

# STUDENT REGISTRATION PROCESS THROUGH SELF-SERVICE

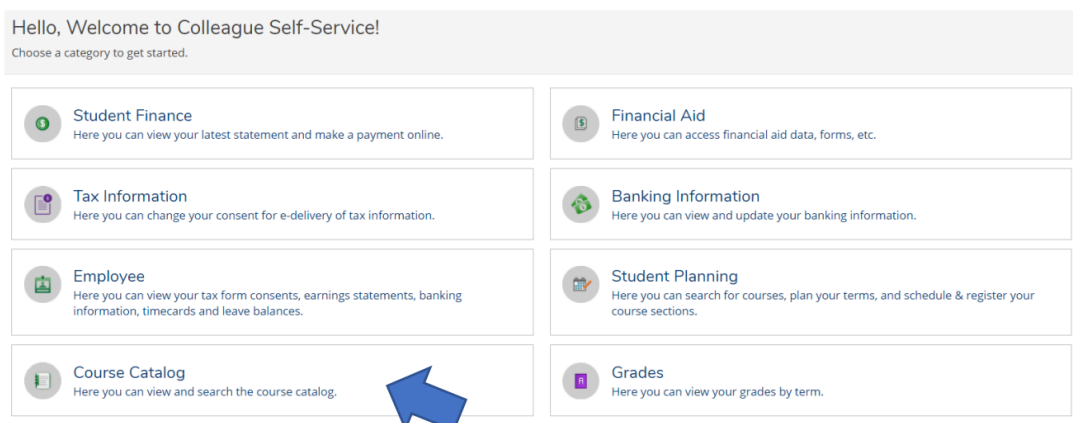
Last Updated: April 15, 2025

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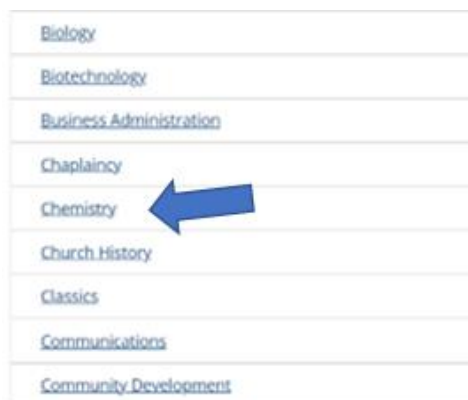
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## Selecting and Registering for Courses

1. Go to <https://www2.acadiau.ca/myacadia.html> and click on the link for **Self-Service**. Log in using your Acadia username and password.
2. From the "Welcome to Colleague Self-Service" page select "Course Catalog"



3. Select a subject for a course (or courses) you're looking for.



4. Select the term you wish to view for available courses

### Filter Results

[Hide](#)

**Availability**

☐ Open and Waitlisted Sections

☐ Open Sections Only

**Subjects**

☒ Chemistry (83)

**Locations**

☐ Wolfville Main Campus (81)

☐ Virtual (3)

**Terms**

☐ 2023 Fall (31)

☐ 2024 Winter (28)

☐ 2023 Summer (4)

☐ 2022/23 Continuous Intake (3)

**Days of Week**

☐ Monday (11)

☐ Tuesday (14)

Filters Applied: [Chemistry](#) [X](#)

**CHEM-0110 Pre-University Chemistry (0 Credits)**

No description available.

**Requisites:**  
None

**Locations:**  
Wolfville Main Campus, Virtual

[View Available Sections for CHEM-0110](#)

**CHEM-1010L CHEM 1013 Laboratory (0 Credits)**

No description available.

**Requisites:**  
CHEM-1013 - Must be taken at the same time as this course.

**Locations:**  
Wolfville Main Campus

**CHEM-1013 General Chemistry 1 (3 Credits)**

An introductory treatment of the fundamentals of chemistry: atoms, molecules; periodic properties of the elements, chemical bonding, and molecular structure equivalent with minimum grade of 60% or permission of the Department. Credit the exception of CHEM 1113. Antirequisite(s): Credit can be obtained for only c

5. When you find a course you want, click the “View Available Sections for ...” link to get a list of offerings for the course.

