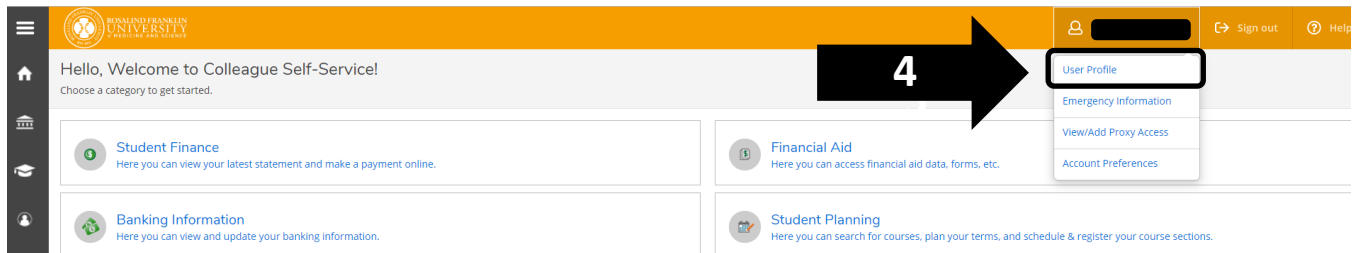


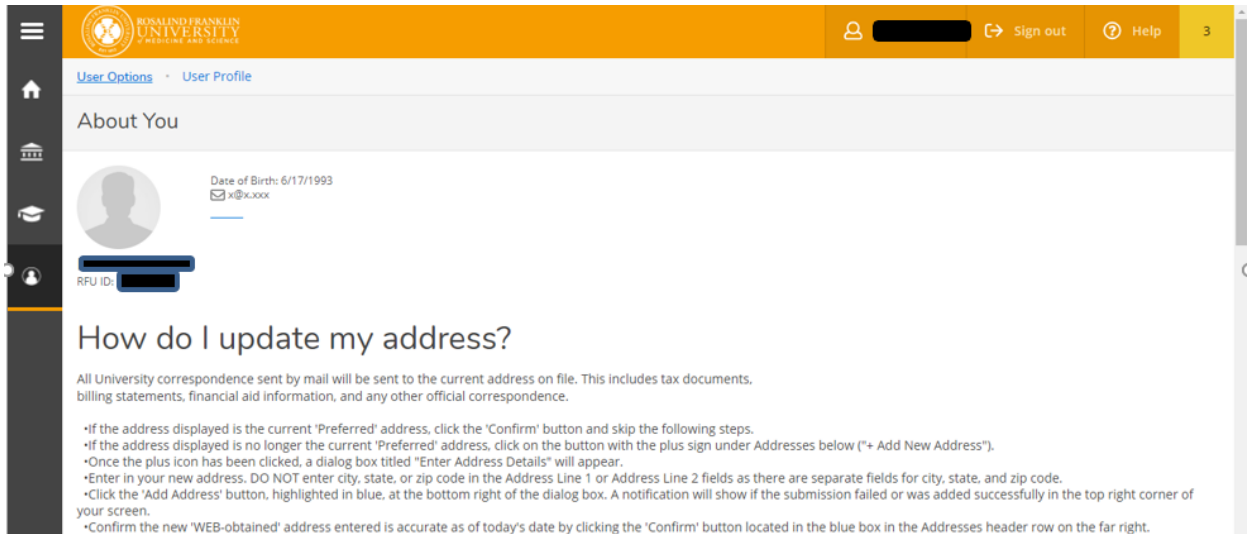
Self-Service Student Registration Instructions

1. **Open an internet window using Chrome. This is the preferred browser for the Self-Service portal.**
2. Go to HelixNet and select the SELF-SERVICE app, or go directly to this link (bookmark this page for future use): <https://selfservice.rosalindfranklin.edu/Student/Account/Login>

