

Lewis & Clark Graduate School

Self-Service Planning & Registration

Overview

Student Planning is a tool designed to help you plan your path to program completion. It combines long-term academic planning, scheduling, and registration all in one place.

Planning and Registration in 3 Steps:

- **Plan:** You can outline courses for your entire program.
- **Build Your Schedule:** You can search for course sections and build your schedule before registration opens.
- **Register:** You can officially register at your assigned registration date and time.

REMEMBER: When planning, adding a course section to your schedule **does not register you for the class**. You must login to Self-Service at your assigned time and click the **Register** button, or you will not be enrolled!

See detailed instructions below.

Lewis & Clark Graduate School

Self-Service Planning & Registration

Accessing Self-Service Planning and Registration

How to Access Self-Service.

- **Go to the Website:** Navigate to graduate.lclark.edu.
- **Find the Registrar:** Click on the link labeled **Registrar**.
- **Locate Self-Service:** Scroll down the page until you see the [Self-Service link](#).

The screenshot shows the Lewis & Clark Graduate School Registrar website. The top navigation bar includes links for ABOUT LEWIS & CLARK, COLLEGE OF ARTS & SCIENCES, LAW SCHOOL, and GRADUATE SCHOOL OF EDUCATION & COUNSELING. The main navigation bar includes links for About, Admissions, Academics, Faculty, Registrar, Student Resources, Giving, and Continuing Ed. The Registrar link is highlighted with a green box. The page title is "Registration". Below the title, there is a paragraph: "Beginning Monday, February 2, 2026 Lewis & Clark Graduate School students will use Self-Service to register for classes." Below this, there is a section titled "Registration Guides" with a paragraph: "On February 2nd, students will begin using Self-Service for course planning and registration." Below this, there are two bullet points: "Register from Course Catalog Search" and "Register from My Progress". On the right side, there is a sidebar titled "GRADUATE SCHOOL REGISTRAR" with a section titled "Academic Calendars". Under this section, there is a dropdown menu labeled "Registration" with a downward arrow. Below the dropdown, there are links for Catalogs & Courses, Convocation, Tuition & Fees, Self-Service, and Waitlists. The "Self-Service" link is highlighted with a red box, and a red arrow points to it from the left.

- **Log In:** Enter your **LC username and password** to sign in.

The screenshot shows the Lewis & Clark Graduate School Sign In form. The form is titled "Sign In" and is set against a background image of a large tree with green and yellow leaves. The form has two input fields: "User name" and "Password". Below the "Password" field is a blue button labeled "Sign In".

You can access Student Planning two ways:

- **From the homepage:** Click the **Student Planning** tile, then select **Plan your Degree & Register for Courses**.
- **From the hamburger menu (≡) at the top left:** Select **Academics**, then **Student Planning** and then choose **Plan & Schedule** from the drop-down menu.

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Hello, Welcome to Colleague 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.
- Banking Information**
Here you can view and update your banking information.
- 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.

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Academics > Student Planning > Planning Overview

Steps to Getting Started

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

Search for courses...

- 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
MA in Professional Mental Health Counseling	4.000 (3.000 required)	

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Self-Service Planning & Registration

Pre-Assigned Plan

Some students are provided with a sample program plan, providing a clear overview of the course sequence, and organizing planned and registered courses into an easy to view semester-by-semester format.

Timeline

- **View Plan:** To view your plan, navigate to the **Timeline** tab from the **Student Planning** page to see a semester-by-semester view of your program plan from start to finish.
- **Navigate:** Use the arrows (< >) on the left or right to easily scroll through past or future semesters.
- **Need to pick an elective?** Look for the placeholder (Placeholder) course to see where electives can fit in your plan. Search for the recommended electives in the **Search** box.

