

Registration Instructions

At Union College

**At the bottom of the Union College website (ucollege.edu),
click on the link to Portal.**



The screenshot shows the footer of the Union College website. It features a dark teal background with white text and icons. At the top right, there are social media icons for email, Facebook, Instagram, LinkedIn, Twitter, YouTube, and a video icon. The footer is organized into several columns:

- Union College**: A paragraph stating the college is an accredited, Seventh-day Adventist institution of higher learning in Lincoln, Nebraska since 1891. Below this are links for [Learn about Union](#), [Consumer Information](#), [Employment](#), and [Website privacy policy](#).
- Contact us**: Includes the email ucinfo@ucollege.edu, phone number 402.486.2600, and the address: 3800 South 48th Street, Lincoln, Nebraska 68506 USA.
- Personnel Directory**: Employee directory and biographies.
- PG**: Student directory. A yellow arrow points to the **Portal** link, which is highlighted in a green box.
- Canvas**: Participate in classes, online.
- Library**: Access resources and find your study spot.
- Calendars**: Events | [Academic and Class Schedule](#).
- uGroups**: Connect and communicate with campus.
- Good Morning Union**: A devotional thought for every school day.
- Apply**: Represented by a pencil icon.
- Affordability**: Represented by a dollar sign icon.
- Academic Programs**: Represented by a graduation cap icon.
- Get directions**: Represented by a location pin icon.
- BEST VALUE**: A badge from U.S. News 2022, ranked by U.S. News.

Log in to Portal using your UC ID and Password



The image shows a login form on a light blue background with a pattern of faint circles. The form has a dark grey header with the word "Login" in white. Below the header, there are two main sections: "UC-ID" and "Password". The "UC-ID" section has a text input field containing "UCID". The "Password" section has a text input field containing "Password" and a "Login" button to its right. Below the password field, there is a link that says "Forgot my password".

Portal is a directory that links you to other applications and resources at Union College.

Click on the Self-Service widget/button or the Register button for the upcoming semester.



Self-Service

Term	Degree	Curriculum	Advisor	Class Standing	Bulletin
Fall 2022	Deciding	Deciding	Trina Cress	Freshman	n/a

Fall 2022 Classes

Register

Registered

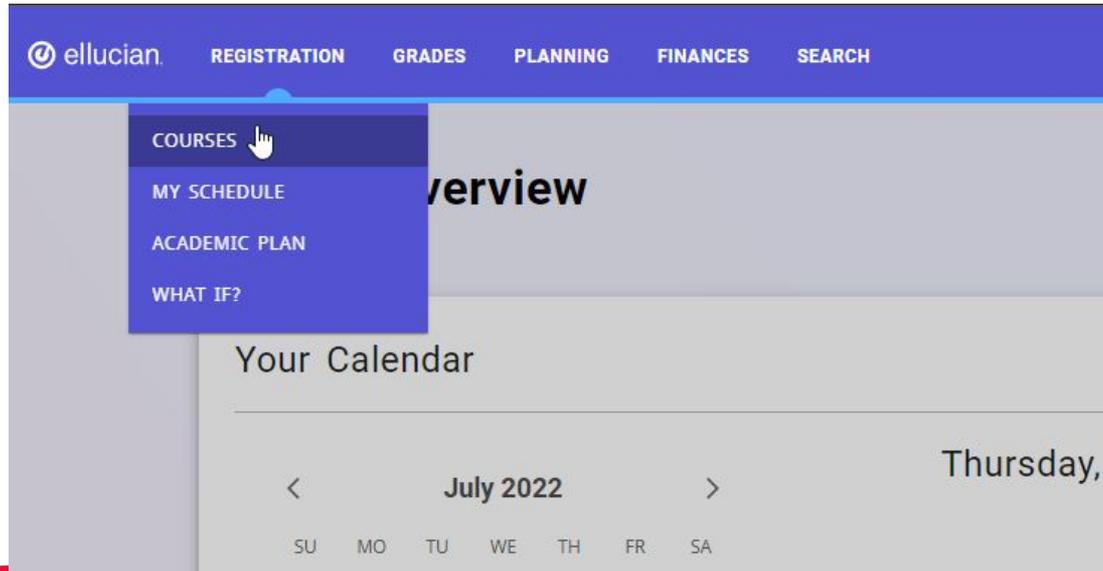
No classes here

You may need to re-enter your UC ID on the next page.