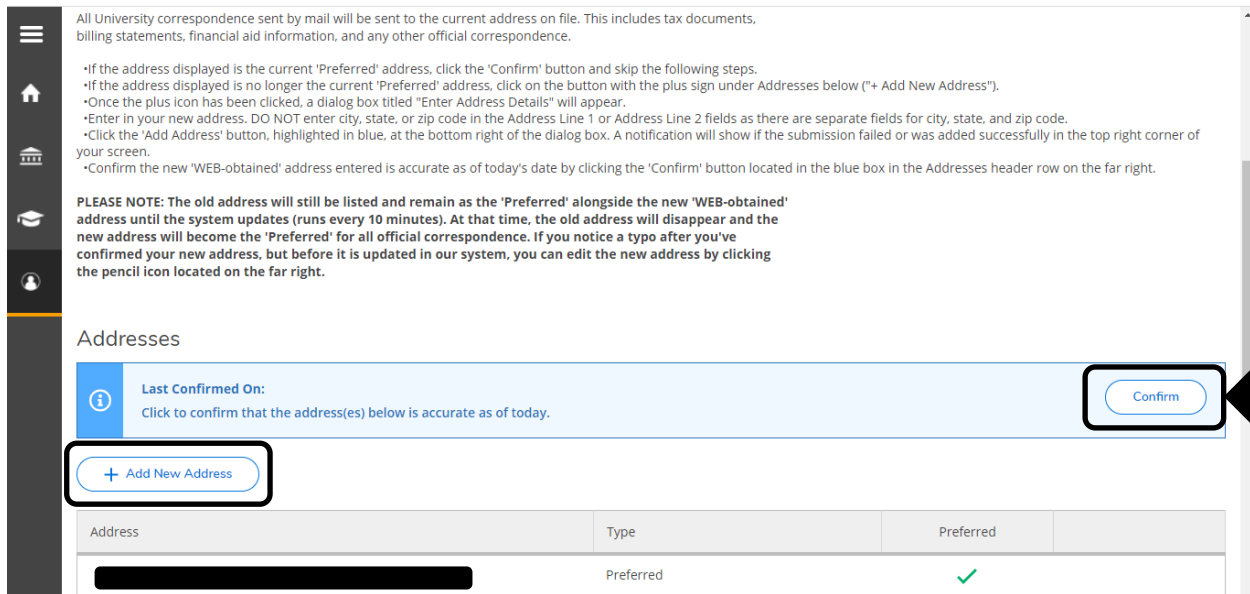


3. Login with your HelixNet login credentials.
4. **First be sure your address, emergency contact information, and phone number is updated and confirmed every quarter by clicking your username in the upper right of the top bar and selecting “User Profile and Emergency Information” from the drop-down menu. You will not be allowed to REGISTER if this information is not updated or confirmed every 90 days (every quarter), so follow the instructions on those pages. Click on User Profile and scroll to the middle of the page.**





- Under **Addresses**, click **Confirm** if the address listed is accurate. If you need to add a new address, click + Add New Address. Once confirmed, the blue bar will say **Last Confirmed On: Date Confirmed**



- Scroll down further to where you see Phone Numbers.
 - Under **Phone Numbers**, click **Confirm** if the phone number listed is accurate. If you need to add a new phone number, click + Add New Phone. Once confirmed, the blue bar will say **Last Confirmed On: Date Confirmed**

Email Addresses

Last Confirmed On:
Click to confirm that the email(s) below is accurate as of today. Confirm

Email	Type	Preferred
x@x.xxx	Official RFUMS Account	✓

Phone Numbers

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. Confirm

+ Add New Phone

Phone Number	Type
--------------	------

- After updating or confirming your address and phone number, scroll back to the top and click on **Emergency Information**.

Rosalind Franklin University of Medicine and Science

[User Options](#) · [User Profile](#)

About You

Date of Birth: 6/17/1993
x@x.xxx

RFU ID: [Redacted]

How do I update my address?

[Emergency Information](#)

- Under Emergency Contacts, click **Confirm** if the Emergency Contact listed is accurate. If you need to add a new emergency contact, click + Add New Contact. Once confirmed, the yellow bar will turn blue and say **Last Confirmed On: Date Confirmed**.

Rosalind Franklin University of Medicine and Science

[User Options](#) · [Emergency Information](#)

