



Self-Service for Students

Version 2.1 | October 2022

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Students

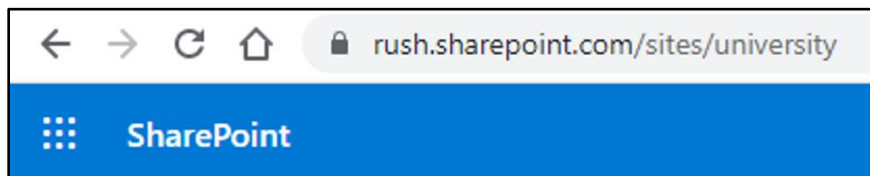
Welcome to Rush University's Self-Service guide for students!

The Self-Service System allows students to

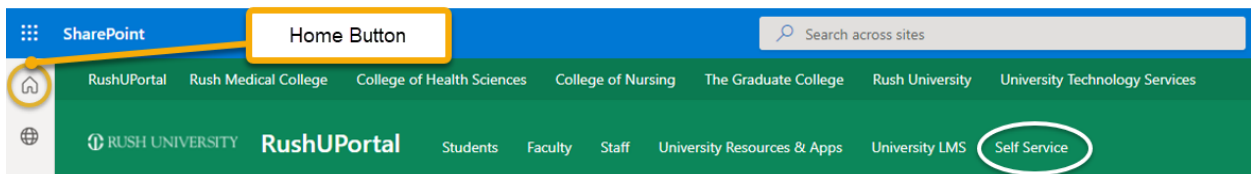
- Submit address, phone number and personal email address updates (**User Options**)
- Submit emergency contact information (**User Options**)
- Update Personal Pronouns (**User Options**)
- Plan and register for classes (**Student Planning**)
- View degree audit (**Student Planning**)
- View Grades (Student Planning)
- Download unofficial transcript (**Student Planning**)
- View financial aid (**Financial Aid**)
- Pay tuition (Student Finance)
- View midterm/final grades (**Grades**)
- Apply for graduation (**Graduation Overview**)
- Download tax forms (**Tax information**)
- View notifications such as account holds

How to access Self-Service

1. To access Self-Service, go to:
<https://rush.sharepoint.com/sites/university> and log in using your Rush University username and password.



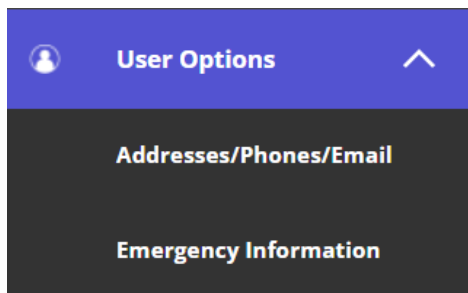
2. Select "Self-Service" from the Rush University portal.



3. After updating your contact information, select the home button for more options.

User Options: Updates to Personal Contact Information, Emergency Contacts and Personal Pronouns

The User Options menu is accessible from the left-hand navigation within Self-Service. From this menu, a student can update their address, select phone numbers, personal email address, emergency contact information and personal pronouns.



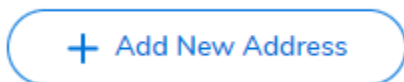
Updates to Personal Contact Information

Select “Addresses/Phones/Email” to make updates to these items.

Updates to Addresses

Students are not able to edit activated address records that exist in the University’s system. Instead, they must submit a new request. This request will be reviewed and approved by the Office of the Registrar, usually within two business days. Staff will deactivate any records of the same address type in the system and replace them with the updated information.

1. Begin by selecting the “Add New Address” button.



2. Complete the form that pops up and select the correct address type for the update. Students can update their home/permanent, local mailing, or diploma shipment address from this form.

Type

| | |
|--------------------------|---|
| Local Mailing Adr Update | ▼ |
| Local Mailing Adr Update | |
| Home/Perm Adr Update | |
| Diploma Address Change | |

3. Click the “Add Address” button at the bottom of the form.

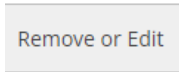
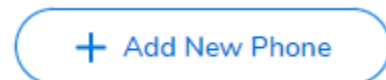


4. Your submission is now visible in your list of address records. Edits can be made to your submission until it has been activated by the Office of the Registrar.
5. Older address records of the same type will be deactivated by the Office of the Registrar upon activation of your update.

Updates to Phone Numbers

Students can make edits to select phone numbers that exist in the University’s system. Primary phone numbers cannot be edited. This is a security feature of the system. If you need to edit your primary phone number, please follow up with the Office of the Registrar for assistance.

1. Begin by selecting the “Add New Phone” button or the pencil icon next to the phone number you wish to update.



2. Complete the form that pops up and select the correct phone type for the update. Students can add/edit their secondary, office or cell phone from this form.

Type

- Secondary phone
- Office phone
- Cell phone

3. Click the “Add Phone” button at the bottom of the form.

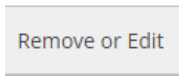


4. Your submission is now visible in your list of phone numbers. Edits can be made to this submission at any time and it is immediately live in the University’s system.

Updates to Personal Email Address

Students can make edits to their personal email address. Edits to the Rush email address are prohibited.

1. Begin by selecting the pencil icon next to your personal email address.



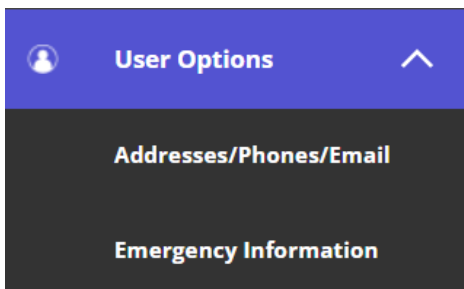
2. Edit your personal email address.
3. Click the “Update Email” button at the bottom of the form.



4. Your submission is now visible in your list of email addresses. Edits can be made to this submission at any time and it is immediately live in the University’s system.