Sign In

NEXT

***Make sure you are on the Register and My Courses tab
(depending on which button you used to accessed Self-Service).***



If you get a STOP LIST message, follow the instructions for completion. You can't register for any courses until the stop has been cleared.

Courses

 Account is in Stop list ^

3/10/2022
Student Bill (Stop registration)

On Portal, you can see a notice about who to contact to resolve the stop.

-  Account is on Stop List.
 - 03/10/2022 - **Student Bill**
Contact Student Financial Services (sfs@ucollege.edu)

Your account is currently on Stop List. You may not register until this situation has been resolved.

If you are signed up for one or more classes, you will see those to the right.

My Schedule

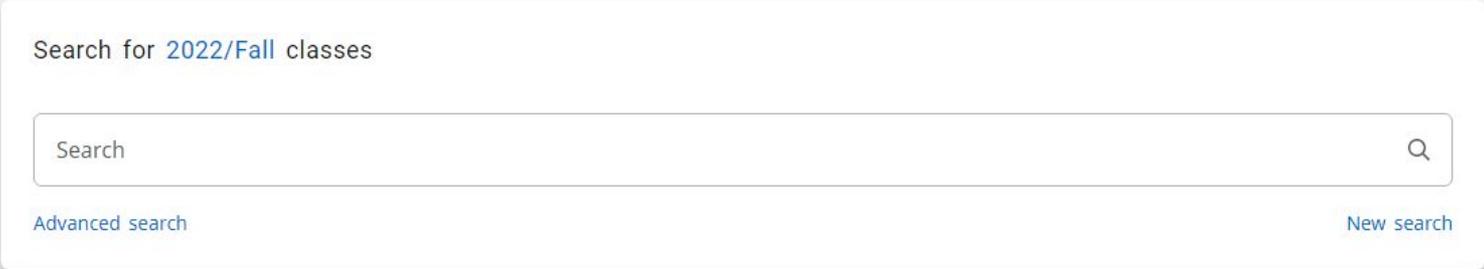
BUAD 325: Business Communication
REGISTERED
Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter | Credits: 3.00
Duration: 8/22/2022 - 12/14/2022
2:00 PM - 2:50 PM MWF
Union College, Dick Building, Floor 3, Room 303
Instructor: Graves, Matthew

HHPA 145: Beginning Badminton
REGISTERED
Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter | Credits: 1.00
Duration: 8/22/2022 - 12/14/2022
1:00 PM - 1:50 PM MW
Union College, Dick Building, Floor 2, Room 215
Instructor: dos Santos, Maria Alayandra

5
Registered

REGISTER

Next, you can search for the courses you would like to add to your semester.



The screenshot shows a search interface with a header "Search for 2022/Fall classes". Below the header is a search input field containing the placeholder text "Search" and a magnifying glass icon on the right. At the bottom left of the search area is a link for "Advanced search", and at the bottom right is a link for "New search".

You can search by prefix (HHPA), number (115), or title (accounting).

You can also open up the Advanced Search to narrow your options down.

Search for 2022/Fall classes

Search

Advanced search

Advanced Search ✕

Search and add classes to your schedule.

Keyword
Biology

Course

Period
2022/Fall

Session
Select...

Time and Location

Starts from



Ends by



Starts from
8:00 AM

Ends by
9:00 AM

Meeting
MWF

Campus
Select...

Course Details

Once you type in your search criteria, all the classes that match will appear below. You will be able to see date/time, location, teacher, credits and number of seats left.