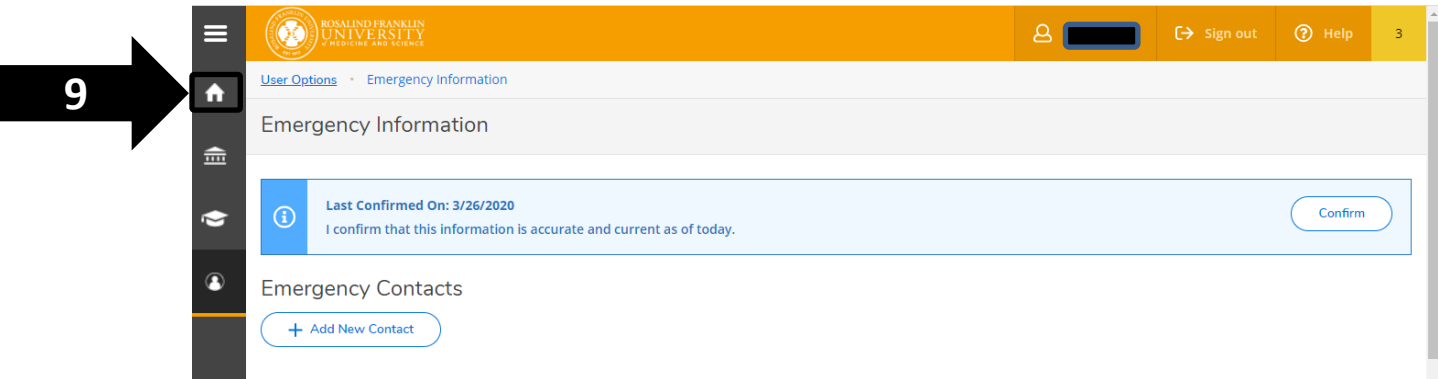
Emergency Information

Not Confirmed
I confirm that this information is accurate and current as of today. Confirm

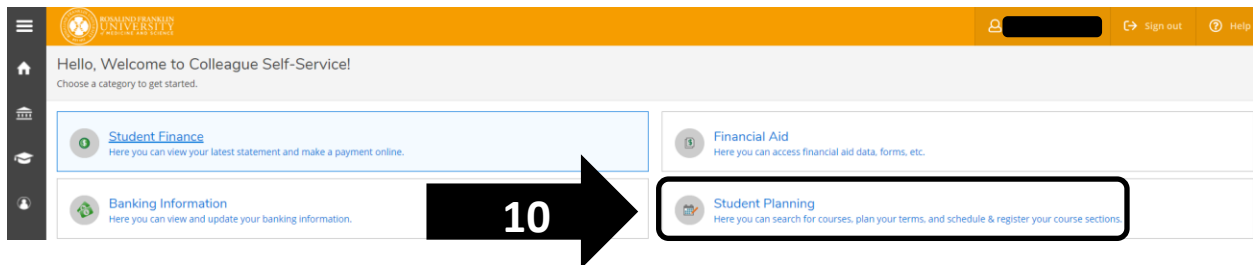
Emergency Contacts

+ Add New Contact

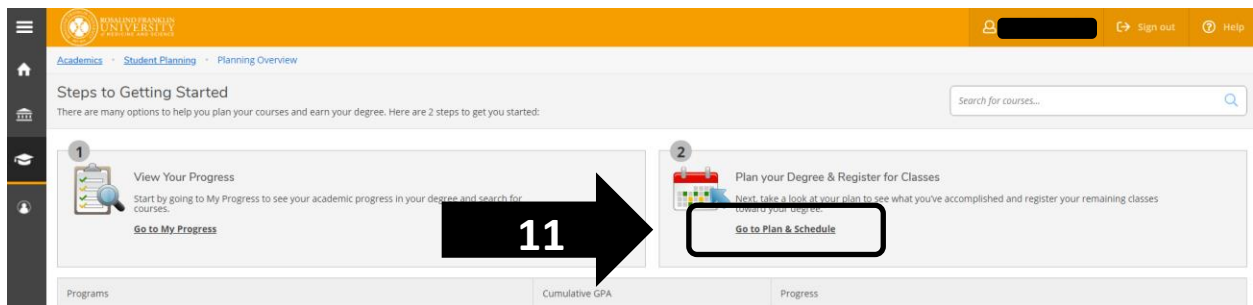
9. Click on the Home icon on the top left corner of the page once done.



