

# ***Registration Instructions***

At Union College

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



## ***Log in to Portal using your UC ID and Password***



The image shows a login form for a UC Portal. The form is titled "Login" and is set against a light blue background with a pattern of larger, lighter blue circles. The form itself is white with a black header bar containing the word "Login". Below the header, there are two main sections: "UC-ID" and "Password". The "UC-ID" section has a text input field containing the text "UCID". The "Password" section has a text input field containing the text "Password" and a "Login" button to its right. Below the password field, there is a link that says "Forgot my password".

**Login**

**UC-ID**

UCID

**Password**

Password Login

[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

Registered

Register

No classes here

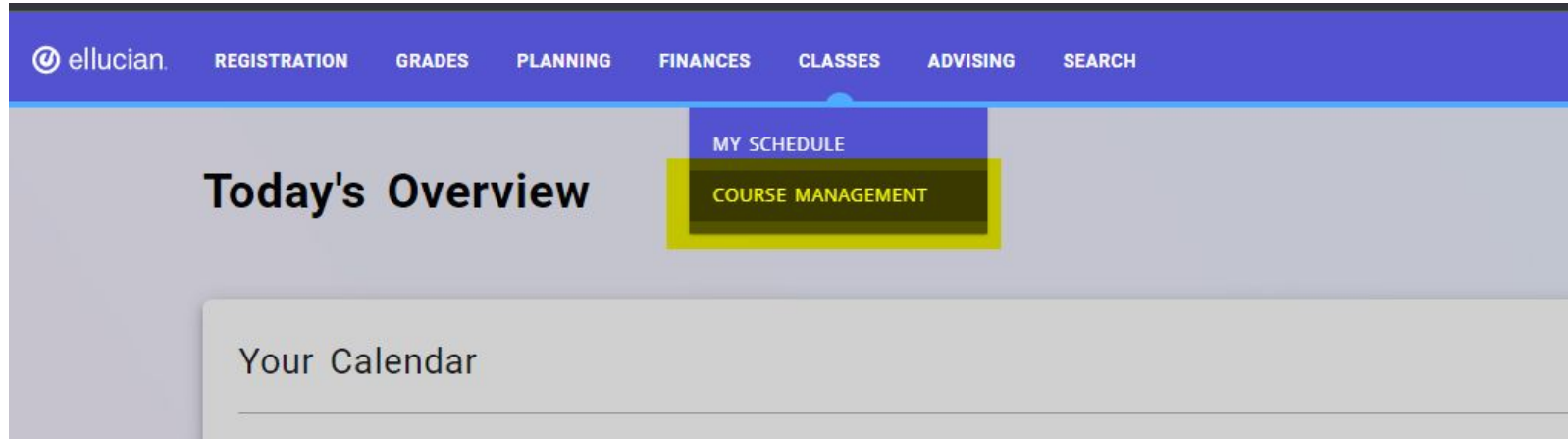
***You may need to re-enter your UC ID on the next page.***

