Frequently Asked Questions about SelfService

Can I add courses to my cart before I can register?
Yes, you can add courses to your cart prior to your registration date/time. Adding courses to your cart will NOT register you. Once your registration time is active, and after the courses are in the cart, an additional option will become available. From your cart, you must select “Proceed to Registration”, then you must review schedule: select “Next”, then finalize the schedule: select “Next”, and the final step confirms the registration is complete.

How does my undergraduate adviser review (approve/deny) my course registration?
As an undergraduate student, your schedule must be reviewed by your adviser. Once your courses are added and you have proceeded to registration, your adviser will receive a separate notification from SelfService to review your requests. During this time, your course(s) are holding a seat for you until final approval is processed by your adviser in SelfService. Graduate students do not need adviser approval for SelfService registration.

One or more of my courses are full, I want to be added to the waitlist(s). I keep trying to register and the system won’t allow it. How do I register for the rest of my courses if one or more are full?
Remove the course(s) that is full out of your cart, proceed with registration. Send an email to registrar@arcadia.edu and undergraduate students must cc: your adviser, with your course information that you are requesting to waitlist for (ie. MA141.2). Graduate students can send their request without adviser approval. The Office of the Registrar will reply and confirm that you are waitlisted.

How can I view my schedule to confirm my courses are added?
Once logged into SelfService, students should go to the Classes tab, then select the subsection Schedule. On the left side of the screen select Text, then under Period, select the Year/Term: 2020/Fall and Submit.

I registered for a course and I want to drop it. How do I drop a course?
After logging into SelfService: Go to the Register tab. Select Year/Term (2020/Fall), under the subsection: Registered Courses check off the course(s) you want dropped. Select Next. It will change from Review Schedule to Finalize. The Next option will remain, but go back to your schedule to review it has been dropped.

How do I remove a waitlisted course?
After logging into SelfService: Go to the Classes tab, then subsection: Schedule. From Options select Text and from Period select Year/Term: 2020/Fall. Check off Waitlisted Courses, and select Submit. Then go back to your schedule to confirm the waitlisted course is dropped.