10. Click on **Student Planning**.

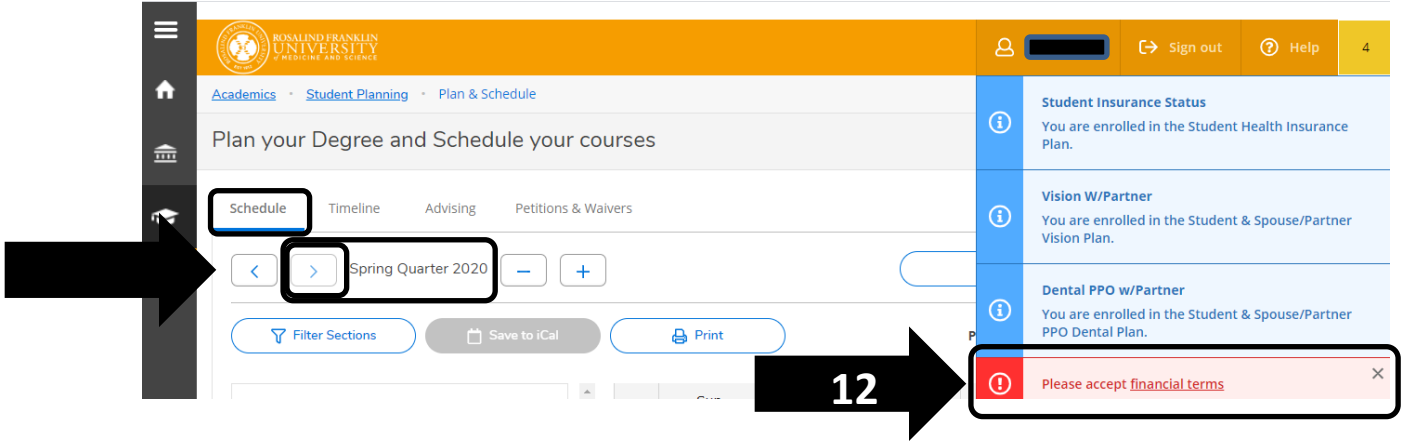


11. Next, click on **Go to Plan & Schedule**

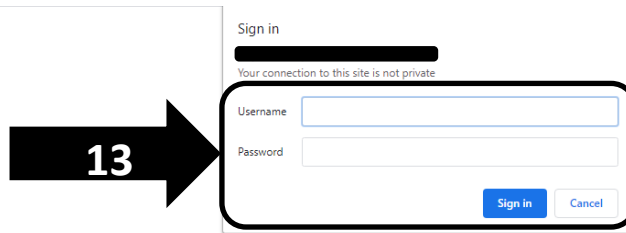


12. This will take you to the **Schedule** page. It will default to the current term. In this example, it is Spring Quarter 2020. Click the right arrow button to go to the correct term if not showing. On

this page, you will see a red warning stating “Please accept financial terms”. This is a new requirement that must be completed once a year in order to register for classes. Click on financial terms. If you completed this step already in the last year, it will not appear and you can skip to step 18.



13. Login with your HelixNet login credentials. Click Sign in once complete. – Eliminated with TAC optimization



14. This will take you to the Terms and Conditions Page. Read through the page by scrolling down the page.

TERMS AND CONDITIONS

20SFR

I, the student, agree that I am fully responsible for any charges incurred as a result of registration for classes, other optional services I utilize (such as University health insurance, University housing etc.) and fines or charges incurred as a result of missing required deadlines. I further state that I fully understand and agree to the terms and conditions below.

UNIVERSITY REGULATIONS AND POLICIES

All students are responsible for reviewing, understanding and abiding by the University's regulations, procedures, requirements and deadlines as described in all official University publications. These publications include, but are not limited to, University Policies, University Catalogs, Student Handbooks and the Academic Calendar.

PAYMENT OF FEES

All tuition, fees, charges and University expenses are due at the beginning of each academic term and are the student's responsibility to pay. Payments must be made by the payment deadline posted on the Student Financial Services Calendar.

FINANCIAL HOLD

If complete balance of the balance due is not received by the due date specified on the Student Financial Services Calendar, a financial hold will be placed on the student's record. Students with delinquent accounts will not be allowed to register in subsequent quarters or change enrollment for the current quarter nor will official transcripts or diplomas be released by the University.

PAYMENT PLANS

Students may enroll in an optional monthly payment plan. Students enrolled in the payment plan will be emailed a payment plan statement of scheduled payment due dates by the Office of Student Financial Services. Students must review their RFU account statements to ensure the budgeted payment plan amounts are sufficient to cover their balances with the University. Students are required to pay any outstanding balances above the budgeted payment plan amounts directly to the University by the payment plan due date. If participating in the RFUMS monthly payment plan and payments are not current the plan will be closed and delinquent payments will be charged to the student's account.

15. Once you have reached the bottom of the page, enter your password from your HelixNet credentials. Click **Agree** once Complete.

