

Barry University
Self-Service Student Reference Guide



41 South Haddon Avenue, Suite 7
Haddonfield, NJ 08033
888.864.3282

By: Mollie Kaggia

Date: February 2022

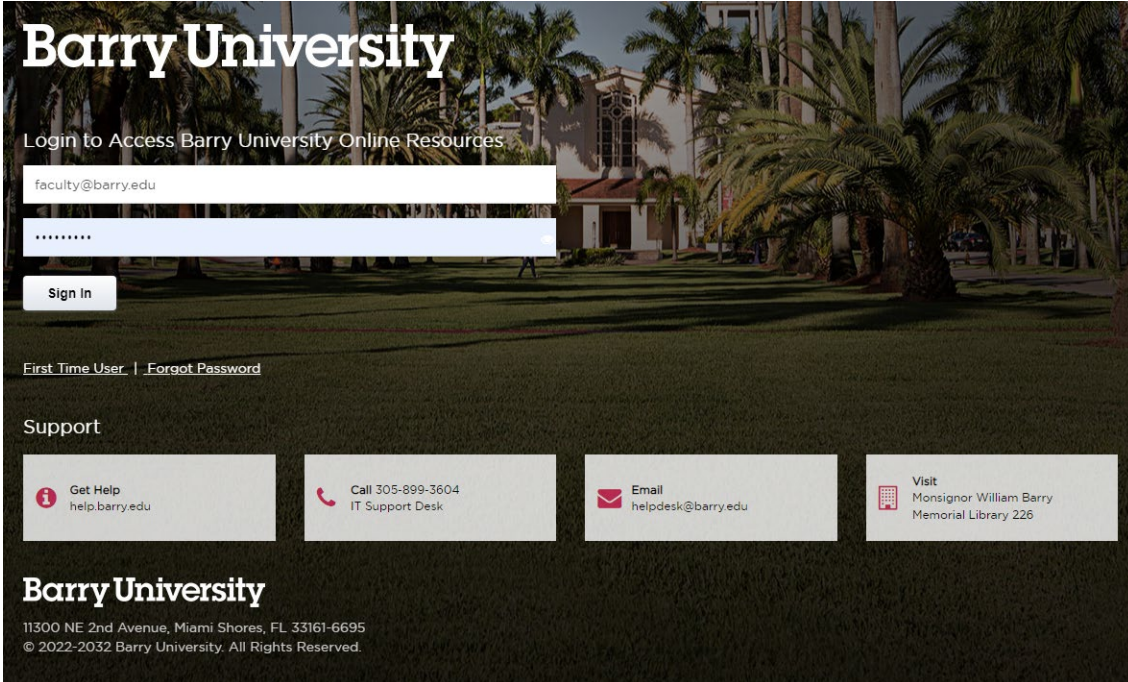
Table of Contents

Logging In	3
Home.....	4
Planning Overview	4
Schedule.....	5
My Progress	5
At a Glance	6
View New Program	6
Requirements.....	7
Add Course to Plan.....	9
Add Section to Plan	10
Plan & Schedule	11
Schedule.....	11
Add Term.....	12
Add Course to Plan.....	12
Register for a Course.....	13
Timeline.....	15
Advising.....	15
Emergency Contact	17

Welcome to the new Student Self-Service Portal!

As Barry University transitions from WebAdvisor to Self-Service, Students can use Student Planning to map out the course path and register for classes. Student Planning allows students to see requirements for their degree and add classes accordingly, it also gives an easy way to communicate with advisors for any questions and approvals.

Logging In

The image is a screenshot of the Barry University login page. The background is a photograph of a campus with palm trees and a building. At the top left, the text "Barry University" is displayed in a large, white, serif font. Below this, the text "Login to Access Barry University Online Resources" is shown in a smaller, white, sans-serif font. There are two input fields: the first is for the email address, containing "faculty@barry.edu", and the second is for the password, represented by a series of asterisks. Below the password field is a white button with the text "Sign In" in black. Underneath the login fields, there are two links: "First Time User" and "Forgot Password", both in a small, white, sans-serif font. Below these links is a section titled "Support" in a white, sans-serif font. This section contains four white boxes with icons and text: 1. An information icon (i) next to "Get Help" and "help.barry.edu". 2. A telephone icon next to "Call 305-899-3604" and "IT Support Desk". 3. An email icon next to "Email" and "helpdesk@barry.edu". 4. A location pin icon next to "Visit", "Monsignor William Barry", and "Memorial Library 226". At the bottom of the page, the "Barry University" logo is repeated in a white, serif font, followed by the address "11300 NE 2nd Avenue, Miami Shores, FL 33161-6695" and the copyright notice "© 2022-2032 Barry University. All Rights Reserved." in a small, white, sans-serif font.