Updates to Emergency Contacts

1. Begin by selecting “Emergency Information” under the “User Options” menu.



2. If you need to enter an emergency contact for the first time, click the “Add New Contact” button. If you need to edit an existing emergency contact, click the pencil icon under the appropriate record.
3. Complete the form that pops up, and indicate if this contact is for emergencies, mental health disclosures, or both.
4. Click the “Add Contact” button.

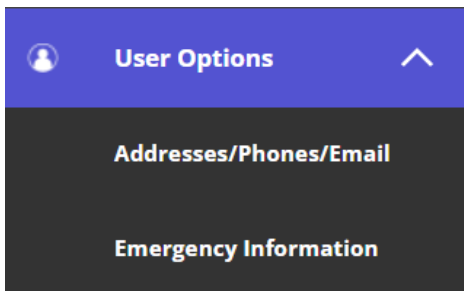


5. Your submission is now visible in your list of emergency contacts. Edits can be made to this submission at any time and it is immediately live in the University's system.

Updates to Personal Pronouns

Personal pronouns can be managed through Self-Service. Personal pronouns are visible throughout the Self-Service system, including on class rosters.

1. Begin by selecting “Addresses/Phones/Email under the “User Options” menu.



2. At the top of the form, select the “Edit Personal Identity” button.



3. Select your preferred pronoun from the drop down menu.
4. Click the “Save” button.



5. Your personal pronouns are now visible throughout the Self-Service system. Edits can be made at any time.

Student Planning: Course Planning and Registration

Many students at Rush are batch registered by the Office of the Registrar based on information provided by their college or program. Students who need to self-register for classes will do so using Student Planning Self-Service (beginning with summer semester 2022).

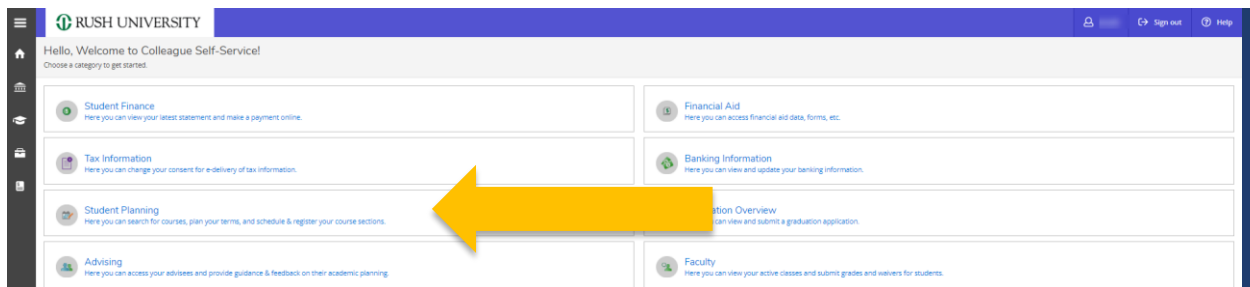
Registration is a two-step process. First, you must plan your coursework. Only then can you add a class to your schedule.

NOTE: Some colleges or programs may pre-plan your coursework in the Student Planning system. If your courses are pre-planned, then you will proceed directly to Registration.

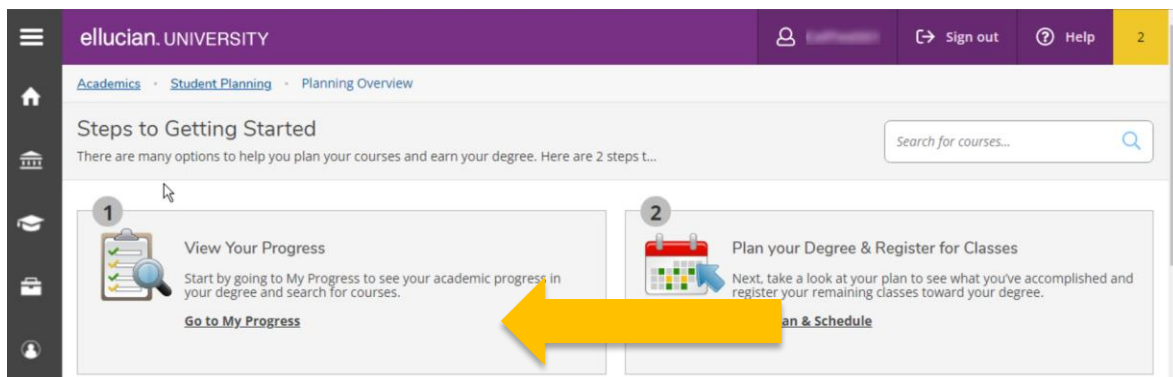
Planned courses will display with a “planned” status throughout the Student Planning system. If your courses are not already planned, there are a couple of ways that you can plan your course work. One way is to create a course plan.

Planning Your Coursework: Load Sample Course Plan

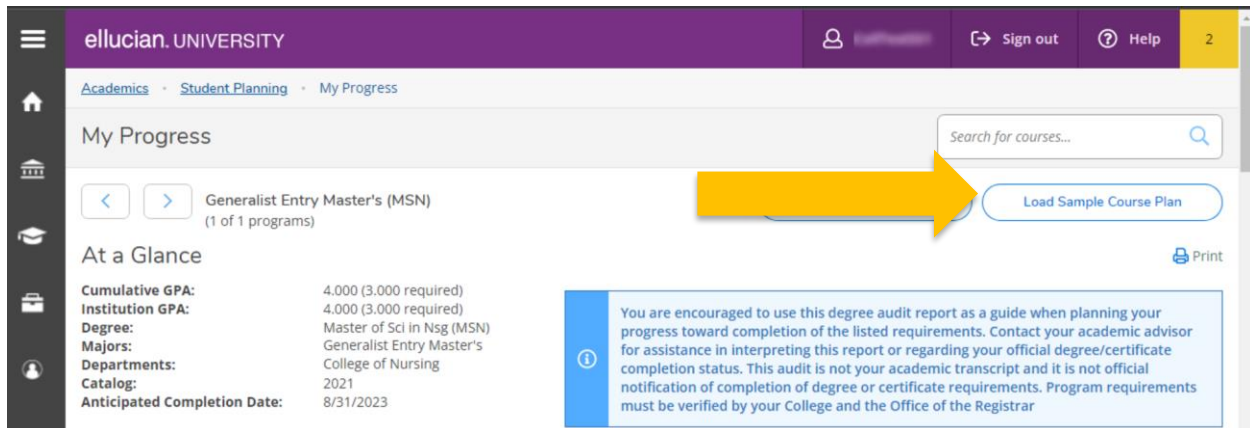
1. Begin by navigation to the Student Planning menu in Self-Service.



