

Introduction to My SVSU Portal:

Current user logged in, and sign out option in the menu.

Click to sign out of mySVSU.

Use keywords to search for information in mySVSU.

Notifications, Announcements, and Campus News are alerts specific to you. You may see information about holds on your account that may prevent you from registering.

Enroll in classes, view your pay stub if you are a student employee, and other account services.

Randomized SVSU-themed photos and images.

Available 24/7*

Current events from the University.

***Available 24/7, with the exception of Self Service, My Week, and Notifications, which are off-line Sunday 12am-1pm for system maintenance. During off-line times, an error message will be displayed in these areas.**

Links for planning and registering for classes.

Your class schedule. This feature does not connect to your email calendar.

Ideal for tablets, laptops, and desktops!

Your mySVSU navigation.

Toggle between applications and services, and favorite sites that you have bookmarked.

Applications

- VSpace
- Email via V-Mail
- M Drive via VDrive
- Change Password
- Directory Lookup
- MAP-Works
- Maintenance Request
- Print Balance
- Technology Support

My Bookmarks

- Manage my bookmarks
- Buy Software
- Computer Science Page

Registration Related Links

- Registration Schedule
- Course Schedule Lookup
- Schedule Planner
- Academic Advising
- Course Request Form
- Important Dates
- Financial Aid Assistance

My Week

Today's Date: Wednesday, March 05, 2014

March 2014						
S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Notifications

You have 1 Notification

Your notifications will be removed by college staff after you resolve the...

Announcements

Special Spring Break Hours 2/27/2014 10:46 AM

Several areas on campus will have special hours during Spring Break, March 1-9. Please note the following changes:

Dining Services

Friday, Feb. 28 - All locations close at 4:30 p.m.
 Saturday, March 1 - All locations closed
 Sunday, March 2 - All locations closed
 Monday, March 3 to Friday, March 7 - Starbucks open 8 a.m. to 2 p.m. All other locations closed
 Saturday, March 8 - All locations closed
 Sunday, March 9 - Marketplace, C-Store, Papa John's open at 3 p.m.
 Monday, March 10 - All locations return to regular hours

Campus Recreation

Friday, Feb. 28 - Close at 7 p.m.
 Saturday, March 1 - Closed
 Sunday, March 2 - Closed
 Monday, March 3 to Friday, March 7 - 6:30 a.m. - 7 p.m.
 Saturday, March 8 - Closed
 Sunday, March 9 - Begin NEW Winter Hours, 10 a.m. - 10 p.m.

Student Life

Friday, Feb. 28 - Close at 4:30 p.m.
 Saturday, March 1 - Closed
 Sunday, March 2 - Closed
 Monday, March 3 to Friday, March 7 - Open 8 a.m. - 4:30 p.m.

Campus News

SVSU Students Get Latest Microsoft Office Suite Free

All current full and part-time students can install the latest version of Microsoft Office 365 ProPlus software for free.

2/28/2014

CBM Accreditation Renewed by AACSB

The Association to Advance Collegiate Schools of Business, or AACSB recently extended accreditation

2/25/2014

Events

Public
 Arts & Culture
 Athletics
 Black History Month
 Employee
 Student Happenings

Mix-in: All, None

WEDNESDAY, MARCH 5, 2014

TIME	EVENT	LOCATION
8 a.m.	Spring Break	
11 a.m.	"The President's Museum Exhibition Photographer" Gallery	Marshall Fredericks



Never leave your computer logged in to My SVSU and unattended since anyone can access your computer and would then have full access to your account in VSpace, VMail, and Self Service.