The Self-Service login screen can be found at <https://studentportal.barry.edu/Student/Account/Login>. This will redirect to Barry's quick launch Single Sign On form. To log in, enter your Barry email and password and press **Sign In**. It will then redirect back to Self-Service.

Home

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

Notifications

Title	Details	Link
Documents Required	There are 2 requests from your institution that require your action.	View required documents

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.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

After logging into Self-Service, you will see the home screen. From the home screen, you can access the student planning page by selecting **Student Planning** as outlined above. Click the Student Planning tab to get to **Planning Overview**.

Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps...

1

View Your Progress
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)

2

Plan your Degree & Register for Classes
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
BSN Nursing	3.505 (2.000 required)	<div></div>

Spring Term 2022 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							

In **Planning Overview** view your current term schedule, program, cumulative GPA, academic progress and access **My Progress** and **Plan & Schedule**.

Schedule

Spring Term 2022 Schedule							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am					NUR-432-02		
10am							
11am							
12pm							
1pm				NUR-438-02			
2pm			NUR-422-02				
3pm							
4pm							


At the bottom of **Planning Overview**, there is a calendar grid that show all currently registered or planned courses for the term.

My Progress

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 ste...

1




View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Click **Go to My Progress** to view academic progress towards your degree and search for courses

At a Glance

My Progress Search for courses...

< > BSN Nursing (1 of 1 programs) View a New Program

At a Glance Print

Cumulative GPA:	3.505 (2.000 required)
Institution GPA:	3.505 (0.000 required)
Degree:	B.S. in Nursing
Majors:	Nursing
Minors:	Biology
Departments:	Nursing
Catalog:	2020
Anticipated Completion Date:	9/4/2024

Description
Bachelor of Science in Nursing

Program Notes
[Show Program Notes](#)

Program Completion must be verified by the Registrar.

Lists a student's cumulative GPA, institution GPA, degree, major, minors, anticipated completion date, etc. Students can search for courses in the upper right corner to add to their schedule. View requirements for a new program by clicking **View a New Program**. Description provides the detailed name of a program.

View New Program

Academic Programs

View the degree requirements for any program you are interested in, by searching and selecting a program below.

Search for a program:

☐ Ba Advertising & Public Relations

☐ BA Advertising & Public Relations ADV Track

☐ BA Advertising and Public Relations

☐ BA Art

☐ BA Communication and Media Studies

Cancel View Program

View a New Program brings up **Academic Programs**, where you can view and compare degree requirements for any program by searching and selecting a program in the search box. Once selected click **View Program** to compare to current academic track.

My Progress

Search for courses...

<

>

BA Theatre

X

(2 of 2 programs)

View a New Program

i

You are not enrolled in this program. The display of this program information is unofficial and temporary and it will be removed as you leave or refresh this page.

At a Glance

Print

Cumulative GPA:

3.505

Institution GPA:

3.505 (0.000 required)

Degree:

Bachelor of Arts

Majors:

Theatre

Departments:

Fine Arts

Catalog:

2021

i

Program Completion must be verified by the Registrar.

Description

Bachelor of Arts in Theatre

Program Notes

[Show Program Notes](#)

The new program will appear at the top next to the arrows. Use the arrows to switch between your current program and alternative program to compare requirements. The X button will delete an alternate program from the list.

Requirements

Requirements

Expand All

▼

Nursing Major

Complete the following item. ⚠ 0 of 1 Completed. [Show Details](#)

NURP Distribution Requirements

Complete all of the following items. ✓ 6 of 6 Completed. [Show Details](#)

Minimum of 120 Credits


Complete the following item. ⚠ 0 of 1 Completed. Fully Planned [Show Details](#)

Biology Minor


Complete all of the following items. ✓ 3 of 3 Completed. [Show Details](#)

Other Courses


Requirements list all required courses to complete a program. Requirements range from required courses for a particular major, minor, program, minimum number of credits to graduate and school requirements. At the bottom **Other Courses** list all courses that did not fall into this active program. Requirements are based on the program and catalog year.