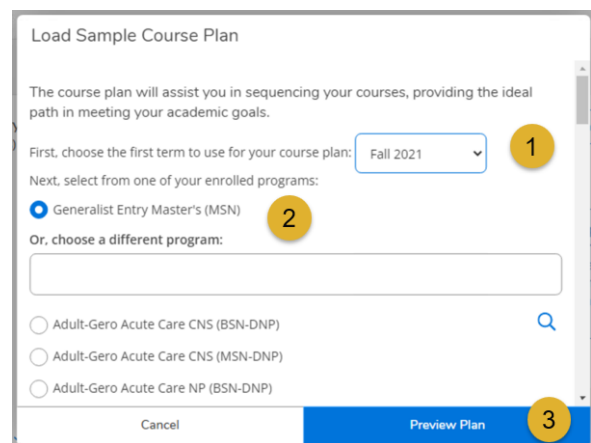
2. Next, select “View Your Progress”.



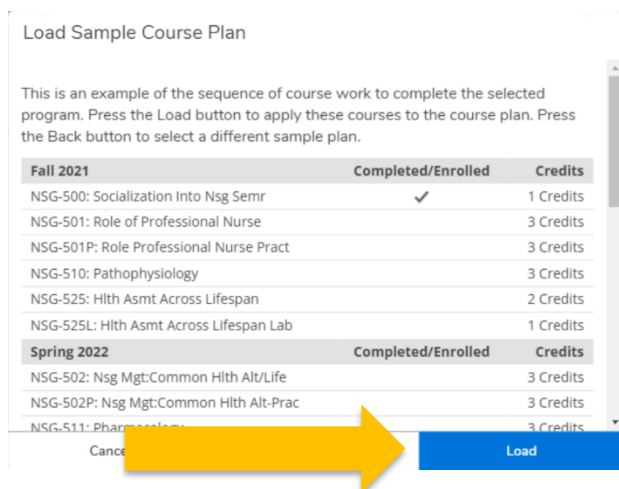
3. Select “Load Sample Course Plan” to view your program of study.



4. First, choose the term when you started your program from the dropdown menu. Second, select the radio button for your enrolled program. Third, select “Preview Plan”.



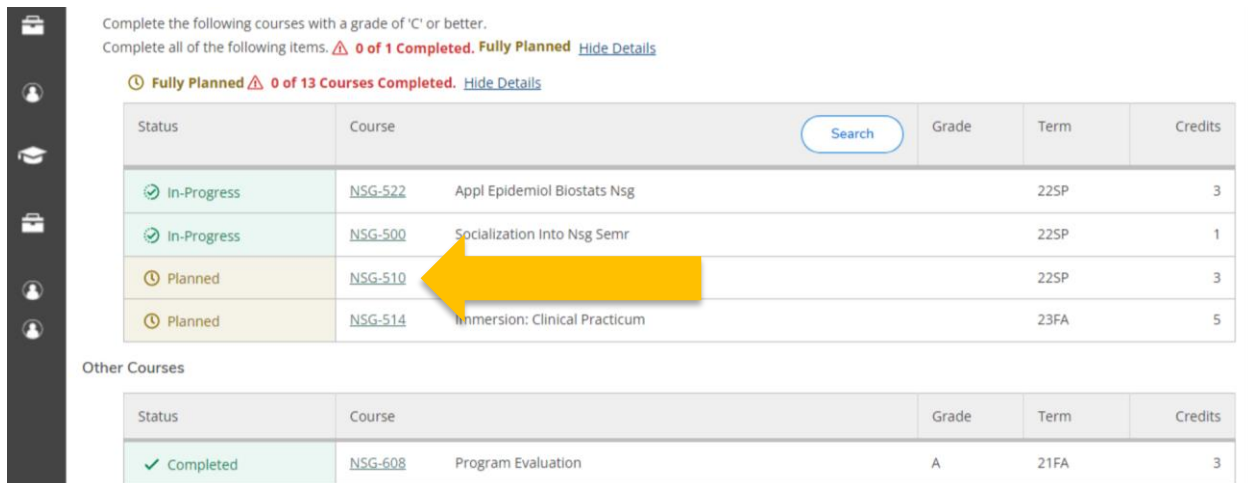
5. A popup window will show you the suggested course sequencing for your cohort. To add these courses to your plan, select the “Load” button. The course plan will map out your program based on typical sequencing.



Note: Some of your courses may not be able to be pre-planned for you. For example, if you need to select a specific number of credit hours for a variable credit course or choose an elective from a pool of options, you will need to manually plan those items on your schedule. More information will be provided by your program or advisor.

Planning Your Coursework: Manually Adding a Course to the Course Plan

1. You may view your degree requirements from the “My Progress” tab. Degree requirements will be listed as planned, in-progress, completed, or not started. If you select an individual course on your degree audit tab, the hyperlink will take you to the course Catalog for that course.