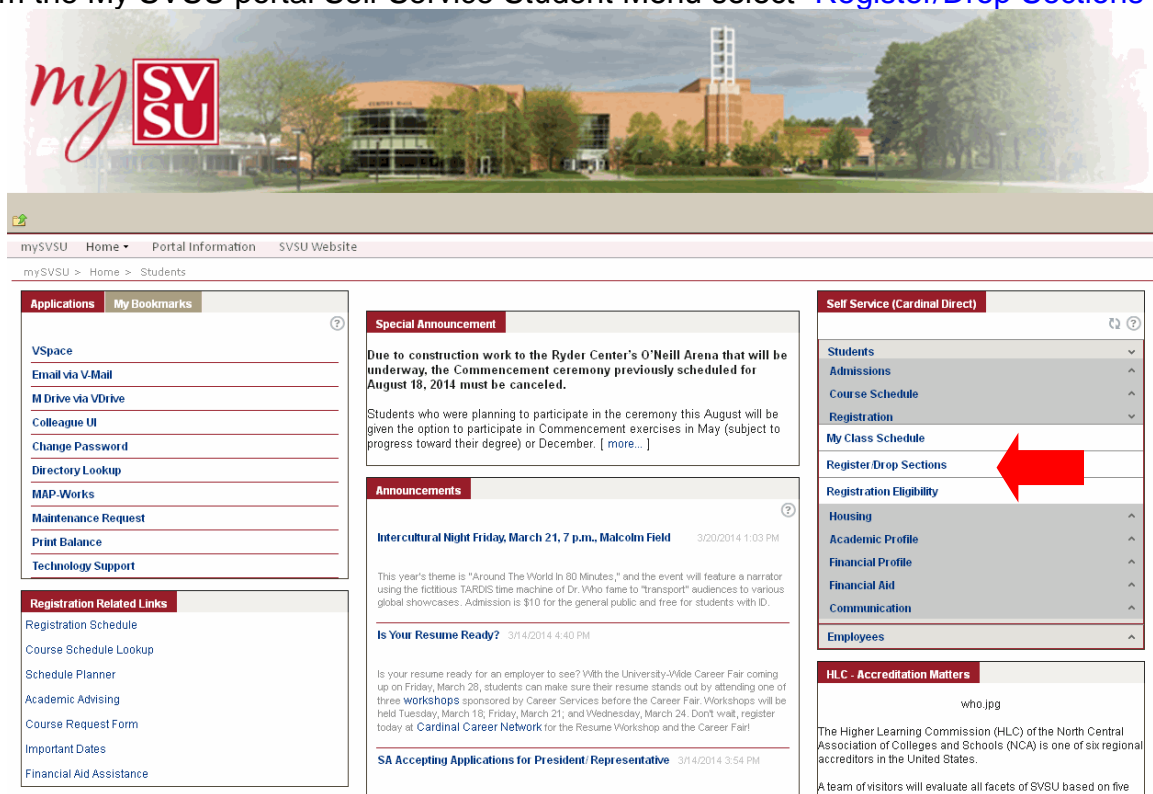


Sign out when you are finished using My SVSU. If you are using a public computer, close your browser windows after signing out.

REGISTERING FOR COURSES

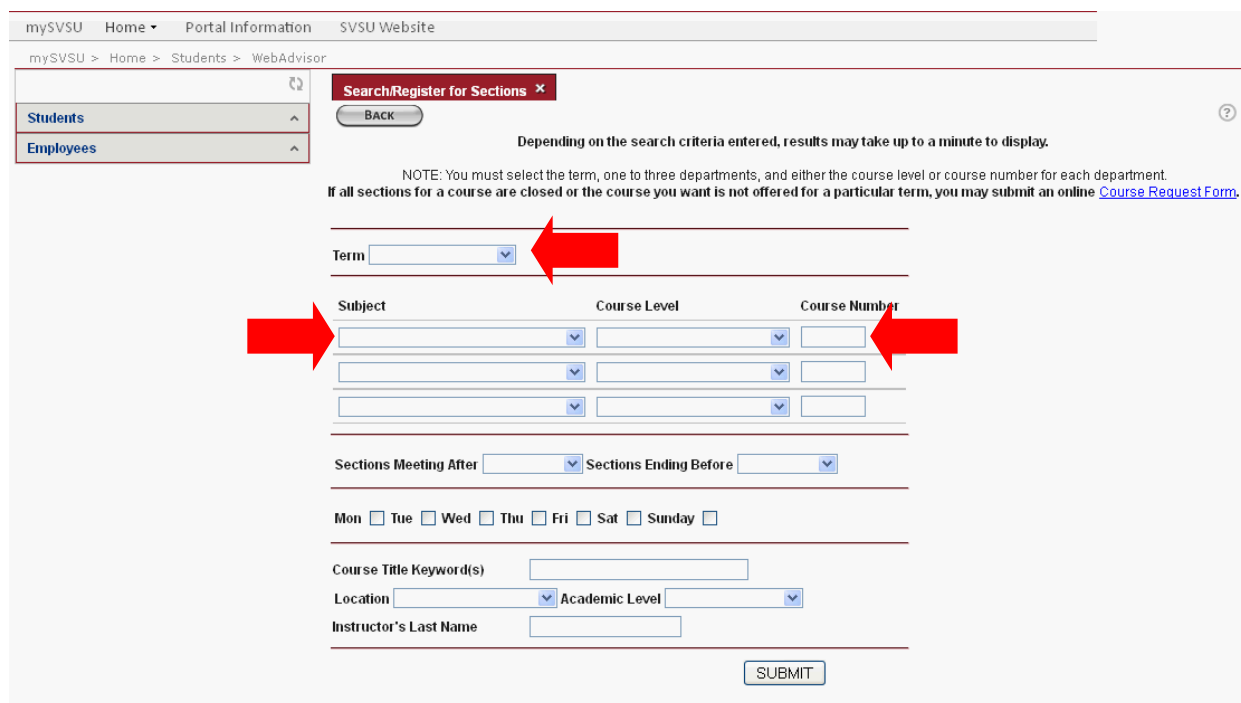
After you've signed in to The My SVSU portal, complete these steps to register for a course.