Requirements [Expand All](#) 

Nursing Major

Complete the following item.  **0 of 1 Completed.** [Hide Details](#)

A. Nursing Major 2019

Complete all of the following items.  **0 of 1 Completed.** [Hide Details](#)

 **10 of 17 Courses Completed.** [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Completed	NUR-207 ESSENTIALS OF NUR EDUCATION		A	20/04	2
✓ Completed	NUR-313 PATHOPHYSIOLOGY		B	20/04	4
✓ Completed	NUR-323 HLTH ASSESSMENT HLTH PROMOTIO		B	20/04	4

Click **Expand All** to detail into each programs specific course requirements. Click **Show Details** to list all courses required for your major. Use the **Search** button to search courses and sections related to that program.

✓ Completed	NUR-335	PCC: ADULT/ELDERLY NURSING I	C	21/02	5
✓ Completed	NUR-418	FCC: PARENT/CHILD NURSING	C	21/04	4
🔄 In-Progress	NUR-343	PCC: ADULT/ELDERLY II		21/04	6
🔄 In-Progress	NUR-416	FCC:MOTHER/BABY &WOMENS HLTH		21/04	4
🔄 In-Progress	NUR-432	PCC: HIGH ACUITY NURSING		22/01	5
🔄 In-Progress	NUR-438	NURSING LEADERSHIP & MGMT		22/01	3
🔄 In-Progress	NUR-422	POPULATION CENTERED NUR&HLTH		22/01	5
ⓘ Not Started	NUR-456	PROFESSIONAL ROLE TRANSITION			
ⓘ Not Started	NUR-458	SENIOR SEMINAR			

Course status shows if a course has been completed, fulfilled, in-progress, planned or not started. Also lists grade, term and credits completed. To add a course that is **Not Started** in a program, click the course name and it will bring up that course where you can see and select a particular section to add.

Add Course to Plan

Filter Results [Hide](#)

Subjects [^](#)

☐ Nursing (1)

Locations [^](#)

☐ Baptist Hospital (1)

☐ BU - Main Campus (1)

Terms [^](#)

Filters Applied: None

NUR-456 PROFESSIONAL ROLE TRANSITION (3 Credits) [Add Course to Plan](#)

This is a clinical immersion capstone course which provides the student the opportunity to synthesize previous learning while further developing the knowledge, skills, and attitudes of a beginning professional nurse. Students transition to the role of a graduate nurse with the guidance of a preceptor in a selected area of practice. Prerequisite for Traditional Option: NUR 432. Corequisite: NUR 458. Prerequisites for Accelerated Option: NUR 343, NUR 418, NUR 422. Corequisites: NUR 432, NUR 438, NUR 458.

Requisites:
None

[View Available Sections for NUR-456](#) [v](#)

Clicking a course name in a program takes you to the course catalog where you can add courses and sections. Click **Add Course to Plan** to add the course to your plan.

Filter Results [Hide](#)

Filters Applied: None

Course Details

NUR-456 PROFESSIONAL ROLE TRANSITION

This is a clinical immersion capstone course which provides the student the opportunity to synthesize previous learning while further developing the knowledge, skills, and attitudes of a beginning professional nurse. Students transition to the role of a graduate nurse with the guidance of a preceptor in a selected area of practice. Prerequisite for Traditional Option: NUR 432. Corequisite: NUR 458. Prerequisites for Accelerated Option: NUR 343, NUR 418, NUR 422. Corequisites: NUR 432, NUR 438, NUR 458.

Credits 3

Locations Offered TBD

Requisites None

Term [Select a term...](#)

[Close](#) [Add Course to Plan](#)


Add Course to Plan, brings up **Course Details** where it lists course description, credits, pre-requisites, and a drop-down menu to select term. Once the term is selected click **Add Course to Plan** to add to your plan.

*Any courses added that do not fit into any program requirement will show up in **Other Courses** at the bottom of the requirements section. If you are on Financial Aid, taking courses outside of your program can impact your Financial Aid eligibility and Satisfactory Academic Progress status.