Complete the following courses with a grade of 'C' or better.
Complete all of the following items. ▲ 0 of 1 Completed, Fully Planned [Hide Details](#)

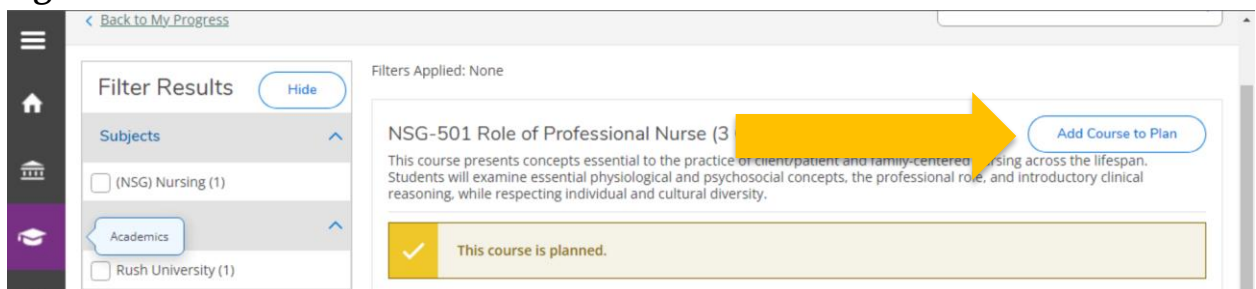
🕒 Fully Planned ▲ 0 of 13 Courses Completed. [Hide Details](#)

| Status | Course | Grade | Term | Credits |
|----------------------------|---|-------|------|---------|
| 🟢 In-Progress | NSG-522 Appl Epidemiol Biostat Nsg | | 22SP | 3 |
| 🟢 In-Progress | NSG-500 Socialization Into Nsg Semr | | 22SP | 1 |
| 🕒 Planned | NSG-510 | | 22SP | 3 |
| 🕒 Planned | NSG-514 Immersion: Clinical Practicum | | 23FA | 5 |

Other Courses

| Status | Course | Grade | Term | Credits |
|--------------------------|--|-------|------|---------|
| 🟢 Completed | NSG-608 Program Evaluation | A | 21FA | 3 |

2. You can then select the “Add Course to Plan” button (arrow) in the upper right next to the course title.



[Back to My Progress](#)

Filter Results [Hide](#)

Filters Applied: None

[Subjects](#)

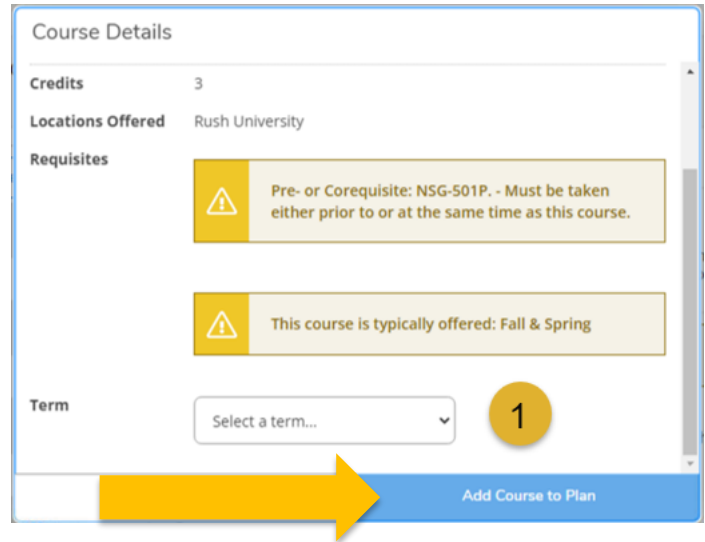
- (NSG) Nursing (1)
- Academics
- Rush University (1)

[NSG-501 Role of Professional Nurse \(3\)](#) [Add Course to Plan](#)

This course presents concepts essential to the practice of client, patient and family-centered nursing across the lifespan. Students will examine essential physiological and psychosocial concepts, the professional role, and introductory clinical reasoning, while respecting individual and cultural diversity.

✓ This course is planned.

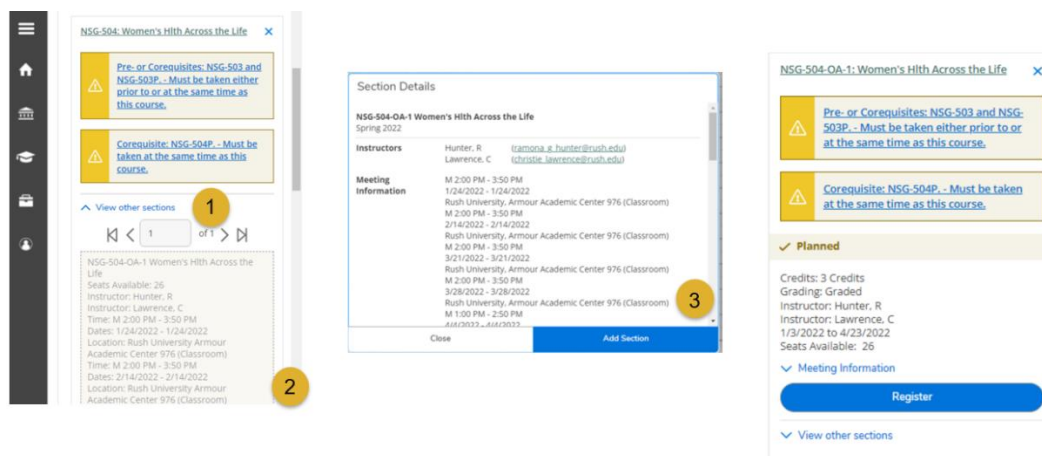
3. A popup window will indicate the number of course credits and any requisites associated with the course. If this is a variable credit course, select the number of credits you would like to register for at this time. You may manually add a course to your course plan by selecting the term in which you wish to take the course and then selecting “Add Course to Plan.”



Registering for a Section

If your courses are pre-planned for you, start with this step to register.

1. Now that your courses are planned, you are ready to register. To register, you must first select a section of a course being offered for the term. In order to register for a section of a class, navigate to planned courses in your schedule. (1) First, select “View other sections”. (2) Next, click on the desired section. This will bring up a window containing the details of that section. (3) Select the “Add Section” button. The section will now be planned.



2. Finally, you may register for planned sections directly from the Schedule tab. You can register for all courses for the term by selecting “Register now” in the upper righthand corner or you may register for individual sections directly from your schedule.