The screenshot displays the 'Plan your Degree and Schedule your courses' interface. At the top, there's a navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. A search bar on the right is labeled 'Search for courses...' with a red arrow pointing to it. Below the navigation bar, the 'Timeline' tab is selected, showing a semester-by-semester view of the program plan. The semesters listed are Grad Fall 2026, Grad Spring 2027, Grad - Summer 2027, Grad - Fall 2027, and Grad - Spring 2028. Each semester column contains a list of courses with their credits. A 'Placeholder' course is highlighted in the Grad Spring 2027 column, indicating where an elective can be added. Navigation arrows (left and right) are visible on the left and right sides of the semester columns. The total planned credits for each semester are shown at the bottom of each column: 8 Planned Credits for Grad Fall 2026, 9 Planned Credits for Grad Spring 2027, 6 Planned Credits for Grad - Summer 2027, 9 Planned Credits for Grad - Fall 2027, and 8 Planned Credits for Grad - Spring 2028.

Grad Fall 2026	Grad Spring 2027	Grad - Summer 2027	Grad - Fall 2027	Grad - Spring 2028
AT-501: Theories of Counseling Credits: 3 Credits	AT-511: Helping Relationship:AT Credits: 3 Credits	AT-515: Group Art Therapy Credits: 3 Credits	AT-526: Clinical Skills/Art Therapy Credits: 1 Credits	AT-517: Art Therapy Treatment Credits: 2 Credits
AT-510: Intro to Art Therapy Credits: 3 Credits	AT-513: Psychopathology Credits: 3 Credits	AT-524: Crs-Cultrl Cnsing Credits: 1 Credits	AT-530: Clncl Assess/Graphic Means Credits: 3 Credits	AT-501, AT-513, AT-511 prior to taking this course
AT-550: Diversity and Social Equity Credits: 2 Credits	AT-501, AT-510 - Must be completed prior to taking this course.	AT-550 - Must be completed prior to taking this course.	AT-539: AT Professional Ethics Credits: 3 Credits	AT-522: Diagnostic Testing Credits: 3 Credits
CORE-500: CORE Convocation Credits: 0 Credits	Placeholder MA Art Therapy Elective Credits:	AT-537: Art Therapy Research Credits: 1 Credits	AT-501, AT-510 - Must be completed prior to taking this course.	AT-522: Diagnostic Testing Credits: 3 Credits
		AT-563: AT Special Topics Credits: 1 Credits	AT-545: Equity in Art Therapy Credits: 2 Credits	
8 Planned Credits	9 Planned Credits	6 Planned Credits	9 Planned Credits	8 Planned Credits

Lewis & Clark Graduate School

Self-Service Planning & Registration

Adding a Section from Your Pre-Assigned Plan

- **Find Options:** Navigate to **Schedule** tab. Under each course, select **View Other Sections** to see the full list of available sections for the semester.
- **View Section Details:** Click on a specific section to open a window with more details (location, prerequisites, notes, instructor).

REMEMBER: Adding a section to your schedule does *not* mean you are registered yet. You must log in to Self-Service at your assigned time and click the **Register** button, or you will not be enrolled!

The screenshot displays the 'Plan & Schedule' interface for Lewis & Clark Graduate School. The top navigation bar includes 'Academics', 'Student Planning', and 'Plan & Schedule'. The 'Schedule' tab is active, showing a search bar and navigation buttons. A course 'AT-510: Intro to Art Therapy' is selected, and its details are shown in a sidebar. The main area displays a calendar grid with sections for 'AT-510-01' and 'AT-510-02'. A green box labeled 'Select a Section' points to the 'AT-510-01' section in the calendar grid.

Course Details:

- AT-510-01 Intro to Art Therapy
- Seats Available: 14 / 1 / 15 / 0
- Instructor: Short Lafady, B
- Time: W 9:00 AM - 12:15 PM
- Dates: 9/8/2026 - 12/19/2026
- Location: Graduate Campus TBD (Lecture)

Calendar Grid:

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

- **Add to Plan:** Click **Add Section** to save it to your schedule.