Add Section to Plan

View Available Sections for NUR-456


Spring Term 2022

[NUR-456-AO](#)  [Add Section to Plan](#)

PROFESSIONAL ROLE TRANSITION
Runs from 3/7/2022 - 4/6/2022

Seats	Times	Locations	Instructors
8	F TBD 3/7/2022 - 4/6/2022	BU - Main Campus Clinical-InPerson	Hernandez-Pupo, N (Clinical-InPerson)

Fall Semester 2022

[NUR-456-01](#)  [Add Section to Plan](#)

PROFESSIONAL ROLE TRANSITION

Click **View Available Sections** to view all available sections for a particular course in a term. Click **Add Section to Plan** to add a course section to a program/plan.

☐ Baptist Hospital (1)
☐ BU - Main Campus (1)

Terms
☐ Fall Semester 2022 (1)
☐ Spring Term 2022 (1)

Days of Week
☐ Friday (1)

Time of Day
Starts by Ends by

Instructors
☐ Hernandez-Pupo, N (1)

Section Details
NUR-456-AO PROFESSIONAL ROLE TRANSITION
Spring Term 2022

Instructors Hernandez-Pupo, N nhernandezpupo@barry.edu

Meeting Information F
3/7/2022 - 4/6/2022
BU - Main Campus, TBD (Clinical-InPerson)

Dates 3/7/2022 - 4/6/2022

Seats Available 8 of 16 Total

Credits 3

Grading Pass/Fail

Requisites None

[Close](#) [Add Section](#)

[Add Section to Plan](#)

Instructors
Hernandez-Pupo, N
(Clinical-InPerson)

[Add Section to Plan](#)

Add Section to Plan brings up **Section Details** which provides all section details including instructor information, additional course fees and books required. Click **Add Section** to add section to your plan.

In-Progress	NUR-438	NURSING LEADERSHIP & MGMT	22/01	3
In-Progress	NUR-422	POPULATION CENTERED NUR&HLTH	22/01	5
Planned	NUR-456	PROFESSIONAL ROLE TRANSITION	22/01	3
Not Started	NUR-458	SENIOR SEMINAR		

Once a course section is added it is marked as **Planned** in program requirements.

Plan & Schedule

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 ste...

1

View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2

Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Click **Go to Plan & Schedule** to plan and register for classes.

Schedule

Plan your Degree and Schedule your courses

[Schedule](#)
[Timeline](#)
[Advising](#)

<

>

Spring Term 2022

+

Register Now

Filter Sections

Save to iCal

Print

Planned: 3 Credits

Enrolled: 13 Credits

Waitlisted: 0 Credits

[NUR-422-02: POPULATION CENTERED NUR&HLTH](#)

✓ Registered

Credits: 5 Credits
Grading: Graded
Instructor: Collins, C
1/10/2022 to 5/6/2022

Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am							
10am							
11am							
12pm							

Schedule tab list all registered and planned course for the term selected. It displays all classes in a calendar grid for easy planning. Students can filter classes, register for sections, and print their course schedule. Using the arrows, students can cycle through all terms that have registered classes.

Add Term

The screenshot shows a web interface for managing a course plan. At the top, there are navigation buttons for previous and next terms, and a dropdown menu currently set to 'Spring Term 2022'. A 'Register Now' button is in the top right. Below this, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right, it shows 'Planned: 3 Credits', 'Enrolled: 13 Credits', and 'Waitlisted: 0 Credits'. On the left, there is a sidebar with 'Grading: Graded', 'Instructor: Cruz, A', and '1/10/2022 to 5/6/2022'. A 'Meeting Information' section is expanded, showing a 'Drop' button and a 'View other sections' link. In the center, a modal dialog titled 'Add a Term to Your Plan' is open. It prompts the user to 'Please select a term to be added to your plan:' and has a dropdown menu with 'Fall Semester 2022' selected. At the bottom of the dialog are 'Cancel' and 'Add Term' buttons. In the background, a calendar grid is visible with columns for Thursday, Friday, and Saturday.

Terms can be added by clicking the + button and selecting the term.