TERMS AND CONDITIONS

financial arrangements cannot be made. Failure to pay fees, failure to receive financial aid, failure to attend class or refusing financial aid does not constitute an official withdrawal. Enrollment will not be automatically cancelled for failure to pay tuition and fees. Failing grades will be assigned to classes for which students are registered but do not attend. The student will be responsible for all tuition and fees resulting from enrollment in these classes. Withdrawal from the University after the start of the quarter may subject the student to tuition and fee liability in accordance with the Refund of Title IV Funds and the Tuition and Fee Refund Policy. Students are encouraged to discuss the financial implications of their withdrawals with the Office of Financial Services before making the decision to withdraw.

PAYMENT METHODS

Personal check: A student whose check is returned from the bank unpaid may be required to pay with certified funds in the future. E-check: Electronic check payment may be made for the amount due online at Student Self Serve - Student Finance? There is no processing fee associated with electronic check payments. A student whose electronic check is returned from the bank unpaid may be required to pay with certified funds in the future. Visa, American Express, MasterCard and Discover: Credit card payments may only be made online under "Make a Payment" under the Student Finance option on Self Service. Payment will be accepted on the student's account up to the credit limit of the cardholder and may not exceed the amount due. A 2.5% convenience fee will apply to the amount of the payment.

Any payment not honored by the student's bank will result in a \$25 returned payment fee.

DEBT COLLECTION

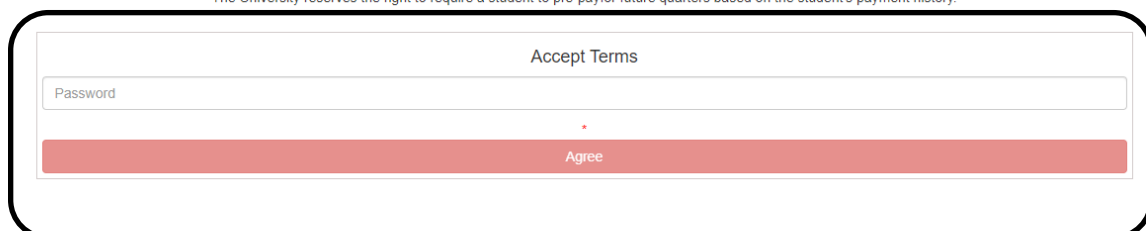
The University will pursue any and all collection efforts and practices including referring the account to collection agencies and/or attorneys and reporting to credit bureaus. The student is responsible for all additional collection charges associated with the collection of the debt including but not limited to: collection agency fees, reasonable attorney's fees, court costs and all other charges allowed by law. Once an account has been referred to a collections agency, the additional collection fees cannot be removed from the account and the student must make all payment arrangements with the collection agency.

BANKRUPTCY

Tuition and other related fees may not be dischargeable in bankruptcy and may survive after the bankruptcy has closed. A student may still owe the debt to the University after the bankruptcy.

PREPAYMENT

The University reserves the right to require a student to pre-pay for future quarters based on the student's payment history.