Spring 2022 + Register Now

Filter Sections Save to iCal Print Planned: 3 Credits Enrolled: 4 Credits Waitlisted: 0 Credits

NSG-523-OA-1: Research Evidence-Based Prac

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Kierny, T
Instructor: Phillips, M
Instructor: Semanik, P
Instructor: Jefferson, U
Instructor: Holloway, S
1/3/2022 to 4/23/2022
Seats Available: 44
Time: TBD
Location: Rush University TBD

Register

View other sections

7pm
8pm
9pm
10pm
11pm

Sections with no meeting time

✓ NSG-523 Research Evidence-Based Prac Section OA-1 Faculty: Kierny, T Phillips, M Semanik, P Jefferson, U Holloway, S

✓ NSG-500 Socialization Into Nsg Semr Section BV-2 Faculty: McDuck, S Midler, B Sarkisian, C Plum, E

✓ NSG-522 Appl Epidemiol Biostats Nsg Section OA-1 Faculty: Daniel, M Yoo, J Vondracek, H Kim, H

3. After you have successfully registered for a course, a message indicating registered status will then appear under the course name and number in your course schedule. Selecting the “Print” icon will open a window with your schedule displayed concisely.

Filter Sections Save to iCal Print

NSG-500-BV-2: Socialization Into Nsg Semr

✓ Registered

Credits: 1 Credits
Grading: Graded
Instructor: McDuck, S
Instructor: Midler, B
Instructor: Sarkisian, C
Instructor: Plum, E
1/3/2022 to 4/23/2022
Time: TBD
Location: Rush University TBD

Drop

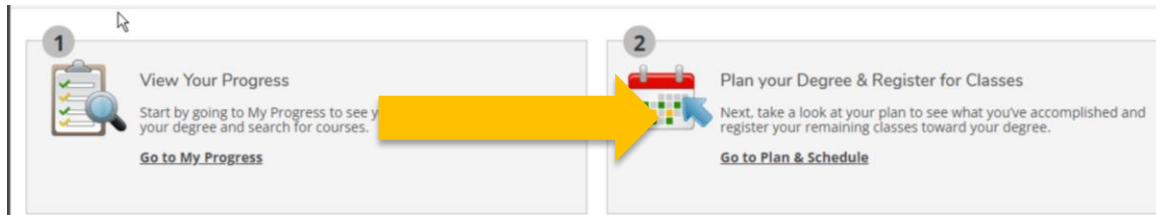
View other sections

Sun Mon Tue

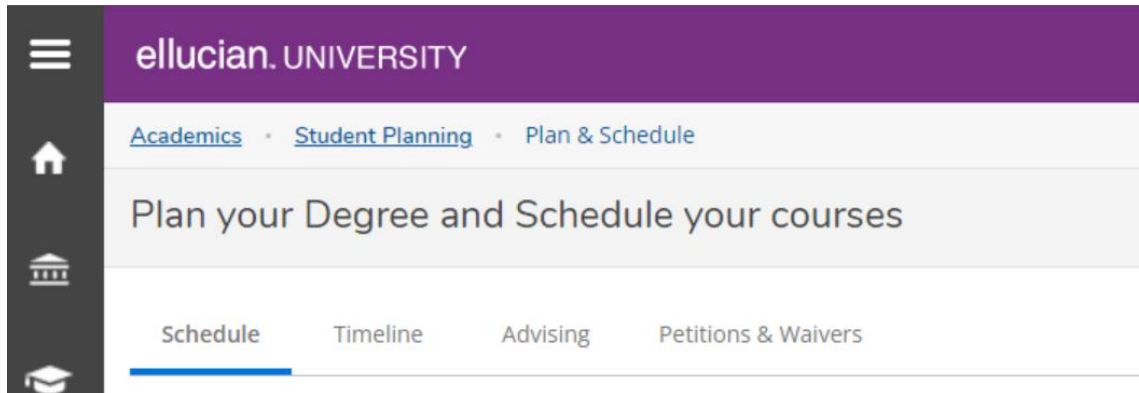
9am
10am
11am
12pm
1pm
2pm
3pm

Student Planning: An Overview

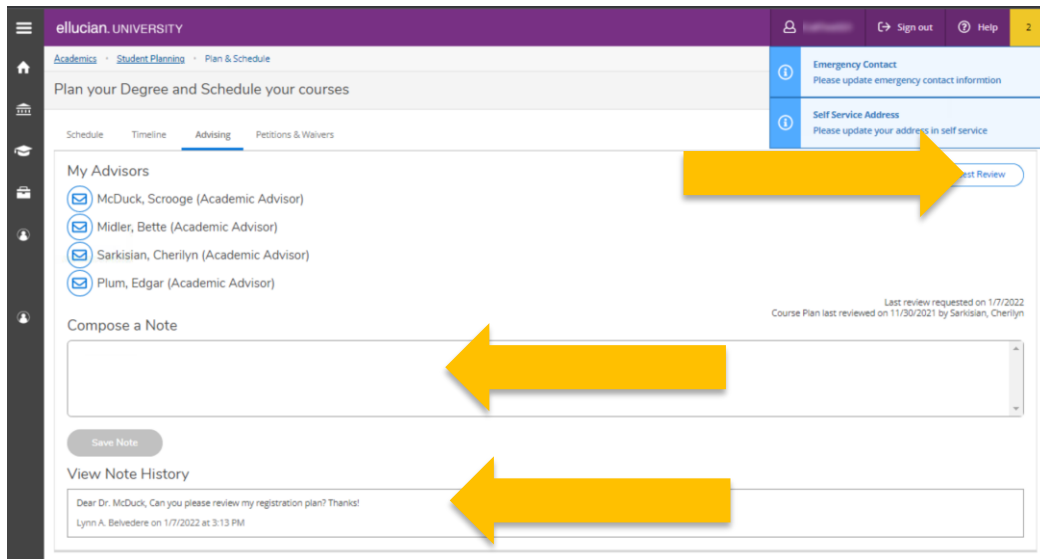
1. Begin by navigating to the “Plan your Degree & Register for Classes” option in the student planning menu.