Add Course to Plan

The screenshot shows the 'Add Course to Plan' interface. It features a top navigation bar with term selection buttons and a 'Register Now' button. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print', along with credit status: 'Planned: 3 Credits', 'Enrolled: 13 Credits', and 'Waitlisted: 0 Credits'. On the left, a sidebar shows 'View other sections' and a list of courses. The first course is 'NUR-458-AO: SENIOR SEMINAR'. Below it are two warning boxes: one stating 'Take NUR 432 and NUR 438 - Must be completed prior to taking this course.' and another stating 'Take NUR-456 - Must be taken at the same time as this course.' At the bottom of the sidebar is a 'Planned' status indicator. The main area is a calendar grid with days of the week (Sun-Sat) and times (11am-5pm). Several course sections are plotted on the grid: 'NUR-422-02' on Tuesday from 2pm to 4pm, 'NUR-438-02' on Wednesday from 1pm to 4pm, and 'NUR-458-AO' on Thursday from 11am to 12pm. The 'NUR-458-AO' section has a yellow border and a close button (X) in its top right corner.

To add courses to the course list either search for specific courses in the **Search for courses** box or they can be added from the **Requirements** section in **My Progress** for a specific program. Once a course is added, its status will be **Planned** until you register for the class. It also lists any pre-requisites or co-requisites that are required to register for the course. Click on the requisite to display all available sections for that class that can be added to your schedule.

Register for a Course

*Note: Your advisor must approve of your courses before you can register.

On the **Schedule** tab, click the right arrow to move to the correct term. The planned courses are showing. Click the **View other sections** at the bottom of each course and select a specific section.



Choose a section that fits your scheduling needs.

Section Details

NUR-343-02 PCC: ADULT/ELDERLY II
Fall Semester 2022

Instructors

Meeting Information T 1:00 PM - 4:00 PM
8/22/2022 - 12/9/2022
BU - Main Campus, Thompson Hall 230 (Lecture In-Person)


Dates 8/22/2022 - 12/9/2022

Seats Available 32 of 32 Total

Credits 6

Grading Graded ▼

Requisites

 TAKE NUR-329 NUR-335 - Must be completed prior to taking this course.

Course Description This is the second course in a sequence that covers topics of adult and elderly nursing. The focus continues to be on the professional

CloseAdd Section

Click **Add Section**

Schedule Timeline Advising

< > Fall Semester 2022 +

Remove Planned Courses Register Now

Filter Sections Save to iCal Print

Planned: 10 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

NUR-343-02: PCC: ADULT/ELDERLY II

Approved

Planned

Credits: 6 Credits
Grading: Graded
Instructor: Subramoney, R
8/22/2022 to 12/9/2022
Seats Available: 32

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm			NUR-343-02				
2pm							
3pm							
4pm							
5pm							
6pm							

*To register for a course, your advisor must approve of it. If you do not see the Approved 'thumbs up', see the Advising section to request a review.

Click **Register** under the section to register for just that section or click the **Register Now** in the top right corner to register for all sections that are planned.

< > Fall Semester 2022 +

Register Now

Filter Sections Save to iCal Print

Planned: 4 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

NUR-343-02: PCC: ADULT/ELDERLY II

Approved

Registered, but not started

Credits: 6 Credits
Grading: Graded
Instructor: Subramoney, R
8/22/2022 to 12/9/2022
Seats Available: 32

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm			NUR-343-02				
2pm							
3pm							
4pm							
5pm							

**Make sure the course is listed in green on the grid and says 'Registered' in the course listing. If it is in yellow, the course is in a planned status only.

Timeline

The screenshot shows the 'Timeline' tab selected in a navigation bar with 'Schedule' and 'Advising'. Below the navigation bar is a blue button labeled 'Add a Term'. The main area displays four columns representing different terms: 'Summer I Term 2021', 'Fall Term 2021', 'Spring Term 2022', and 'Fall Semester 2'. Each column contains a list of courses with their credits and a status icon (checkmark, 'C', or 'A'). For example, in Summer I Term 2021, there are two courses: NUR-335-02 (5 Credits, status 'C') and NUR-337-01 (3 Credits, status 'A'). At the bottom of each column, the GPA and total enrolled credits are shown: Summer I Term 2021 (GPA: 2.750, 8 Enrolled Credits), Fall Term 2021 (GPA: 2.000, 14 Enrolled Credits), Spring Term 2022 (13 Enrolled Credits, 3 Planned Credits), and Fall Semester 2 (empty). A vertical scrollbar is visible on the right side of the Spring Term 2022 column.

The **Timeline** tab gives an overall view of all your course plan. This is a map of the courses you plan to take or have taken in the past. Students can drag and drop a course to better fit in different terms and can **Add Terms** to plan for future courses.

