Registering for Your First Semester at CCU Using Student Planning

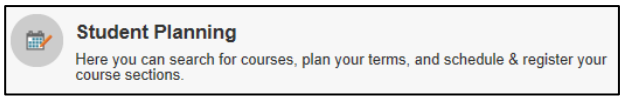
Student Planning Video

To view a 2-minute video to learn how to register for your first set of classes using Student Planning, visit http://www.ccu.edu/ccu/registeringnewstudents/.

Accessing Student Planning

To access Student Planning:

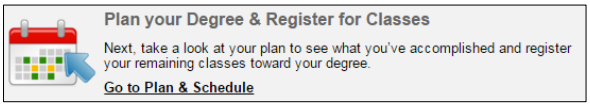
1. Go to http://selfservice.ccu.edu/.
2. Login with your Student ID and password. If you do not know what those are, call our Tech Support team during normal business hours at 303-963-3444.
3. Once logged in, click the **Student Planning** link.



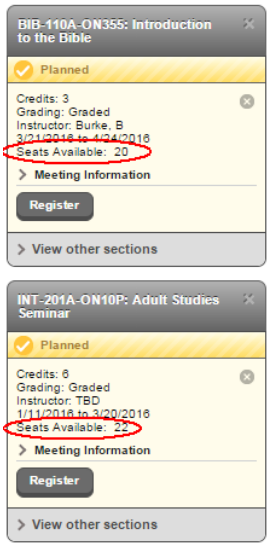
Registering for Your Planned Courses

Your Enrollment Counselor should have placed one or more courses on your plan for your first semester at CCU. You simply need to register for those courses. To do that:

1. Click **Go to Plan & Schedule** on the right.
2. Using the arrows to the left of the term ( ), navigate to the semester you are registering for.

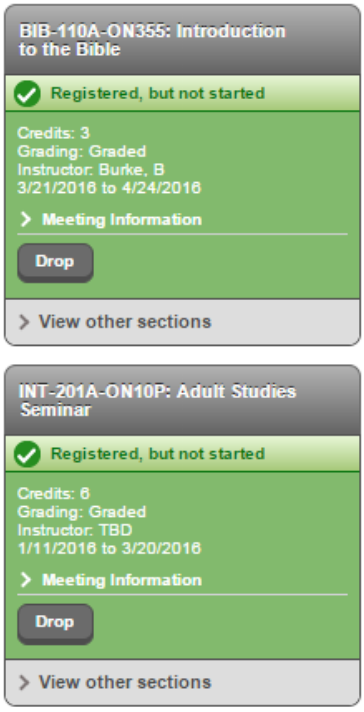


3. Before you can register, you will need to ensure that your emergency information is up to date. If it is not up to date, you will see a red notification at the top of the window telling you to Update EMER Info here. You must update your emergency information before attempting to register!
4. On the left, you will see the courses that your Enrollment Counselor has placed on your plan.
5. Make note of the **Seats Available** for each planned course. If that number is 0, please contact your Enrollment Counselor for assistance in finding a different section.
6. To register for your planned sections, click **Register Now** ( ) in the top right corner.



7. Once you are successfully registered, each of your courses will appear in green on your plan with the words **Registered, but not started** Registered.

8. If you see a note that says "This class is Full," as long as you also see "Registered, but not started" next to it, you can rest assured that you are successfully registered for the course.



Printing Your Class Schedule

Once registered, you can print your course schedule:

1. From the **Plan & Schedule** Plan & Schedule tab, click **Print** Print on the menu above.
2. Use your browser's Print icon or on your keyboard, hit **Ctrl – p** (shortcut to print).
3. You can also get your class schedule on our CCU Mobile app. Search for Colorado Christian in your phone's app store to download the CCU Mobile app.

Getting Help

If you experience any issues with Student Planning, please contact your Enrollment Counselor. The main number for CAGS enrollment is 303-963-3311.