<p>RELB 115: Encountering Jesus as Savior Year: 2022 Term: Fall Session: Main Session Subtype: Lecture Section: 01 Type: Course Credit type: Letter Duration: 8/22/2022 - 12/14/2022 12:00 PM - 12:50 PM MWF Union College, Dick Building, Floor 3, Room 308</p>	<p>H Halfhill, Michael Lowell</p>	<p>3.00 Credits</p>	<p>16 Seats Left</p>	<p>ADD</p>
<p>RELB 115: Encountering Jesus as Savior Year: 2022 Term: Fall Session: Main Session Subtype: Lecture Section: 02 Type: Course Credit type: Letter Duration: 8/22/2022 - 12/14/2022 10:00 AM - 10:50 AM MWF Union College, Dick Building, Floor 2, Room 205</p>	<p>S Steenberg, Pierre F</p>	<p>3.00 Credits</p>	<p>25 Seats Left</p>	<p>ADD</p>
<p>RELB 115: Encountering Jesus as Savior Year: 2022 Term: Fall Session: Main Session Subtype: Lecture Section: 03 Type: Course Credit type: Letter Duration: 8/22/2022 - 12/14/2022 9:00 AM - 9:50 AM MWF Union College, Dick Building, Floor 3, Room 308</p>	<p>S Steenberg, Pierre F</p>	<p>3.00 Credits</p>	<p>26 Seats Left</p>	<p>ADD</p>

Once you decide on a section, select the add button. The course will then show up in your “My Schedule” list to the right (at the top, noting it is “In Cart”)

3.00	25	ADD
Credits	Seats Left	

You will also see your shopping cart show the number of courses in your cart.

 My Schedule



RELB 115: Encountering Jesus as Savior ×

IN CART

Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 02
Type: Course | Credit type: Letter | Credits: 3.00
Duration: 8/22/2022 - 12/14/2022
10:00 AM - 10:50 AM MWF
Union College, Dick Building, Floor 2, Room 205
Instructor: Steenberg, Pierre F

When you add a course to your cart, a PERMISSION REQUEST button will appear if you don't currently meet pre-requisite requirements.

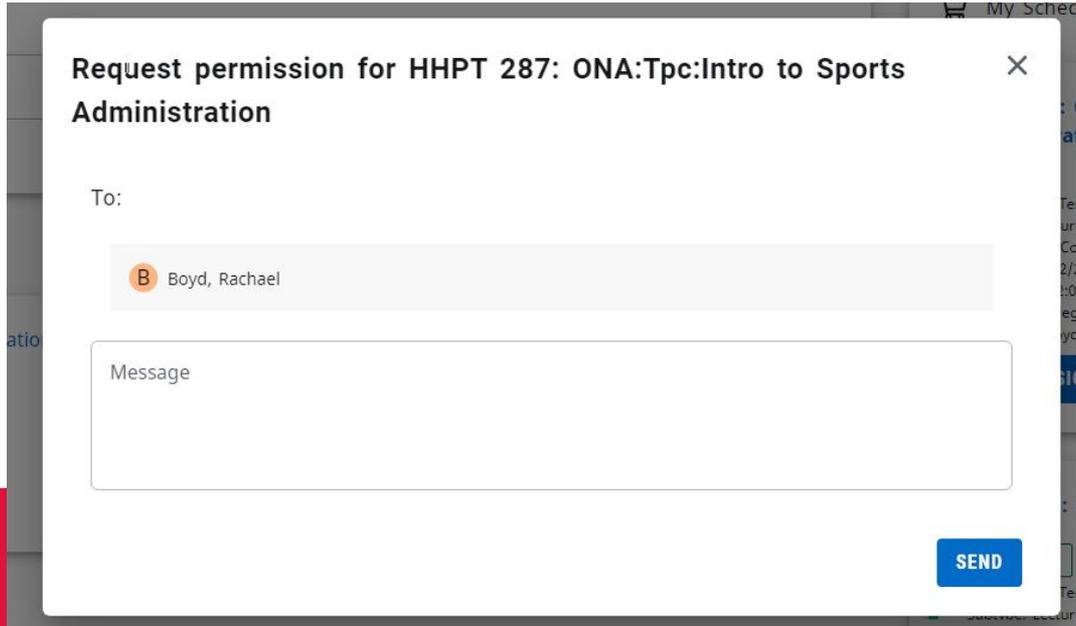
HIST 497: History: Theory & Arguments ×

IN CART

Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter | Credits: 3.00
Duration: 8/22/2022 - 12/14/2022
12:00 AM - 12:00 AM Arranged
Union College
Instructor: Tyner, Benjamin

PERMISSION REQUEST

You can then send a message to the instructor with any details you feel are relevant to why you should be allowed to join this class.