Advising

The screenshot shows the 'Advising' tab selected in a navigation bar with 'Schedule' and 'Timeline'. The main area is titled 'My Advisors' and features a blue button labeled 'Request Review'. Below this, there is a section for 'Compose a Note' with a large text input area and a 'Save Note' button. At the bottom, there is a 'View Note History' section with the text 'No advising notes have been entered.'

The **Advising** tab allows a student to **Request a Review** of their schedule for approval from their advisor. Students can also submit a note directly to their advisor.

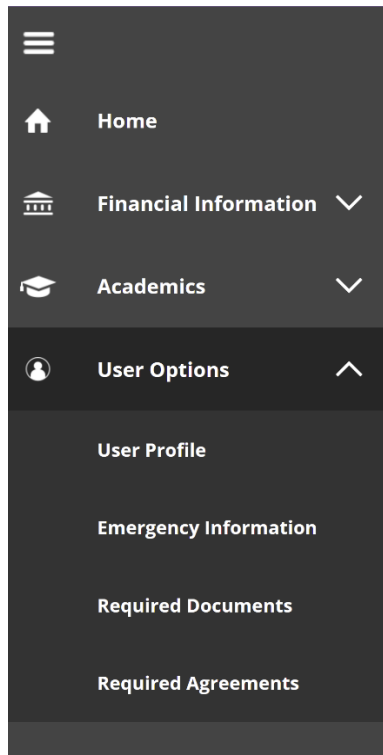
*Note: After the course plan has been created for a term, students will need to click the **Request Review** on the **Advising** tab. The advisor will receive a notification and will approve or deny the course plan. Students will not be able to register for a course unless the Advisor has approved it.

There are multiple advising plans depending on program and class level:

- Advisors email students course plan that includes sections, that student will have to add courses/sections to schedule and request approval.
- Advisors email course plan where students pick their sections and then request advisor approval.
- Student chooses courses and sections then submits to advisor for approval.

*Note: There are more advising plans then listed, contact your advisor to confirm your advising plan.

Emergency Contact



Click  to open navigation bar. Then click **User Options** drop-down menu and click **Emergency Information** to edit emergency contact info.

Emergency Contacts

+ Add New Contact

STUDENT MOTHER
MOTHER

Daytime Phone

123-456-789

Evening Phone

234-567-890

Other Phone

Address

Effective Date


4/23/2019


Emergency Contact

✓

Missing Person Contact

✓





STUDENT GRANDMOTHER
GRANDMOTHER

Daytime Phone

345-678-9012

Evening Phone

456-789-0123

Other Phone

Address

Effective Date


4/23/2019


Emergency Contact

✓

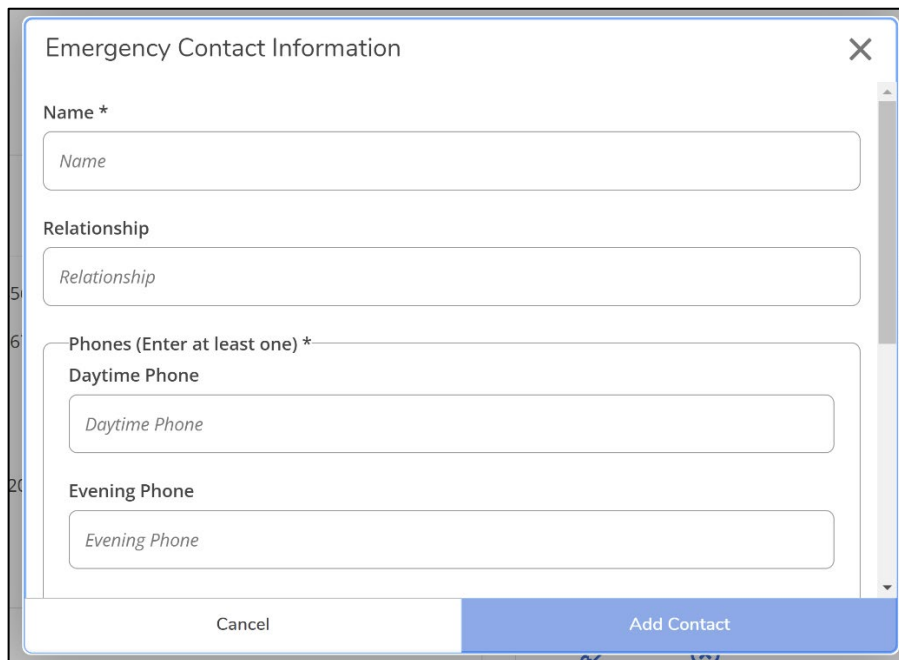
Missing Person Contact

✓







Click + **Add New Contact** to add a new contact. Fill out requested information and click Add Contact to save.