2. Within the “Plan Your Degree” Menu, you may view your schedule, degree timeline, advising messages, and petitions and waivers.



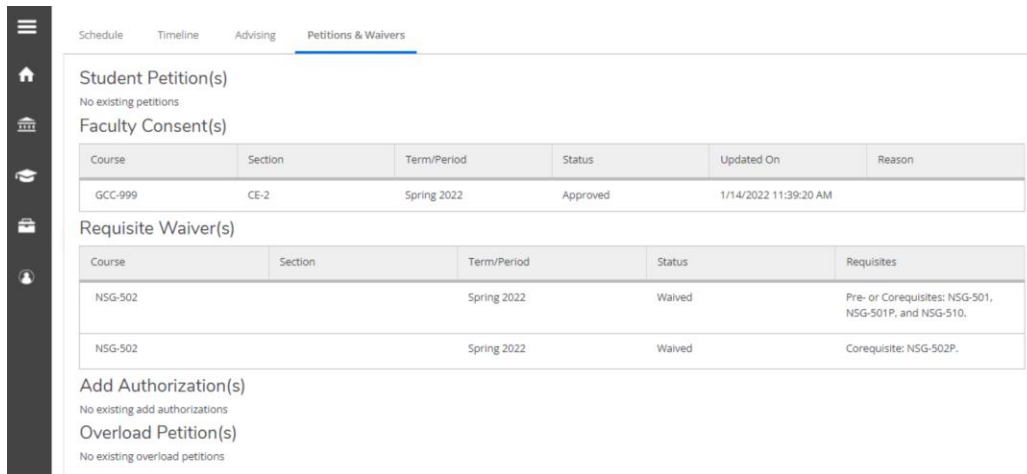
3. The Advising tab allows you to request a review from your advisors prior to registration by selecting “Request Review. You may compose a note to your advisor in the notes section, though you may wish to email your advisors directly as well.



4. You may view faculty consents and requisite waivers through the

Keep in mind that notes and note history may be seen by anyone with faculty and advisor permissions.

petitions and waivers tab. The petitions and waivers tab lists any approvals from your course instructors for courses that require approval in order for you to register for them.

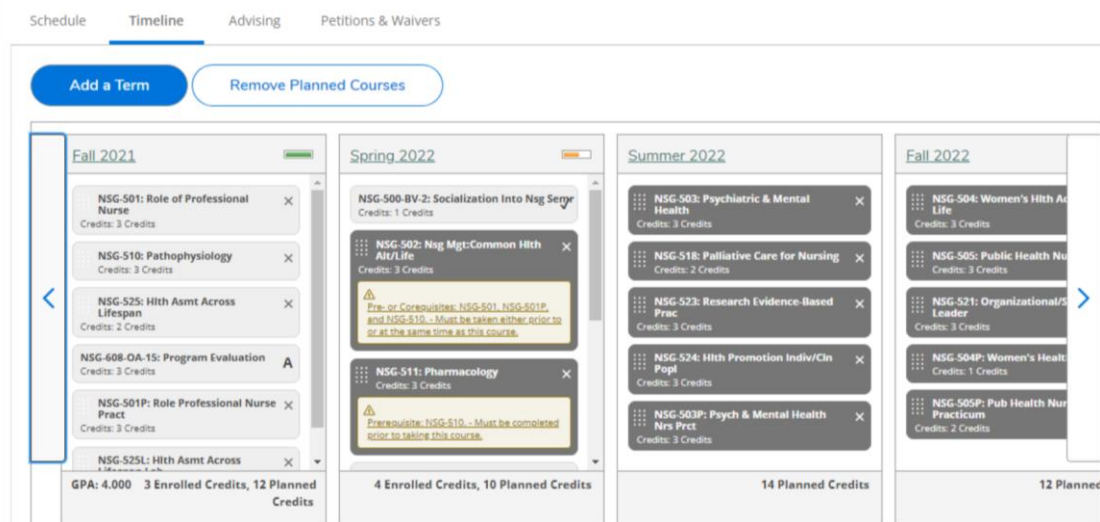


Student Planning: Viewing Your Degree Timeline

1. The Timeline tab displays courses that you have already taken or that you are planning to take. Scroll left and right through the timeline. You

Please note that if your program or college has pre-planned your coursework, it may be protected from edits on the Timeline tab. You will see a lock symbol if your planned coursework has been locked from edits.

can rearrange courses by dragging them from one term to another, if your plans have changed. A warning message will appear if a course is moved to a term in which it does not meet requisites or when you move it to a term when that course is not typically offered. Enrolled courses appear in light grey, whereas planned courses are in dark grey.

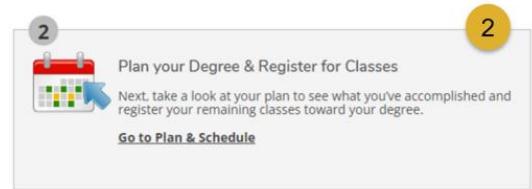
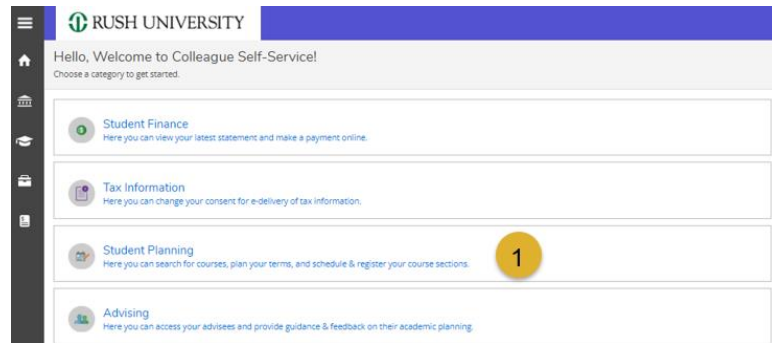