1. From the My SVSU portal Self Service Student Menu select “[Register/Drop Sections](#)”.



The screenshot shows the My SVSU portal interface. At the top is a banner image of the SVSU campus. Below the banner is a navigation bar with links: mySVSU, Home, Portal Information, and SVSU Website. A secondary navigation bar shows the path: mySVSU > Home > Students. The main content area is divided into three columns. The left column contains a sidebar with links under 'Applications' and 'Registration Related Links'. The middle column contains 'Special Announcement' and 'Announcements'. The right column contains the 'Self Service (Cardinal Direct)' menu, where 'Register Drop Sections' is highlighted with a red arrow. Below this menu is the 'HLC - Accreditation Matters' section.

2. From the registration menu select “[Search by department, select sections and REGISTER](#)”.
3. On the drop down menu select the appropriate term, select a department, enter a course number in the course number field, and then click the **SUBMIT** button.



The screenshot shows the 'Search/Register for Sections' form. The form has a sidebar on the left with links: Students, Employees, and a 'Search/Register for Sections' button. The main content area contains a 'NOTE' and a search form. The search form includes a 'Term' dropdown menu, a 'Subject' dropdown menu, a 'Course Level' dropdown menu, and a 'Course Number' text field. Red arrows point to the 'Term' dropdown, the 'Subject' dropdown, the 'Course Level' dropdown, and the 'Course Number' text field. Below these fields are 'Sections Meeting After' and 'Sections Ending Before' dropdowns, a row of checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sunday), a 'Course Title Keyword(s)' text field, a 'Location' dropdown menu, an 'Academic Level' dropdown menu, and an 'Instructor's Last Name' text field. A 'SUBMIT' button is at the bottom right.

- From the list of courses that appears select a specific section and click the **SUBMIT** button.

mySVSU Home Portal Information SVSU Website

mySVSU > Home > Students > WebAdvisor

Section Selection Results X

BACK

Co-requisite classes that do not meet your selection criteria may be displayed.
 "NOTE -- To view "(more)..." meeting information, click on the Section Name and Title link "

If all sections for a course are closed or the course you want is not offered for a particular term, you may submit an online [Course Request Form](#).

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available	Credits	CEUs
<input type="checkbox"/>	14/SP	Open	COMM*105A*12 (0066) Fundamentals of Commun	SVSU Main Campus	05/12/2014-06/25/2014 Lecture Monday, Wednesday 02:30PM - 05:35PM, Science East, Room 106	R. Drew	11	3.00	

Search by Department

SUBMIT

- The My SVSU portal will now list the course section you have chosen and ask you to either REGISTER or REMOVE the course from your list of potential registration options.
- To register for the course, select "REGISTER" from the drop down ACTION button and then click the **SUBMIT** button. YOU MUST COMPLETE THIS STEP IN ORDER TO REGISTER FOR THE CLASS.

Action for ALL Pref. Sections (or choose below) ▼

Selected Sections: You must Register or Remove from this list.