Accept Terms

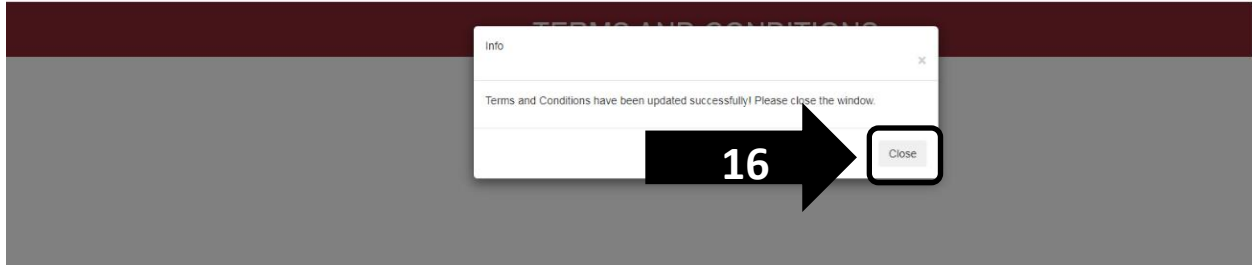
Password

*

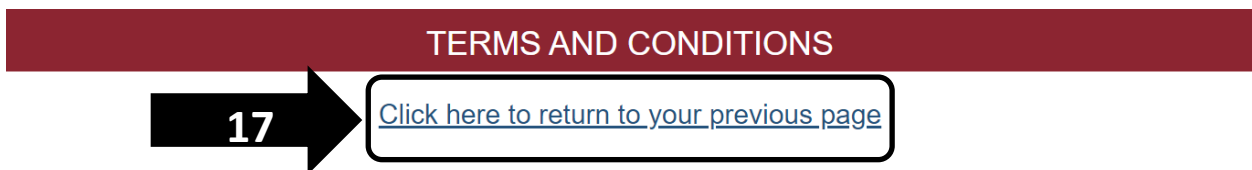
Agree

15

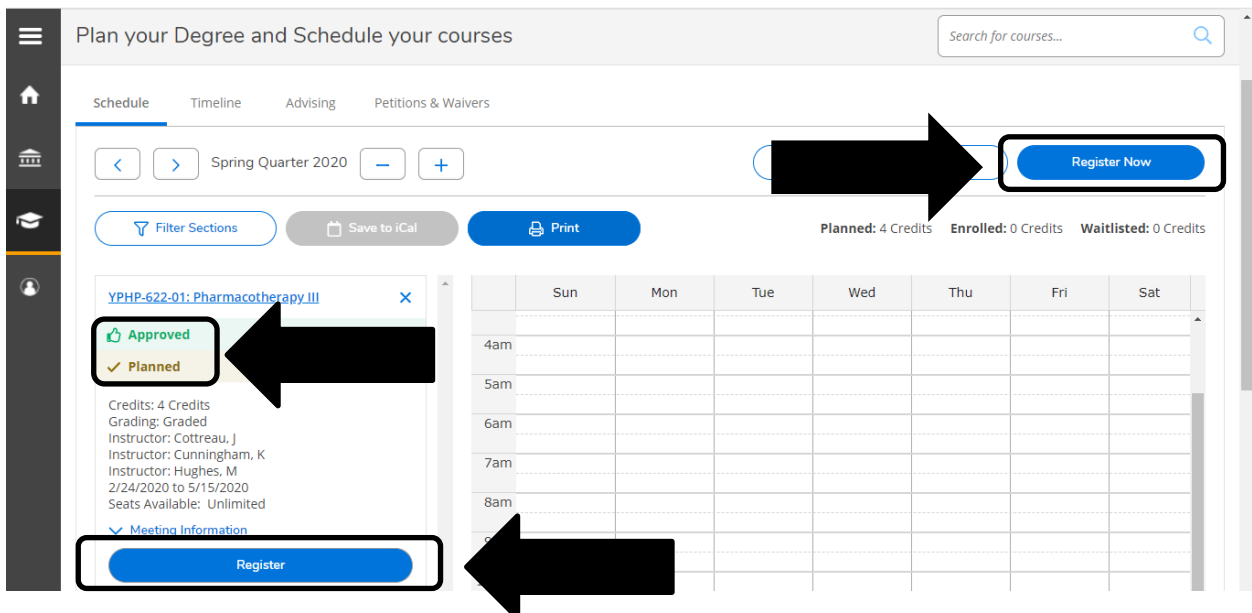
16. You will receive a message stating “Terms and Conditions have been updated successfully! Please close the window”. Click Close.



17. Click on “Click here to return to your previous page”.



18. This will take you back to the Schedule page where you can finalize your registration. You can see which course(s) have been planned and approved by your advisor as indicated by the thumbs up **Approved** and check **Planned** icons. At this point, to complete the registration process, click on the **Register** button. There is also a **Register Now** button on the top right corner, which will allow you to register for multiple planned and approved courses at once.



Congratulations! This completes the registration process. You can confirm you are registered by the **Registered**, but not started if the term has not started. If the term has started, it will say **Registered**.

The screenshot shows a web interface for planning a degree and scheduling courses. The main header is "Plan your Degree and Schedule your courses" with a search bar on the right. Below the header, there are navigation tabs: "Schedule" (active), "Timeline", "Advising", and "Petitions & Waivers". The current term is "Spring Quarter 2020". A "Register Now" button is visible. Below this, there are buttons for "Filter Sections", "Save to iCal", and "Print". The status summary shows "Planned: 0 Credits", "Enrolled: 4 Credits", and "Waitlisted: 0 Credits".

The course card for "YPHP-622-01: Pharmacotherapy III" is displayed. It has a green "Approved" status and a "Registered" status with a checkmark. A large black arrow points to the "Registered" status. The course details include: Credits: 4 Credits, Grading: Graded, Instructor: Cottreau, J, Instructor: Cunningham, K, Instructor: Hughes, M, and dates 2/24/2020 to 5/15/2020. There is a "Drop" button at the bottom of the card.

To the right of the course card is a calendar grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for times from 8am to 2pm.