The screenshot displays the Lewis & Clark Student Planning interface. The main header shows 'Lewis & Clark' and navigation links for 'Academics', 'Student Planning', and 'Plan & Schedule'. The page title is 'Plan your Degree and Schedule your Classes'. The 'Schedule' tab is active, showing a calendar for 'Grad Fall 2026'. A 'Filter Sections' button is visible. Below the filter, a list of sections is shown, including 'AT-510: Intro to Art Therapy'. A 'View other sections' link is present. A 'Section Details' dialog box is open, displaying information for 'AT-510-01 Intro to Art Therapy' for 'Grad Fall 2026'. The dialog box includes fields for 'Instructors', 'Meeting Information', 'Dates', 'Seats Available', 'Credits', 'Grading', 'Requisites', 'Course Description', and 'Books Total'. A red arrow points to the 'Add Section' button at the bottom right of the dialog box.

Section Details

AT-510-01 Intro to Art Therapy
Grad Fall 2026

Instructors Short Lafady, B (cwhetstine@lclark.edu)

Meeting Information W 9:00 AM - 12:15 PM
9/8/2026 - 12/19/2026
Graduate Campus, TBD (Lecture)

Dates 9/8/2026 - 12/19/2026

Seats Available 14 / 1 / 15 / 0

Credits 3

Grading Graded

Requisites None

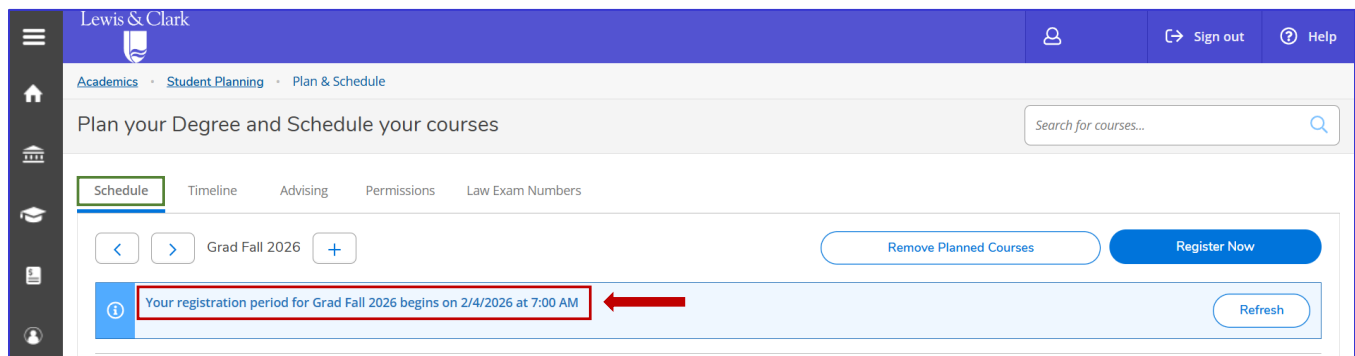
Course Description Introductory overview of the field of art therapy including history, development, major theories, and applications of art therapy with various client populations.

Books Total

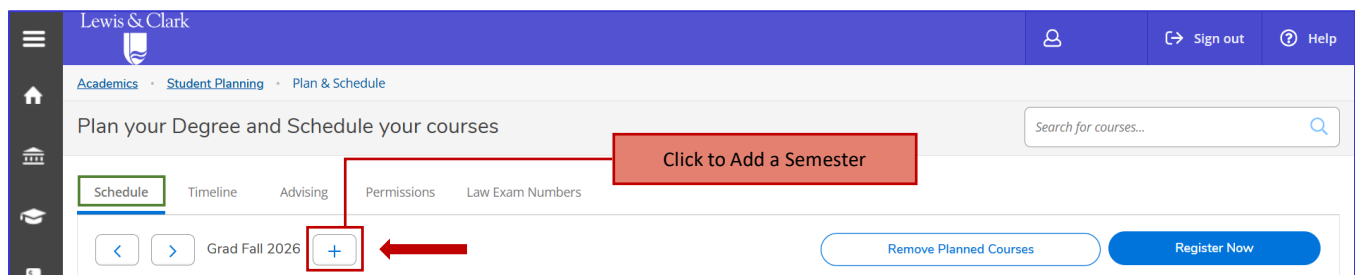
Close Add Section

Register for a Planned Section

Remember, you will only be able to register on or after your assigned day and time.