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available	Credits	CEUs
▼	Spring 2014	COMM*105A*12 (0066) Fundamentals of Commun	SVSU Main Campus	05/12/2014-06/25/2014 Lecture Monday, Wednesday 02:30PM - 05:35PM, Science East, Room 106	R. Drew	11	3.00	

- If registration was successful you will receive a payment notice and the course will be added to your class schedule.
- ALWAYS** verify your enrollment through the **My Class Schedule** option on The My SVSU portal's Student Menu page.

mySVSU Home Portal Information SVSU Website

mySVSU > Home > Students

Applications My Bookmarks

VSpace

Email via V-Mail

M Drive via VDrive

Colleague UI

Change Password

Directory Lookup

MAP-Works

Maintenance Request

Print Balance

Technology Support

Registration Related Links

Registration Schedule

Course Schedule Lookup

Schedule Planner

Academic Advising

Course Request Form

Important Dates

Financial Aid Assistance

Special Announcement

Due to construction work to the Ryder Center's O'Neill Arena that will be underway, the Commencement ceremony previously scheduled for August 18, 2014 must be canceled.

Students who were planning to participate in the ceremony this August will be given the option to participate in Commencement exercises in May (subject to progress toward their degree) or December. [more...]

Announcements

Intercultural Night Friday, March 21, 7 p.m., Malcolm Field 3/20/2014 1:03 PM

This year's theme is "Around The World In 80 Minutes," and the event will feature a narrator using the fictitious TARDIS time machine of Dr. Who fame to "transport" audiences to various global showcases. Admission is \$10 for the general public and free for students with ID.

Is Your Resume Ready? 3/14/2014 4:40 PM

Is your resume ready for an employer to see? With the University-Wide Career Fair coming up on Friday, March 28, students can make sure their resume stands out by attending one of three workshops sponsored by Career Services before the Career Fair. Workshops will be held Tuesday, March 18; Friday, March 21; and Wednesday, March 24. Don't wait, register today at [Cardinal Career Network](#) for the Resume Workshop and the Career Fair!

SA Accepting Applications for President/ Representative 3/14/2014 3:54 PM

Global Association for Sustainable Solid Academics for the 2014-15 school year

Self Service (Cardinal Direct)

Students

Admissions

Course Schedule

Registration

My Class Schedule

Register Drop Sections

Registration Eligibility

Housing

Academic Profile

Financial Profile

Financial Aid

Communication

Employees

HLC - Accreditation Matters

who.jpg

The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) is one of six regional accreditors in the United States.

A team of visitors will evaluate all facets of SVSU based on five

Course Request Form

Are you looking for a specific class, but all the sections are full? Or is it not offered at all? Use the Course Request Form to request a section of the class you need! **NOTE - This information is important for planning purposes, but there is no guarantee that a section will be added. Please monitor the Course Schedule Lookup and your SVSU email account for updates.**

- Find a link to the Course Request Form at the top of the Course Schedule Lookup page, or in the Registration Related Links box of the My SVSU portal.
- Login with your SVSU Username and Password.
- Search for the course you need, and submit the form!

Important Reminders for Registration:

APPROPRIATE COURSE LOAD

Students must enroll in 12 credits to be considered full-time, although 15-16 credits per semester are recommended to continue progress toward graduation in a timely manner. Students may not enroll in more than 18 credits per semester in fall or winter, or 9 credits per semester in spring or summer without permission from their academic dean.

TIME MANAGEMENT GUIDELINES

Students should be aware of the demands of the college classroom. In general, students should expect to devote at least two hours of study time for every credit hour in which they are enrolled. For example, a 12 credit schedule will require at least 24 hours of study time OUTSIDE of class for a total of at least 36 hours. Some courses are more rigorous and may require even more study time. Some students will need more time to study depending on the nature/difficulty of the course material and the effectiveness of their study habits.

- Keep in mind that other activities will impact your schedule as well. Employment, involvement in campus organizations and activities, athletics, sleeping/eating/maintaining your health, socializing with friends and family, and other commitments in your life will place additional demands on your time.
- Saginaw Valley hopes that students will experience the richness of collegiate life, but most importantly we want students to be academically successful. Completing your degree and reaching your academic goals is your primary purpose for being here.
- Students are responsible for managing their time and balancing their academic schedules with their personal lives. Please remember that there are only 168 hours in a week and students need to be realistic about how much they must devote to coursework in order to be successful.

DROPPING COURSES

Students may add/drop courses during open registration periods before the start of each semester. You may also withdraw from courses during specified periods within each semester. These periods are listed under the "Important Dates" link in the Registration Related Links box on The My SVSU portal.

- **Students should be aware that dropping a course may impact their eligibility status for athletics, financial aid, scholarships, and enrollment in specific academic programs.** Students should consult with academic and financial aid advisers from the before withdrawing from a course.