, Grading: Graded, Instructor: TBD, Dates: 7/8/2024 to 9/29/2024, Time: TBD, and 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



The screenshot displays a course registration interface. At the top, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right, the credit status is shown as 'Planned: 0 Credits', 'Enrolled: 9 Credits', and 'Waitlisted: 0 Credits'. The main area is divided into two columns. The left column lists three courses, each with a 'Drop' button and a 'View other sections' link. The right column shows a calendar grid with days of the week (Sun-Sat) and times (12am-12pm). Below the calendar, there is a section titled 'Sections with no meeting time' which lists four courses with checkmarks.

	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

**CONGRATULATIONS, YOU HAVE SUCCESSFULLY ENROLLED IN YOUR COURSES!**

#### D. Additional resources

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