The image shows a screenshot of a web-based form for requesting permission to join a class. The form is titled "Request permission for HHPT 287: ONA:Tpc:Intro to Sports Administration" and has a close button (X) in the top right corner. Below the title, there is a "To:" field with a dropdown menu showing "Boyd, Rachael" as the selected recipient. Below the recipient field is a large text area labeled "Message" for entering details. At the bottom right of the form is a blue "SEND" button.

If you hit the registration button before getting permission or with a time conflict, you will receive an error message. Those conflicts will need to be resolved before getting advisor approval.

The screenshot shows a 'My Schedule' window with two course cards. The top card is for 'ACCT 443: Governmental & Not-for-Profit Accounting', which is currently in the cart. Below the course name is an 'IN CART' button. The card lists details: Year: 2022 | Term: Fall | Session: Main Session; Subtype: Lecture | Section: 01; Type: Course | Credit type: Letter | Credits: 2.00; Duration: 8/22/2022 - 12/14/2022; 9:00 AM - 10:20 AM TR; Union College, Dick Building, Floor 3, Room 308; Instructor: Forbes, Elizabeth Lynette. A blue 'PERMISSION REQUEST' button is at the bottom of the card. The bottom card is for 'BUAD 325: Business Communication', which is already registered. It shows 'REGISTERED' and 'Drop denied'. Below the course name is a 'REGISTERED' button. The card lists details: Year: 2022 | Term: Fall | Session: Main Session; Subtype: Lecture | Section: 01. At the bottom of the window, there is a summary bar showing '5 Registered' and '1 Cart' items, with a green 'REGISTER' button.

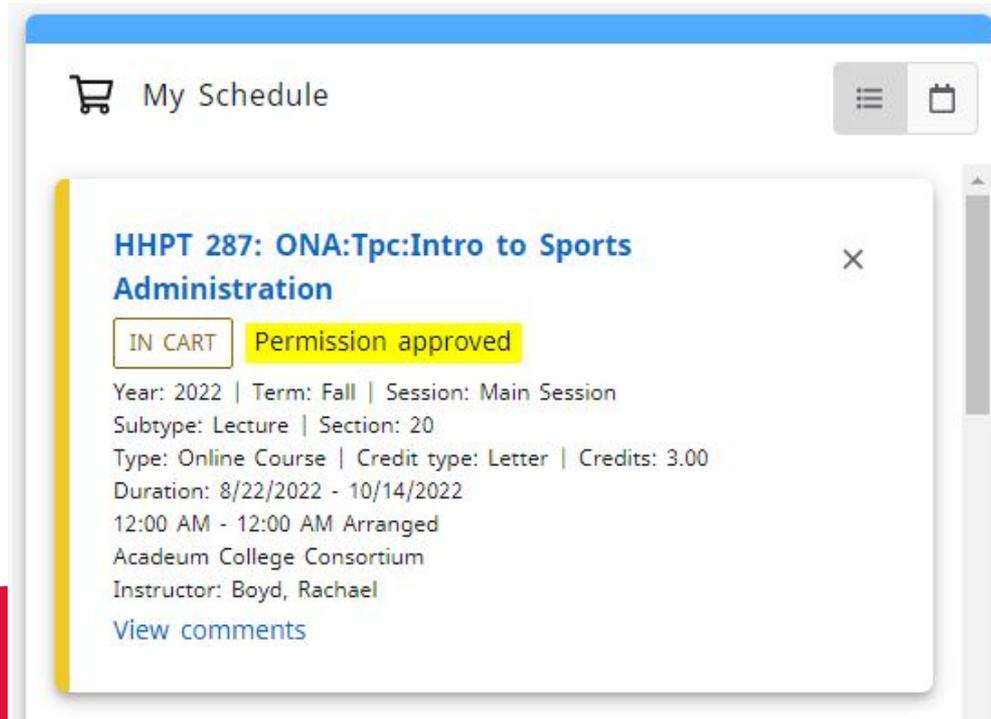
Registration failed.

You are unable to register for ACCT 443/Lecture/01 because:

- The course ACCT 314/Lecture has not been taken
- or Permission from Elizabeth Forbes is not requested
- Schedule conflict with RELB 251/Lecture/01.