## Sign In

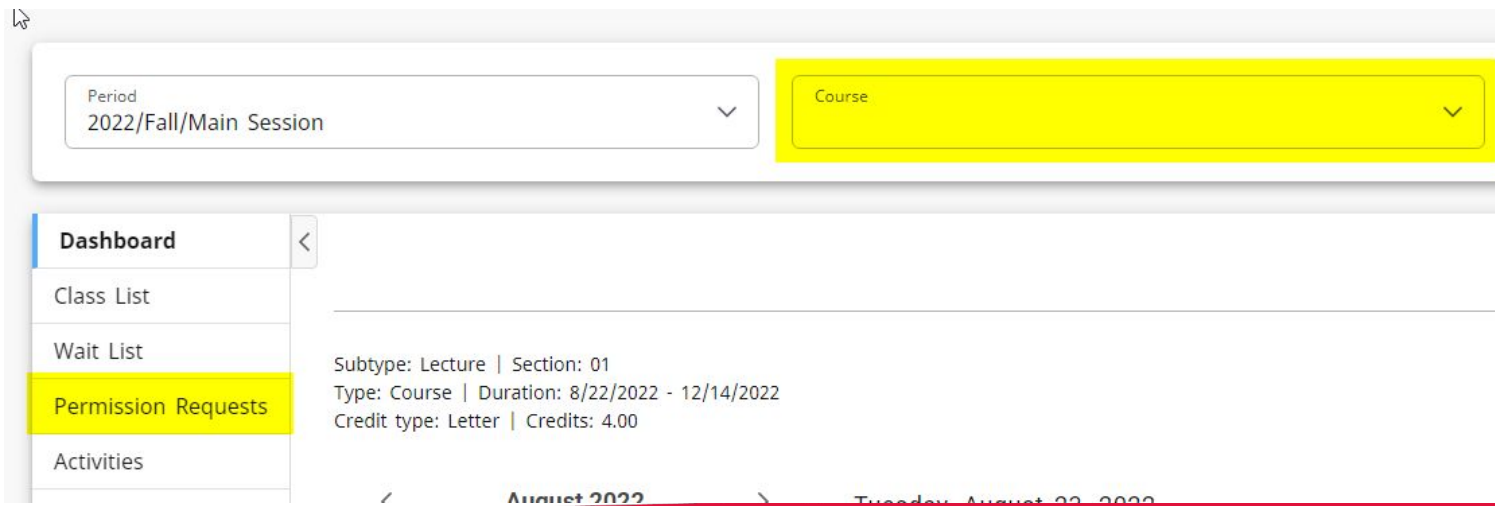
NEXT

## ***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 the Instructors interface. At the top, there are two dropdown menus: 'Period' with the value '2022/Fall/Main Session' and 'Course' which 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 are navigation arrows and the text 'August 2022' and 'Tuesday, August 22, 2022'.

Period  
2022/Fall/Main Session

Course

Dashboard

Class List

Wait List

Permission Requests

Activities

Subtype: Lecture | Section: 01  
Type: Course | Duration: 8/22/2022 - 12/14/2022  
Credit type: Letter | Credits: 4.00

August 2022

Tuesday, August 22, 2022

## ***Instructors***

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

Select Status  
View all

☐

Prerequisites:

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

Approved  
Denied  
Waiting

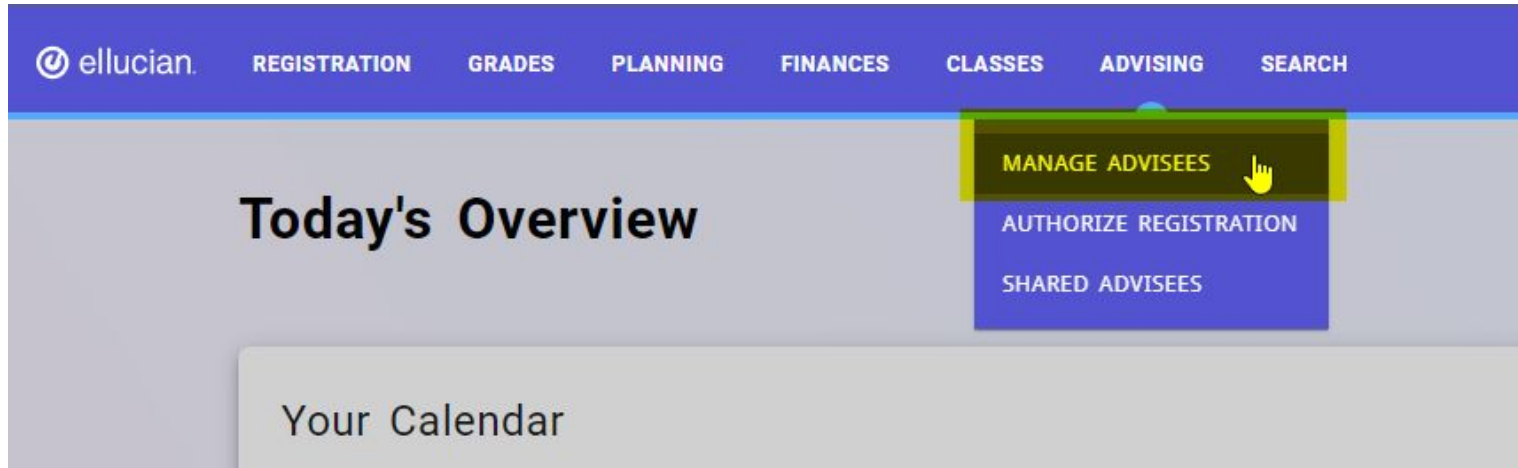
**SAVE**

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)"***

Download

1-1 of 1

Schedule requests

PENDING

Grades

Attendance

VIEW PROFILE

## ***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

Decision  
Pending all

Awaiting drop approval

<b>CHEM 211: Organic Chemistry I</b> Subtype: Lab   Section: 10 Type: Course   Credit type: Letter	Request date 8/3/2022, 6:55 PM	Comments	Decision Pending
<b>CHEM 211: Organic Chemistry I</b> 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
<b>BIOL 321: Genetics</b> Subtype: Lab   Section: 10 Type: Course   Credit type: Letter		4/3/2022	4/4/2022	Approved
<b>BIOL 321: Genetics</b> Subtype: Lecture   Section: 01 Type: Course   Credit type: Letter		4/3/2022	4/4/2022	Approved
<b>BIOL 416: Adv Human Phys</b> Subtype: Lab   Section: 10 Type: Course   Credit type: Letter		3/31/2022	3/31/2022	Approved
<b>BIOL 416: Adv Human Phys</b> Subtype: Lecture   Section: 01 Type: Course   Credit type: Letter		3/31/2022	3/31/2022	Approved
<b>PSYC 215: Developmental Psych</b> 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"***





BHS Biomedical Science



[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

 Print

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).