Student Planning: Dropping a Class

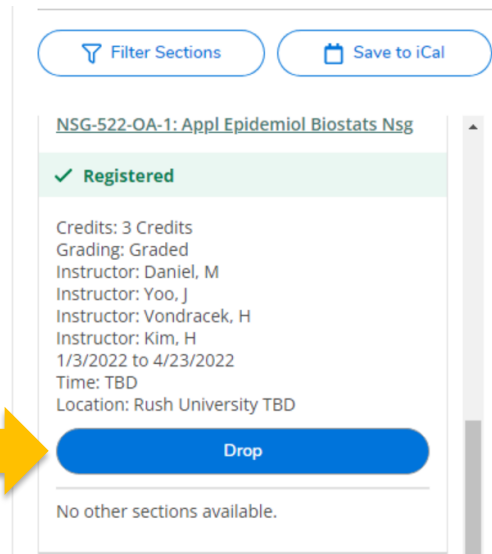
You may use Self-Service to self-drop a class prior to the start of the academic term. Course changes occurring after the start of classes should be requested via the **Add/Drop Form** from the Registrar's Office web page <https://www.rushu.rush.edu/registrar>, select "Registrar Forms"

Using Self-Service to Drop a Class

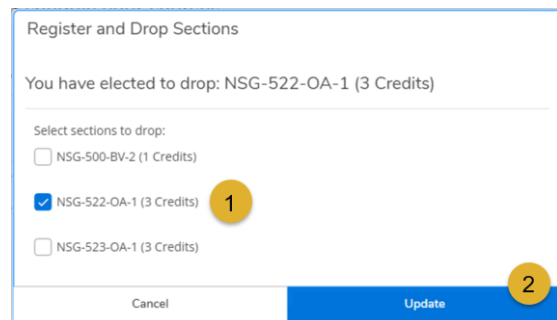
1. To begin the process of dropping a class, first, go to the student planning menu, then select Plan your Degree & Register for Classes.



2. Next, go to the schedule tab within the Plan your Degree & Register for Classes menu. Locate the course you want to drop in the left-hand menu and select the drop button.



3. A popup window will appear that lists all of your courses. Select the course that you wish to drop and then select update.



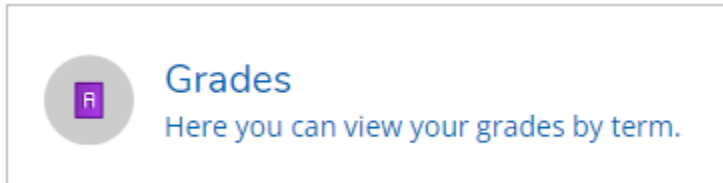
Continuous Enrollment Requirement

Note that you may not drop all of your courses in a term. Rush University policy requires students to maintain continuous enrollment in their program until graduation. If you need to request a term off, or if you have decided to withdraw from your program entirely, you will need to submit a Leave of Absence or Withdrawal form. All forms are accessible from

www.rushu.rush.edu/registrar, select “Registrar Forms” in the left-hand navigation.”

Student Planning: Finding Your Grades

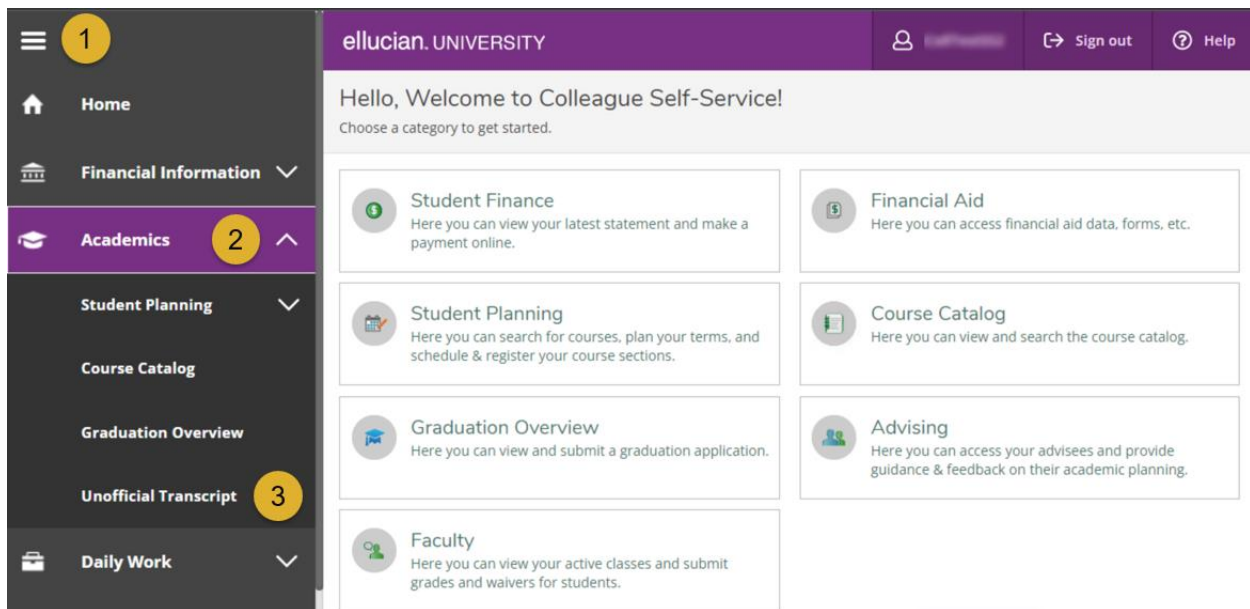
1. Begin by selecting “Grades” from the main menu.