Find a specific section for the Term you want to add the course to, and click its “Add Section to Schedule” button. A pop-up will ask again if you wish to continue, select “Add Section”. You should see a pop-up in the upper righthand corner saying the course has been added to your plan.

**ENGL-1413 Writing & Reading Critically 1 (3 Credits)**

This course introduces students to fiction, drama, and poetry from a range of periods. Students will develop analytical skills and learn strategies for writing clearly and persuasively.

**Requisites:**  
None

**Locations:**  
Wolfville Main Campus, Class Afloat, Virtual

[Add Course to Plan](#)

[View Available Sections for ENGL-1413](#)

2025 Winter

**ENGL-1413-WI01**  
Writing & Reading Critically 1

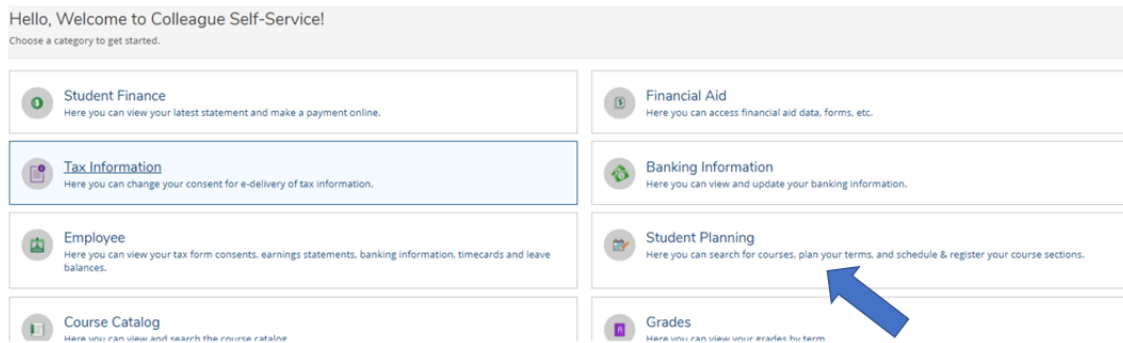
[Add Section to Schedule](#)

| Seats      | Times                                          | Locations                                                   | Instructors                      |
|------------|------------------------------------------------|-------------------------------------------------------------|----------------------------------|
| 1 / 32 / 0 | T/Th 4:00 PM - 5:20 PM<br>1/6/2025 - 4/17/2025 | Wolfville Main Campus, Beveridge Arts Centre 203<br>Lecture | Billy Johnson ( <b>Lecture</b> ) |

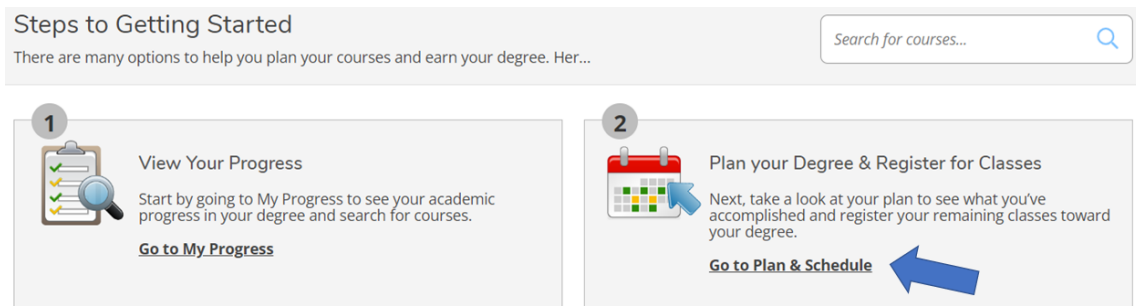
Add course to plan adds a "placeholder" to note that you might want to take a course, without adding a specific section.

If you want to register for the course, you will need to select a specific section.

