

Learner Services

Student Self-Service Home Page

Learner Services



Personal Portfolio

View and manage your personal information.
[Personal Portfolio](#)



Academics

Enroll in classes, view and request transcripts, view grades.



Course Catalog and Schedule

View course catalog information and look for specific class sections.



Finances

View your account, make a payment, and apply for financial aid.



[Course Catalog and Schedule](#)

View course catalog information and look for specific class sections.

View Course Catalog

1. Click [Course Catalog and Schedule](#)
2. Click [View Course Catalog](#)
3. Click the appropriate Campus Course Catalog link.
4. Click or
5. Open the PDF File.
6. Click <CTRL> +<F> or select Edit→ Find from the menu to search the file.



[Academics](#)


Enroll in classes, view and request transcripts, view grades.

Enroll in a Class

1. Click [Academics](#)
2. Click [Enroll in a Class](#)
3. Select the **Term**.

Note: *Your class schedule displays. If you have not previously enrolled, no classes display.*

4. Click [Add Classes](#)
5. Type the **Class Number** in the **Class Nbr** field.

Note: *To search for classes, click  and refer to the Searching for Classes section of this brochure.*

6. Repeat step 5 until all desired classes have been added.
7. Click .

Drop/Update Classes

1. Click [Academics](#)
2. Click [Enroll in a Class](#)
3. Select the **Term**.
4. Click [Drop / Update Classes](#)

5. Select in the Action field.

6. Click .



[Academics](#)

Enroll in classes, view and request transcripts, view grades.


Swap Classes

The swapping classes feature allows you to drop one class and enroll in another on a single page. If you are unable to enroll in the new class, the original class will not be dropped.

Swap Classes

1. Click [Academics](#)
2. Click [Enroll in a Class](#)
3. Select the **Term**.
4. Click [Swap Classes](#)
5. Enter the **Class Number** that you

want added in the field.

Note: *To search for classes, click  and refer to the Searching for Classes section of this brochure.*

6. Click .

Note: This will drop you from the class in the Swap From field and enroll you in the class in the Swap To field.



[Course Catalog and Schedule](#)

View course catalog information and look for specific class sections.

View Schedule of Classes

1. Click [Course Catalog and Schedule](#)
2. Click [View Schedule of Classes](#)
3. Select your ***Institution:**
4. Enter or select the ***Term:**
5. Click
6. Click the [Dartmouth Class Search](#) link.

Note: This will launch a PDF file of the class schedule.

7. Click or
8. Open the PDF File.
9. Click <CTRL> +<F> or select Edit→ Find from the menu to search the file.
10. Enter text in the **Find What** field.

11. Click

Note: After locating the correct class in the PDF file, toggle back to COIN Self-Service and search for the class online, if needed.

*Note that the **Subject, Catalog Number, and Course Career** are required fields in the system.*



[Academics](#)

Enroll in classes, view and request transcripts, view grades.

View My Grades

1. Click [Academics](#)
2. Click [View My Grades](#)
3. Select the **Term**.

Note: If grades have not been posted yet for the respective term, they will not display.

Requesting a Transcript

1. Click [Academics](#)
2. Click [Request Official Transcript](#)

Note: To request an unofficial transcript, click [View Unofficial Transcript](#). This will allow your transcript to be viewed online instantly.

3. Select your ***Institution:**
4. Select a Processing Option.
5. Enter the quantity desired.
6. Check **Send To My Address**, if you want the transcript sent to one of your addresses.
7. Select an **Address Type**
8. Click



University of
Massachusetts
Dartmouth
**Student Web
Services**

This brochure offers tips on how to navigate and use the **Course Catalog, Schedule of Classes**, and **Academics** features of the COIN Student Self-Service system.

Logging onto COIN Self-Service

1. Navigate to the COIN Web Site:
www.umassd.edu/coin
2. Click **COIN Student Self-Service** link.
3. Enter your **User ID:**
4. Enter your **Password:**
5. Click

NEED HELP?

If you need help using these features, please contact the Student Help Desk:

x8884