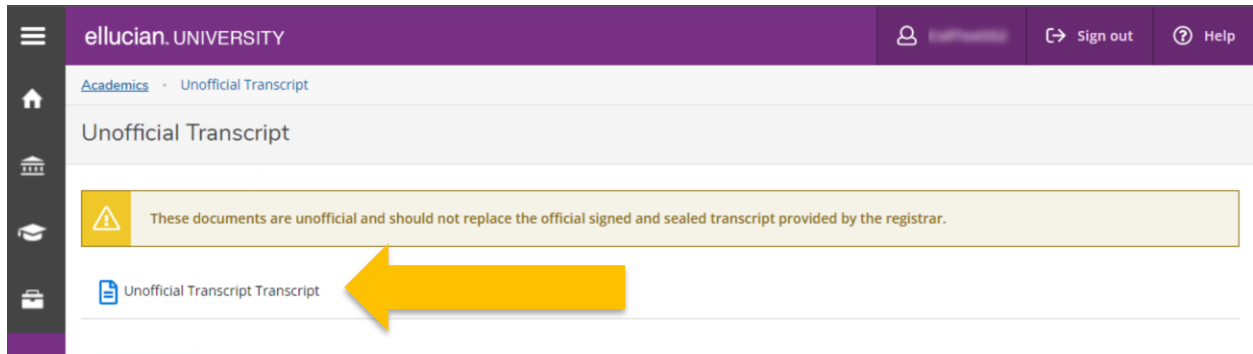
2. Grades are visible by term from this screen.

Viewing Your Unofficial Transcript

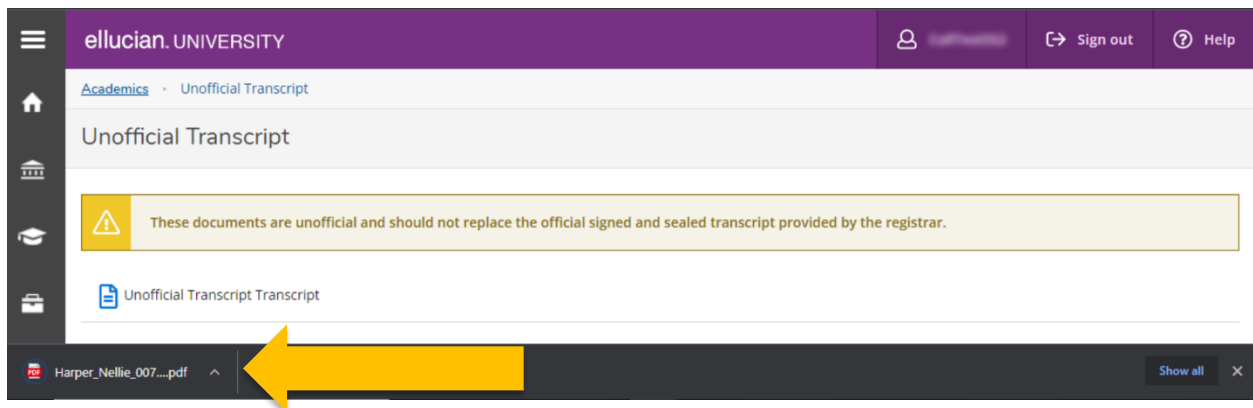
1. First, Select the three-bar menu to expand the menu options. Second, select “Academics” to see more items. Third, choose “Unofficial Transcript”.



2. On the Unofficial Transcript page, use your cursor or keyboard to select “Unofficial Transcript Transcript”.



3. Your Unofficial Transcript will appear in the bottom lefthand corner of your screen. Your advisor also has access to your unofficial transcript. Click the download to open up your transcript.



4. You may now view, download, save, or print your Unofficial Transcript.

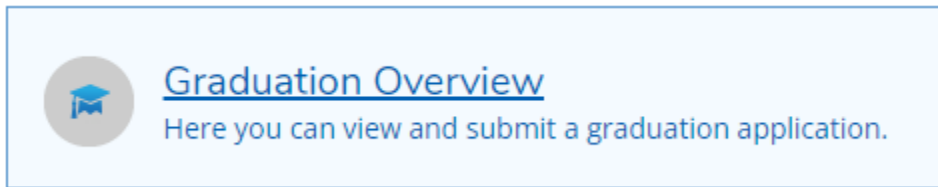
Graduation Overview: Submitting Your Intent to Graduate Form

All students are required to apply for graduation for any degree or certificate program. The application to graduation is called the Intent to Graduate Form. The Intent to Graduate Form accepts submissions for fall, spring and summer terms shortly after the start of fall. Deadlines for submission of the Intent to Graduate Form are included on the Rush University [academic calendar](#).

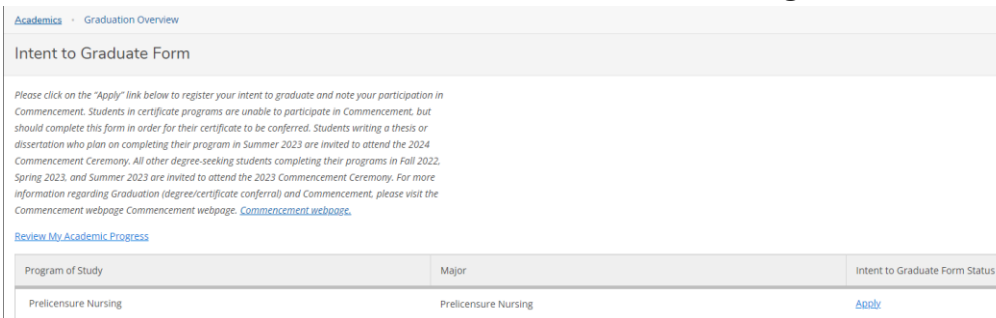
To submit your Intent to Graduate Form, please follow the below steps.

1. Navigate to [Self-Service](#).

2. Select the “Graduation Overview” button.



3. Select the “Apply” link next to your academic program.



4. Complete the form in its entirety.
 - a. Please pay particular attention to any character limits listed next to fields on the form. Entering too many characters will cause your submission to error.
 - b. Your responses on this form will be used for the mailing of your diploma/certificate and for Commencement planning. If changes to your Intent to Graduate Form are necessary, please contact the Office of the Registrar.

Note: Students earning a certificate are not eligible to participate in the Commencement ceremony.

5. Click the “Submit” button at the bottom of the form once you are finished.
6. You will receive a confirmation email message at your Rush.edu email account when your form has been successfully submitted. This email message will include important information regarding graduation and Commencement.