You may need to add a semester to your **Schedule** to view your assigned registration date and time.



Students can select the **Register Now** button for all planned sections or, the **Register** button for individual sections.

It is recommended that students register for each section individually.

- **Add a Section to your Schedule:** Click **Register** to register for a course. You are now registered!

The screenshot displays the Lewis & Clark Student Planning interface. The top navigation bar includes the university logo, a search bar, and links for 'Sign out' and 'Help'. The main header area shows 'Plan your Degree and Schedule your courses' with a search bar. Below this, the 'Schedule' tab is selected, showing a calendar for 'Grad Fall 2026'. A red box highlights the 'Register Now' button in the top right corner. Another red box highlights the 'Register' button for the course 'AT-510-01: Intro to Art Therapy' in the left sidebar. The sidebar also shows details for 'AT-550: Diversity and Social Equity'. The main calendar area shows a grid of days (Sun-Sat) and times (9am-6pm). A yellow box labeled 'AT-510-01' is visible on Wednesday at 11am.

AT-510-01: Intro to Art Therapy

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: [Short, Lafady, B](#)
9/8/2026 to 12/19/2026
Seats Available: 14

Meeting Information

Register

[View other sections](#)

AT-550: Diversity and Social Equity

[View other sections](#)

Planned: 8 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

View Your Updated Schedule and Timeline

Schedule Tab

- All registration transactions happen here, including dropping course sections or adding yourself to a waitlist.

The screenshot displays the 'Schedule' tab within the 'Plan & Schedule' section of the Lewis & Clark Graduate School's self-service planning and registration system. The interface includes a top navigation bar with the school's name, a search bar, and links for 'Sign out' and 'Help'. Below the navigation bar, the 'Plan your Degree and Schedule your courses' section is visible, featuring a search bar and a 'Register Now' button. The 'Schedule' tab is selected, showing a calendar view for 'Grad Fall 2026'. The calendar displays a grid of days (Sun through Sat) and times (9am through 6pm). A course section, 'AT-510-01: Intro to Art Therapy', is highlighted in green, indicating it is 'Registered, but not started'. The course details on the left include 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: Short, Lafady, B', and '9/8/2026 to 12/19/2026'. A 'Drop' button is also present. The bottom of the interface shows a summary: 'Planned: 5 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 0 Credits'.

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Academics • Student Planning • Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Permissions Law Exam Numbers

Grad Fall 2026

Register Now

Filter Sections Save to iCal Print

Planned: 5 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

AT-501: Theories of Cnsling

View other sections

AT-510-01: Intro to Art Therapy

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Short, Lafady, B
9/8/2026 to 12/19/2026

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am				AT-510-01			
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

Timeline Tab

- On the next page is your updated **Timeline**. This is what things look like when planned, registered, and completed.

The screenshot displays the 'Timeline' tab in the Lewis & Clark Student Planning system. The interface shows a navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this, a search bar and tabs for 'Schedule', 'Timeline' (selected), 'Advising', 'Permissions', and 'Law Exam Numbers' are visible. The main area is titled 'Plan your Degree and Schedule your courses' and features buttons for 'Add a Term' and 'Remove Planned Courses'.

The timeline is organized into columns for different semesters: 'Grad Fall 2026', 'Grad Spring 2027', 'Grad - Summer 2027', 'Grad - Fall 2027', and 'Grad - Spring 2028'. Each column contains a list of courses with their credits and a status icon (e.g., 'A', '✓', 'x', or a warning triangle). A 'Planned Section' label points to a course in the 'Grad Spring 2027' column. A 'Registered Section (✓)' label points to a course in the 'Grad Fall 2026' column. A 'Planned Course (Planned courses do not have a section number)' label points to a course in the 'Grad Spring 2027' column.