OK

Once instructor approval is given, “Permission approved” will appear next to “In Cart”



My Schedule

HHPT 287: ONA:Tpc:Intro to Sports Administration

IN CART Permission approved

Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 20
Type: Online Course | Credit type: Letter | Credits: 3.00
Duration: 8/22/2022 - 10/14/2022
12:00 AM - 12:00 AM Arranged
Acadeum College Consortium
Instructor: Boyd, Rachael
[View comments](#)

Once your instructor approves your request, you MUST still get your advisor's approval before you are registered for the course.

Click the Register button to send an email to your advisor to approve your new class.

HHPA 145: Beginning Badminton 

REGISTERED

Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter | Credits: 1.00
Duration: 8/22/2022 - 12/14/2022
1:00 PM - 1:50 PM MW
Union College, Dick Building, Floor 2, Room 215
Instructor: dos Santos, Maria Alexandra

5 Registered 1 Pending

REGISTER

 My Schedule  

HHPT 287: ONA:Tpc:Intro to Sports Administration

PENDING Awaiting approval

Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 20
Type: Online Course | Credit type: Letter | Credits: 3.00
Duration: 8/22/2022 - 10/14/2022
12:00 AM - 12:00 AM Arranged
Acadeum College Consortium
Instructor: Boyd, Rachael

Once you are registered for your classes, you will not see any courses pending here.

HHPA 145: Beginning Badminton



REGISTERED

Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter | Credits: 1.00
Duration: 8/22/2022 - 12/14/2022
1:00 PM - 1:50 PM MW
Union College, Dick Building, Floor 2, Room 215
Instructor: dos Santos, Maria Alexandra

5

Registered

~~1~~

~~Pending~~

REGISTER

RELB 251: Daniel



REGISTERED

Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter | Credits: 3.00
Duration: 8/22/2022 - 12/14/2022
9:00 AM - 10:20 AM TR
Union College, Dick Building, Floor 2, Room 209
Instructor: Toews, Thomas W.

5

Registered

REGISTER

You can see your schedule by day/time by clicking on the calendar button.

My Schedule

Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter | Credits: 3.00
Duration: 8/22/2022 - 12/14/2022
11:00 AM - 11:50 AM MWF
Union College, Krueger Center, Floor 1, Room 109
Instructor: Williams, Derek James

RELB 251: Daniel

REGISTERED

Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter | Credits: 3.00
Duration: 8/22/2022 - 12/14/2022
9:00 AM - 10:20 AM TR
Union College, Dick Building, Floor 2, Room 209
Instructor: Toews, Thomas W.

5 Registered REGISTER

My Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM					
9:00 AM		RELB 251: Daniel		RELB 251: Daniel	
10:00 AM	MATH		MATH		MATH
11:00 AM	MATH		MATH		MATH
12:00 PM			MATH		
1:00 PM	HHPA		HHPA		
2:00 PM	BUAD		BUAD		BUAD
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					

5 Registered REGISTER

To drop a course, you click on the trash can next to the desired class. It will ask you to confirm your request.

HHPT 287: ONA:Tpc:Intro to Sports Administration



REGISTERED

Year: 2022 | Term: Fall | Session: Main Session
Subtype: Lecture | Section: 20
Type: Online Course | Credit type: Letter | Credits: 3.00
Duration: 8/22/2022 - 10/14/2022
12:00 AM - 12:00 AM Arranged
Acadeum College Consortium
Instructor: Boyd, Rachael

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Registered

Drop course HHPT 287: ONA:Tpc:Intro to Sports Administration

Dropping this course will remove it from your schedule.

DROP COURSE

KEEP COURSE

A message will be sent to your advisor to approve your drop request. You are not officially dropped from the course until it is approved.

**HHPT 287: ONA:Tpc:Intro to Sports
Administration**

REGISTERED

Drop pending approval

Year: 2022 | Term: Fall | Session: Main Session

Subtype: Lecture | Section: 20

Type: Online Course | Credit type: Letter | Credits: 3.00

Duration: 8/22/2022 - 10/14/2022

12:00 AM - 12:00 AM Arranged

Academy College Consortium

Instructor: Boyd, Rachael

If the drop is approved, the course will not show in your schedule.