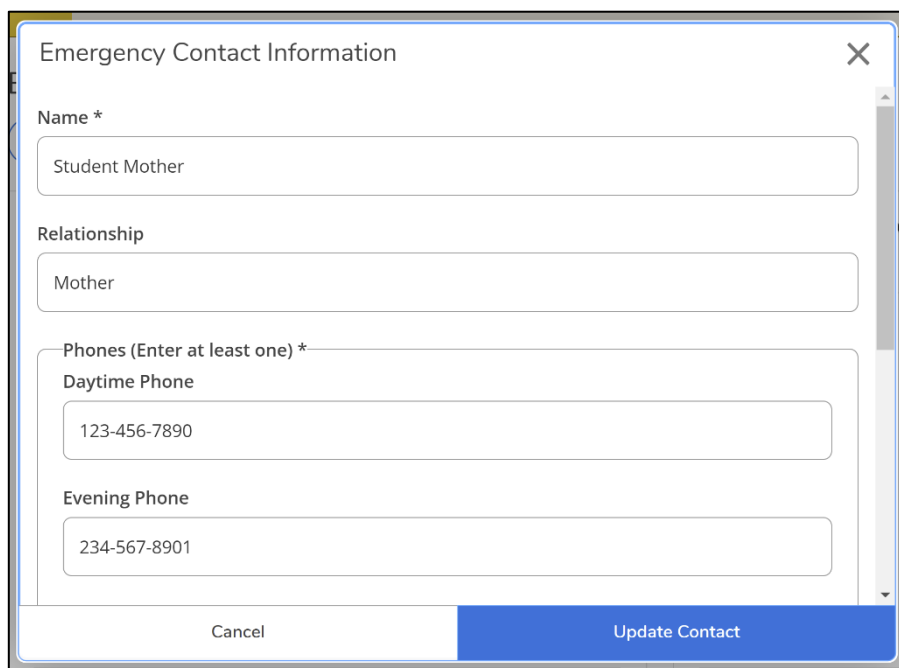


The screenshot shows a modal window titled "Emergency Contact Information" with a close button (X) in the top right corner. The form contains the following fields:

- Name ***: A text input field with the placeholder text "Name".
- Relationship**: A text input field with the placeholder text "Relationship".
- Phones (Enter at least one) ***: A section containing two text input fields:
 - Daytime Phone**: A text input field with the placeholder text "Daytime Phone".
 - Evening Phone**: A text input field with the placeholder text "Evening Phone".

At the bottom of the form, there are two buttons: "Cancel" on the left and "Add Contact" on the right, which is highlighted in blue.

To edit existing Contact, Click  button below that particular contact you want to edit and click **Update Contact** to save. Click  to delete a contact.




The screenshot shows the same "Emergency Contact Information" modal window, but with pre-filled data and a different bottom button:

- Name ***: "Student Mother"
- Relationship**: "Mother"
- Daytime Phone**: "123-456-7890"
- Evening Phone**: "234-567-8901"

At the bottom, the "Add Contact" button has been replaced by a blue "Update Contact" button, while the "Cancel" button remains on the left.

Click **Confirm** to confirm that the information submitted is accurate and current as of the day it was submitted.



Last Confirmed On: 3/3/2022

I confirm that this information is accurate and current as of today.

Confirm

Emergency Contacts

+ Add New Contact

STUDENT MOTHER

MOTHER

Daytime Phone

123-456-7890

Evening Phone

234-567-8901

Other Phone

Address

Effective Date


4/23/2019


Emergency Contact

✓

Missing Person Contact

✓





STUDENT GRANDMOTHER

GRANDMOTHER

Daytime Phone

345-678-9012

Evening Phone

456-789-0123

Other Phone

Address

Effective Date

4/23/2019

Emergency Contact

✓

Missing Person Contact

✓