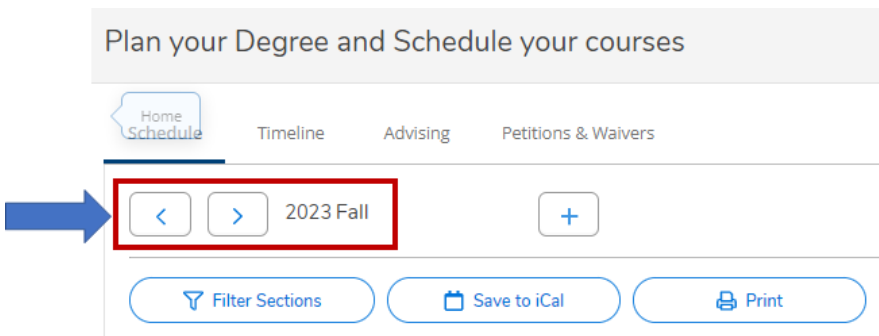
6. Once you've selected your courses for the term, go back to the Self-Service home page (house icon on the left) and select "Student Planning".



7. Select "Go to Plan and Schedule"



8. Change your term selector to the term you wish to see (eg. 2025 Fall) using the forward arrow



9. The courses you've picked should now be visible on your plan, and are listed on the left-hand side of the page.

- To register for all classes for the term, click on the Register Now button.
- To register in a specific class, click the Register button for the class.
- To drop a class you're registered in, click the "Drop" button for the class.
- To completely remove a class from your plan, click the X button in the top right corner of the class' block.

Plan your Degree and Schedule your courses

Search for courses...

Home Schedule Timeline Advising Petitions & Waivers

2023 Fall

Registers in ALL courses you've chosen for this term → Register Now

Filter Sections Save to iCal Print

Planned: 3 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

**BUSI-1703-FA01: Introduction to Business**

✓ Registered

Credits: 3 Credits  
Grading: Graded  
Instructor: [REDACTED]

Unregister from this course → Drop

Meeting Information

View other sections

**BUSI-2233-FA01: Fundamentals of Finance 2** X

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: [REDACTED]

Completely removes this course →

Meeting Information

Register → Registers in this one specific course

|      | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----|-----|-----|-----|-----|-----|
| 11am |     |     |     |     |     |     |     |
| 12pm |     |     |     |     |     |     |     |
| 1pm  |     |     |     |     |     |     |     |
| 2pm  |     |     |     |     |     |     |     |
| 3pm  |     |     |     |     |     |     |     |
| 4pm  |     |     |     |     |     |     |     |
| 5pm  |     |     |     |     |     |     |     |
| 6pm  |     |     |     |     |     |     |     |
| 7pm  |     |     |     |     |     |     |     |
| 8pm  |     |     |     |     |     |     |     |
| 9pm  |     |     |     |     |     |     |     |
| 10pm |     |     |     |     |     |     |     |
| 11pm |     |     |     |     |     |     |     |

Sections with no meeting time

10. Any courses you are registered in will have a green "Registered" message.

A "Planned" message means you haven't registered in the course yet, but have bookmarked it for possibly registering in later. To sign up for the course, you will still need to register for it using the "Register" button or the "Register Now" button.