If it is denied, it will say so next to the class.

BUAD 325: Business Communication



REGISTERED

Drop denied

Year: 2022 | Term: Fall | Session: Main Session

Subtype: Lecture | Section: 01

Type: Course | Credit type: Letter | Credits: 3.00

Duration: 8/22/2022 - 12/14/2022

2:00 PM - 2:50 PM MWF

Union College, Dick Building, Floor 3, Room 303

Instructor: Graves, Matthew

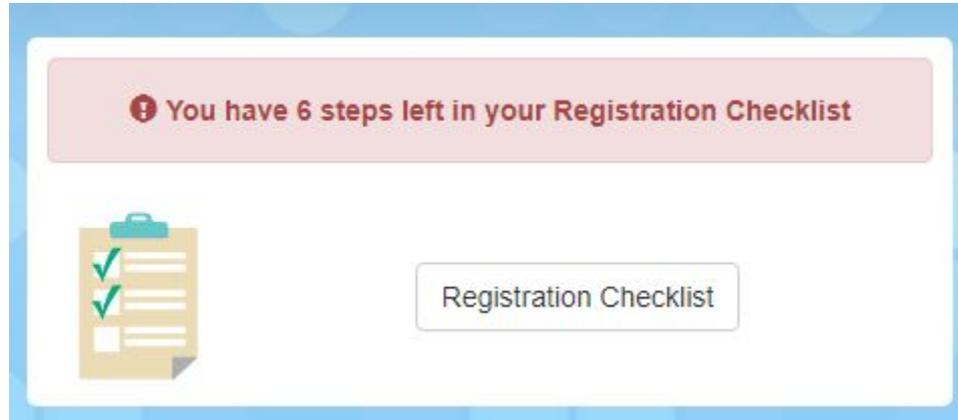
[View comments](#)

Please note:

You can add and drop through Self-Service until the Add/Drop Deadline, usually the seventh day of classes.

***After that, adding a class is not allowed.
To leave a class, you MUST fill out a withdrawal form.***

***Don't Forget - Another big part of registration is finishing your
REGISTRATION CHECKLIST***



Most of the steps can be completed ONLINE and at ANYTIME



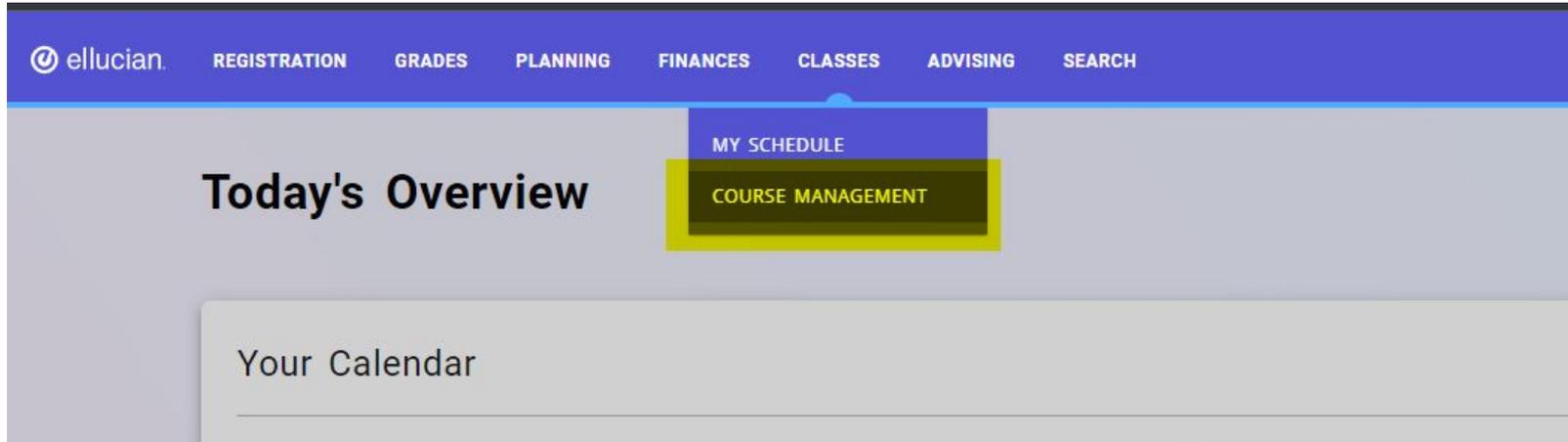
You haven't completed registration until you see the squirrel!



