

USING COLLEAGUE
SELF SERVICE
COURSE CATALOG

My UCC: Select Self Service:



The screenshot shows the 'my UCC' application interface. At the top left is the 'my UCC' logo. Below it is a navigation menu with 'My Apps' selected, and sub-items for 'School', 'Owls NEet', 'Add section', and 'Notifications'. A search bar at the top center contains the text 'Search your apps'. The main area is titled 'School' and contains a grid of application tiles. A large blue arrow points from the left towards the 'Self Service' tile, which is circled in blue. The tiles include: Union County College, Office365 Mail, Office365 Word Online, Office365 Excel Online, Office365 Calendar, Office365 OneDrive, Cisco Webex, Web Meetings, Canvas, DocuSign, Libraries, Self Service, ellucian, Advise TEST, Office 365, Office365 Office Portal, Office365 SharePoint Online, Advise, Curriculog, Advise Faculty Portal, Student Orientation, ellucian Recruit, CRM Recruit - PROD, ellucian Recruit, CRM Recruit - TEST, Campus Virtual Desktop, Owlcast, and Microsoft Services Hub Learning.

SELF SERVICE HOMEPAGE:

The options (categories) available to you will differ especially if you are a former or current student.

Hello, Welcome to Self-Service!
Choose a category to get started.

| | |
|--|--|
|  Student Finance Here you can view your latest statement and make a payment online. |  Financial Aid Here you can access financial aid data, forms, etc. |
|  Tax Information Here you can change your consent for e-delivery of tax information. |  Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances. |
|  Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections. |  Course Catalog Here you can view and search the course catalog. |
|  Grades Here you can view your grades by term. |  Graduation Overview Here you can view and submit a graduation application. |
|  Enrollment Verifications Here you can view and request an enrollment verification. |  Transcript Requests Here you can view and request a transcript. |
|  Academic Attendance Here you can view your attendances by term. |  Advising Here you can access your advisees and provide guidance & feedback on their academic planning. |
|  Faculty Here you can view your active classes and submit grades and waivers for students. |  Financial Management Here you can view the financial health of your cost centers and your projects. |
|  Student Finance Admin Here you can view the Student Finance information as a student would so you can help the student with any questions. | |

SELECT COURSE CATALOG:

 **Course Catalog**
Here you can view and search the course catalog.

SEARCH FOR COURSES AND COURSE SECTIONS PAGE: The current default tab is Subject Search. The Advanced Search tab guidance will follow the Subject Search guidance.

Mouse-click on the Subject you want to search.

Search for Courses and Course Sections

Subject Search Advanced Search

Search for a course subject:

Accounting

Administrative Support

Allied Health

FILTER RESULTS: A list of courses for the subject selected is displayed on the right. From here you can select additional filters from the options on the left. Each time you add an additional filter, the results on the right reflect those selections. **NOTE: Only terms that are open for registration will be available in Subject Search.**

You can “**View Available Sections**” by clicking on that area of the course result.

The screenshot displays a web interface for searching courses and sections. At the top, it says "Search for Courses and Course Sections" with a link to "Back to Course Catalog". On the left, a "Filter Results" sidebar is shown with a "Hide" button. The sidebar includes categories like Availability, Subjects, Accounting (9), Locations, Terms, Days of Week, Time of Day, Instructors, Academic Levels, Course Levels, Course Types, Topics, and Instruction Type. The "Accounting (9)" filter is selected. On the right, under "Filters Applied: Accounting x", three course results are listed: ACC-103 Accounting I (3 Credits), ACC-104 Accounting II (3 Credits), and ACC-203 Inter Accounting I (3 Credits). Each course listing includes a description, prerequisites, and a "View Available Sections" button. The "View Available Sections" button for ACC-103 is highlighted in yellow.

Search for Courses and Course Sections
[Back to Course Catalog](#)

Filter Results Hide

Availability ▼

Subjects ▲

Accounting (9)

Locations ▼

Terms ▼

Days of Week ▼

Time of Day ▼

Instructors ▼

Academic Levels ▼

Course Levels ▼

Course Types ▲

Topics ▲

Instruction Type ▲

Not Online (5)

Filters Applied: Accounting x

ACC-103 Accounting I (3 Credits)
Theory of debit and credit, the purpose and use of a balance sheet, i
Financial Accounting Theory. Equivalent course may be substituted. f

Requisites:
ENG-097 - Must be completed prior to taking this course.

[View Available Sections for ACC-103](#)

ACC-104 Accounting II (3 Credits)
This course is a continuation of ACC 103. Topics include accounting fi
differentials. Analysis of financial statements is a critical topic covere
week. 3 credit hours.

Requisites:
ACC-103 - Must be completed prior to taking this course.

[View Available Sections for ACC-104](#)

ACC-203 Inter Accounting I (3 Credits)
This course covers the application of accounting theory to the classif
per week. 3 credit hours.

Requisites:
ACC-104 - Must be completed prior to taking this course.

[View Available Sections for ACC-203](#)

“View Available Sections” Results: The filters selected appear in the green buttons above the results. For students and advisors, there are options to “Add Course to Plan” and “Add Section to Schedule”.



Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Results

- Availability
 - Open Sections Only (14)
- Subjects
 - Accounting (4)
- Locations
 - Cranford Campus (4)
- Terms
 - 2021 Fall Session (4)
- Days of Week

Filters Applied: [Accounting \(4\)](#) [Cranford Campus \(4\)](#) [2021 Fall Session \(4\)](#) [Open Sections Only \(14\)](#) **Selected Filters**

ACC-103 Accounting I (3 Credits)
Theory of debit and credit; the purpose and use of a balance sheet, income statement, controlling accounting accounts, subsidiary ledgers, and special journals. Description of negotiable instruments, worksheets, depreciation methods, accounting for accruals and deferrals, and accounting for inventories.
Financial Accounting Theory. Equivalent course may be substituted. Permission of Division Dean's office.
Prerequisite:
ENG-097 - Must be completed prior to taking this course.

[View Available Sections for ACC-103](#)

2021 Fall Session

| Section | Times | Locations | Instructors |
|-----------------------------|-------|-----------|-------------|
| ACC-103-003 Accounting I | | | |

ADVANCED SEARCH: The Advanced Search is very much like the Search for Sections page in Web Services. Selection criteria is self-explanatory. After entering the search criteria, click the blue Search button at the bottom of the page. **NOTE: The available terms for selection are set by the Registrar's office.**

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

| | | |
|-------------|--------------------|------------------|
| Term | Meeting Start Date | Meeting End Date |
| Select Term | M/d/yyyy | M/d/yyyy |

| | | |
|----------------------|---------------|---------|
| Courses And Sections | | |
| Subject | Course number | Section |
| Subject | Course number | Section |
| Subject | Course number | Section |

+ Add More...

Days Of Week

| | | | |
|-----------------------------------|---------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Sunday | <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday | |

Location

Select Location

Academic Level

Select Academic Level

| | | |
|--------------------|----------------|--------------|
| Time Of Day | Time Starts by | Time Ends by |
| Select Time Of Day | hh:mm AM/PM | hh:mm AM/PM |

Course Type

Select Course Type

Clear Search

ADVANCED SEARCH: The Advanced Search results are the same as for Subject Search.