## Important Terminology and Clarifications

| Terminology                                                                                                                                                                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Credit hours, credits, "hours"</b>                                                                                                                                                           | Credit granted for completing the course. Formally, we call this " <b>credit hours</b> ", where 1 credit hour <i>normally</i> represents 1 hour per week of contact with the instructor. For example, a course that meets for 3 hours per week normally counts for 3 credit hours.<br>This is often shortened to "credits" or "hours".<br>It is abbreviated with an "h", such as 9 credit hours being abbreviated "9h"                                                                                                  |
| <b>1<sup>st</sup>-Year Standing</b><br><b>2<sup>nd</sup>-Year Standing</b><br><b>3<sup>rd</sup>-Year Standing</b><br><b>4<sup>th</sup>-Year Standing</b><br><b>5<sup>th</sup>-Year Standing</b> | Completed less than 25 credit hours (i.e. 25h) at the undergraduate level.<br>Completed at least 25h but less than 55h at the undergraduate level.<br>Completed at least 55h but less than 85h at the undergraduate level.<br>Completed at least 85h but less than 115h at the undergraduate level.<br>Completed at least 115h at the undergraduate level.                                                                                                                                                              |
| <b>Pre-requisite</b>                                                                                                                                                                            | You must complete a course's pre-requisite(s) before starting the course. You can register for a course that has a pre-requisite as long as you've either completed the pre-requisite already, or will complete the pre-requisite before the course begins.                                                                                                                                                                                                                                                             |
| <b>Co-requisite</b>                                                                                                                                                                             | You must take this co-requisite at the same time as the course. Note: <ul style="list-style-type: none"> <li>Usually, a co-requisite is expected to be taken in the same term as the course.</li> <li>Sometimes, a course will say that a course in another term is a co-requisite, meaning that you must take the two courses, one in each term. (Example: ENGL-1483 and ENGL-1493)</li> <li>Some courses list a requisite which can be taken either at the same time or beforehand (pre- or co-requisite).</li> </ul> |
| <b>Anti-requisite</b>                                                                                                                                                                           | Courses that are anti-requisites of each other cannot be taken for additional credit. <i>Only one</i> course of a set of anti-requisites will count for credit.                                                                                                                                                                                                                                                                                                                                                         |
| <b>Elective</b>                                                                                                                                                                                 | Electives are courses where you can choose what you want to take. Sometimes these are open electives, often phrased as "University Electives", "General Electives", or just "Electives" with no stated constraint, where you can take any course except those your program might not allow you to take. Sometimes, they may be constrained, such as "30h Business Electives", where you can take any 30h of courses from business.                                                                                      |
| <b>Waitlist</b>                                                                                                                                                                                 | When a course is full, a waitlist may exist that allows you to add yourself to a line-up to get into the course when space is available. When a space becomes available you will receive an email and have 48 hours in which to finalize your registration. Please see video link: <a href="#">Watch 'Student Registration'   Microsoft Stream (Classic)</a>                                                                                                                                                            |
| <b>"Planned" vs. "Registered"</b>                                                                                                                                                               | <p><b>"Planned"</b> means that you have bookmarked the course or course section to make it easier to register later. It means you're considering taking the course, but are not registered in it.</p> <p><b>"Registered"</b> means you are actually signed up for the course.</p> <p><b>When you add a section to your schedule, it is only <i>planned</i>. You still need to <i>register</i> for it in order to actually be enrolled in it.</b></p>                                                                    |

## Common Problems and Solutions

| Problem                                                                                                                                                                         | Solution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| There's a course I want to take, but <b>the course doesn't have a "View Available Sections"</b> , or doesn't have sections in a term for this year.                             | We don't offer every course every year, and if there aren't available sections, it's not currently expected to be offered this year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| I <b>clicked the Register button</b> for a course section, <b>but it still only says "Planned"</b>                                                                              | <p>Click the Register button again, and then scroll up to the top of the page. An error message should appear in a yellow'ish box in the top right of the page. It should help clarify the issue.</p> <p>Common causes:</p> <ul style="list-style-type: none"> <li>• Not having completed a pre-requisite (or haven't signed up for a Winter term course's pre-requisite in the Fall term before the course)</li> <li>• The section being restricted to students in certain programs.</li> <li>• Signing up for too many courses – for undergraduate study, there's a limit of either 15h or 18h per term, depending on your Acadia GPA.</li> <li>• The department may require a "petition" or "instructor consent". In those cases, contact your academic department.</li> <li>• Still owing tuition for a previous year. In this case, contact Student Accounts.</li> </ul> |
| When I click on the Register button for a <b>course that has a lab</b> , it fails, telling me I require the lab co-requisite. The same happens if I try to sign up for the lab. | Make sure both the course and its lab are in your schedule/plan. Then, in "Plan and Schedule", go to the term they're in, and click the Register Now button.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| My <b>Progress Report</b> has a course that says <b>"(Possible Replacement)"</b> and might not be counting it for credit.                                                       | <p>This is usually because you also have a "course placeholder" in your schedule for the same course. If the course placeholder is deleted, the error will go away. You can tell if something is a course placeholder by its name. "COMP-1113-FA01" is a course section, but "COMP-1113" with nothing after it would be a course placeholder.</p> <p>The other common reason is if you may be taking another section of that course, and either haven't completed and received a grade for either the new version or the old one. Once you've received a final grade for all sections of that course, the issue will resolve itself on its own.</p>                                                                                                                                                                                                                           |