**UNION
COLLEGE**

Instructors

***Please check frequently your pending approvals by selecting
“Classes” then “Course Management”***



Instructors

Select your course from the drop down list and then

“Permission Requests”

The screenshot shows a web interface for course management. At the top, there are two dropdown menus: 'Period' with the value '2022/Fall/Main Session' and 'Course'. The 'Course' dropdown is highlighted in yellow. Below these is a sidebar menu with the following items: 'Dashboard', 'Class List', 'Wait List', 'Permission Requests' (highlighted in yellow), and 'Activities'. The main content area displays course details: 'Subtype: Lecture | Section: 01', 'Type: Course | Duration: 8/22/2022 - 12/14/2022', and 'Credit type: Letter | Credits: 4.00'. At the bottom, there is a calendar view showing 'August 2022' and 'Tuesday, August 23, 2022'.

Instructors

Open up the drop down list, select approved, denied, or waiting (if you are still not sure), and then click save!

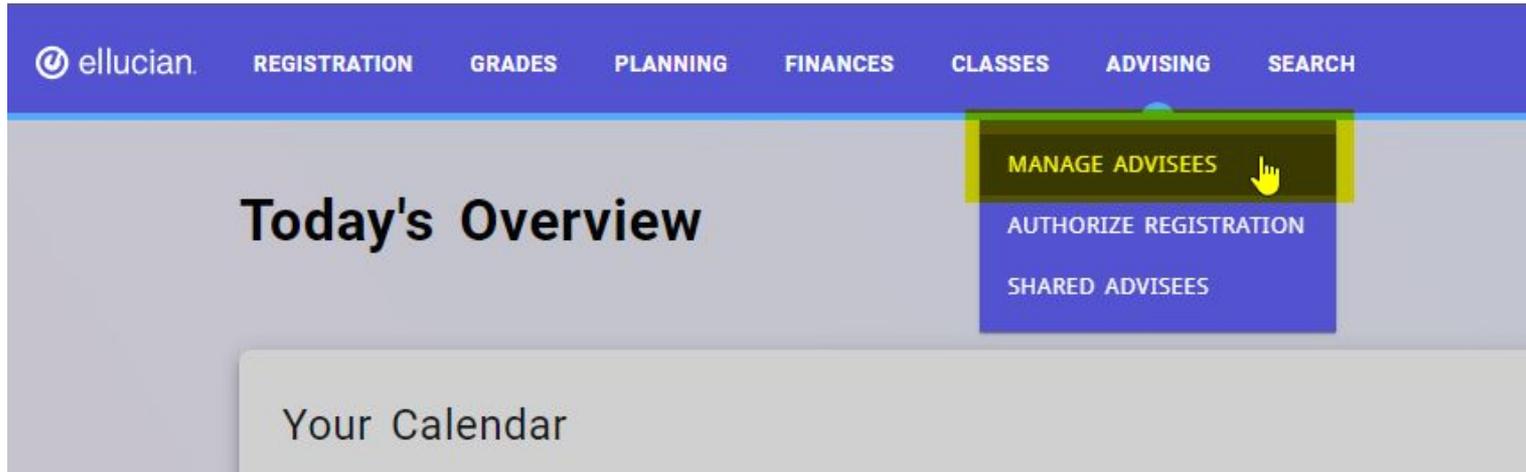
The screenshot shows a web interface for managing student status. At the top left, there is a back arrow and a dropdown menu labeled "Select Status" with "View all" selected. Below this are icons for a checkbox and an envelope. The main area is a table with columns for "Student", "Curriculum", and "Class Level". A dropdown menu is open over the "Class Level" column, showing options: "Approved", "Denied", and "Waiting" (which is highlighted in blue). A blue circular icon with an "i" is to the right of the dropdown. At the bottom left, there is a yellow "SAVE" button. At the bottom right, it says "Totals - Students: 1".