Grad Fall 2026	Grad Spring 2027	Grad - Summer 2027	Grad - Fall 2027	Grad - Spring 2028
AT-501-01: Theories of Cnsling Credits: 3 Credits A	AT-511: Helping Relationship:AT Credits: 3 Credits x	AT-515: Group Art Therapy Credits: 3 Credits x	AT-526: Clinical Skills/Art Therapy Credits: 1 Credits x	AT-517: Art Therapy Treatment Credits: 2 Credits x
AT-510-01: Intro to Art Therapy Credits: 3 Credits ✓	AT-513: Psychopathology Credits: 3 Credits x	AT-524: Crs-Cultrl Cnsling Credits: 1 Credits x	AT-530: Clncl Assess/Graphic Means Credits: 3 Credits x	AT-522: Diagnostic Testing Credits: 3 Credits x
AT-550-01: Diversity and Social Equity Credits: 2 Credits x	AT-523: Child & Adolescent Art Therapy Credits: 3 Credits x	AT-550 - Must be completed prior to taking this course. Credits: 1 Credits x	AT-539: AT Professional Ethics Credits: 3 Credits x	AT-522: Diagnostic Testing Credits: 3 Credits x
CORE-500: CORE Convocation Credits: 0 Credits x		AT-537: Art Therapy Research Credits: 1 Credits x	AT-545: Equity in Art Therapy Credits: 2 Credits x	AT-522: Diagnostic Testing Credits: 3 Credits x
		AT-563: AT Special Topics Credits: 1 Credits x		
GPA: 4.000 6 Enrolled Credits, 2 Planned Credits	9 Planned Credits	6 Planned Credits	9 Planned Credits	8 P

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Self-Service Planning & Registration

Advising

- Navigate to the **Advising** tab to send a note to your advisor, or request a review of your schedule (not required).

The screenshot shows the 'Advising' tab selected in the 'Plan your Degree and Schedule your courses' section. The interface includes a sidebar with navigation icons, a top header with 'Lewis & Clark' and user options, and a main content area. The 'My Advisors' section lists 'Apple, Candy (GSEC General Advisor)' with a 'Request Review' button highlighted by a red box and a red arrow. Below this is a 'Compose a Note' section with a text area and a 'Save Note' button. The 'View Note History' section shows a note from 'Test Student 1' dated 11/25/2025 at 10:28 AM.

Plan your Degree and Schedule your courses

Schedule Timeline **Advising** Permissions Law Exam Numbers

My Advisors

Apple, Candy (GSEC General Advisor)

Request Review

Last review requested on 11/25/2025
[View Plan Archive](#)

Course Plan last reviewed on 11/25/2025 by Apple, Candy

Compose a Note

Save Note

View Note History

Please review my plan

Test Student 1 on 11/25/2025 at 10:28 AM

Permissions

- Navigate to the **Permissions** tab to review requisite waivers or faculty consent.

The screenshot shows the 'Permissions' tab selected in the 'Plan your Degree and Schedule your courses' section. The interface includes a sidebar with navigation icons, a top header with 'Lewis & Clark' and user options, and a main content area. The 'Student Petition(s)' section shows 'Option not available'. The 'Faculty Consent(s)' section is highlighted with a red box. Below it is a table with columns: Course, Section, Term/Period, Status, Updated On, and Reason. The table contains one row for 'MCFT-560' in 'Grad - Summer 2024' with status 'Approved' and reason 'Consent/Override restrict'. The 'Requisite Waiver(s)' section is also highlighted with a red box and shows 'No existing waivers'.

Plan your Degree and Schedule your courses

Schedule Timeline Advising **Permissions** Law Exam Numbers

Student Petition(s)

Option not available

Faculty Consent(s)

Course	Section	Term/Period	Status	Updated On	Reason
MCFT-560		Grad - Summer 2024	Approved	2/5/2024 2:49:12 PM	Consent/Override restrict

Requisite Waiver(s)

No existing waivers