Student	Curriculum	Class Level	
<input type="checkbox"/>		Senior	Approved Denied Waiting
		Senior	
		Senior	

Totals - Students: 1

Advisors

***Please check frequently your pending approvals by selecting
“Advising” then “Manage Advisees”***



Advisors

Search for Advisees in the search bar

Or select “Advanced Search” and find all with pending schedule requests.

Manage Advisees

List
My advisees

Search student Id, name...



Advanced Search

Advanced Search

Select...

Pending schedules

On stop list

Year/Term
Select...

Session
Select...

Advisors

Click on the down arrow on the student's row and then select "Schedule requests (Pending)"

The screenshot shows a user interface for managing student advisors. At the top, there are icons for a checkbox, email, and share. On the right, there is a 'Download' button and the text '1-1 of 1'. Below this is a search bar with a person icon and a green checkmark icon. The main content area features a table with a row for 'Schedule requests' where the status 'PENDING' is highlighted in yellow. Other options in the table include 'Schedule', 'Grades', and 'Attendance'. A 'VIEW PROFILE' button is located on the right side of the table.

Schedule requests	PENDING	Grades	Attendance	VIEW PROFILE
Schedule				

Advisors

You will then be able to see the pending courses. You can approve/deny each course individually or can approve/deny all at once. Make sure to “Save”!

2022/Fall/Main Session

Awaiting drop approval

CHEM 211: Organic Chemistry I Subtype: Lab Section: 10 Type: Course Credit type: Letter	Request date 8/3/2022, 6:55 PM	Comments	Decision Pending all
CHEM 211: Organic Chemistry I Subtype: Lecture Section: 01 Type: Course Credit type: Letter	Request date 8/3/2022, 6:55 PM	Comments	Decision Pending

VALIDATE SAVE

Advisors

You will be able to see past requests by clicking the down arrow on Registration requests.

Checked schedules

Registration requests

5 item(s) ^

Section	Reason	Request date	Decision date	Decision
BIOL 321: Genetics Subtype: Lab Section: 10 Type: Course Credit type: Letter		4/3/2022	4/4/2022	Approved
BIOL 321: Genetics Subtype: Lecture Section: 01 Type: Course Credit type: Letter		4/3/2022	4/4/2022	Approved
BIOL 416: Adv Human Phys Subtype: Lab Section: 10 Type: Course Credit type: Letter		3/31/2022	3/31/2022	Approved
BIOL 416: Adv Human Phys Subtype: Lecture Section: 01 Type: Course Credit type: Letter		3/31/2022	3/31/2022	Approved
PSYC 215: Developmental Psych Subtype: Lecture Section: 01 Type: Course Credit type: Letter		4/3/2022	4/4/2022	Approved

Advisors

See students' entire schedule by clicking on "Schedule"

Profile Schedule Requests **Schedule** Grades Academic Plan What If? Unofficial Transcript Agreements Disabilities Test Scores Attendance Alerts Checklist

Period: 2022/Fall Courses in cart Waitlist courses

Biomedical Science Undergraduate, BHS Pre-Physician Assistant Undergraduate, Emphasis

Music Undergraduate, Minor

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM					
8:00 AM					
9:00 AM	CHEM 211: Organic Chemistry I	BIOL 321: Genetics	CHEM 211: Organic Chemistry I	BIOL 321: Genetics	CHEM 211: Organic Chemistry I
10:00 AM	BIOL 416: Advanced Human Physiology		BIOL 416: Advanced Human Physiology		BIOL 416: Advanced Human Physiology
11:00 AM	PSYC 215: Developmental Psychology		PSYC 215: Developmental Psychology		PSYC 215: Developmental Psychology
12:00 PM					
1:00 PM					
2:00 PM		BIOL 416: Adv Human Physiology	CHEM 211: Organic Chemistry I	BIOL 321: Genetics	
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					

● Registered

Questions

- Need to know which classes to take? Please call your Academic Advisor.
- Need to change your major or advisor? Please call the Records Office (x2529) or stop by (DB 507).
- Need help with your Self-Service account? Please call the Records Office (x2529) or stop by (DB 507).