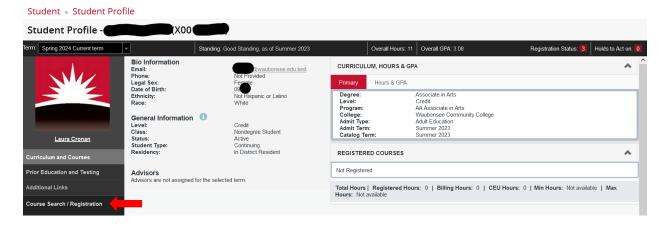
New Self-Service: Register for Classes

As we roll out the newest iteration of the Self-Service system (version 9) there are upgrades to the course registration system — upgrades designed to make the process easier for students!

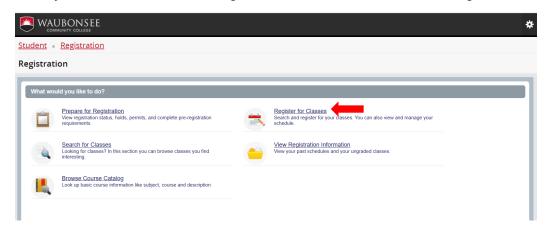
In this tutorial, you'll learn to use the system to:

- register for class(es)
- view your course schedule
- drop a class(es)

From the Student Profile, click on "Course Search/Registration" to access the Registration Main Window.



Once you have landed on the Registration Main Window, click on "Register for Classes"



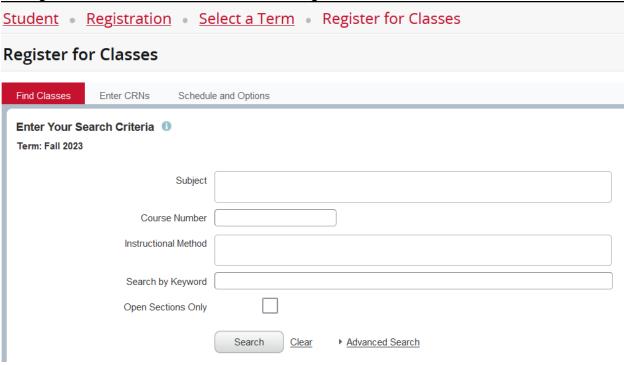
Select the term for which you would like to register and click "Continue".



The following page opens on the Find Classes tab. You can search for classes in two ways:

1 – By Subject or additional criteria

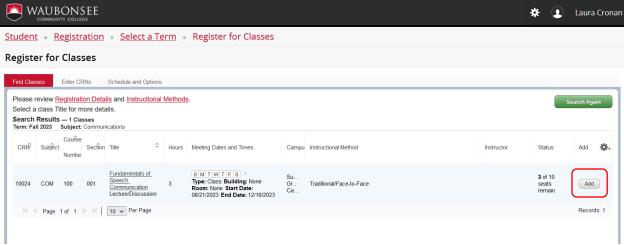
Note, there are additional search options available under the Advanced Search hyperlink. Adding no criteria will list all classes while adding more criteria will narrow down results.



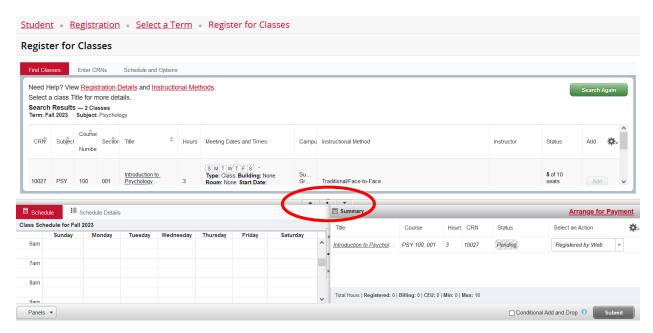
2 - By CRN



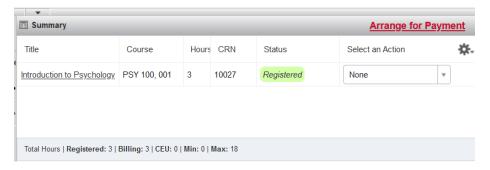
If searching for classes using the "Find Classes" tab — review the results, identify the desired section, and click the "Add" button to add it to your "pending" course schedule.



Note: The registration screen is split into three parts. If you would like to change the size of each part, please click on the small arrows in the center of the screen.



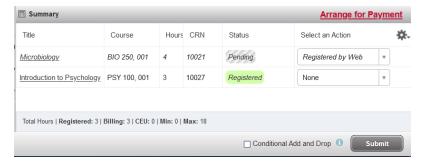
Once you click "Add", the section will be added to the Summary panel in a Pending status. Press the Submit button to save and officially register for the class(es). If you change your mind about a class, you may use the drop down to select "Remove" and then submit, and that class will disappear from your summary.



If you are adding the class using the "Enter CRNs" tab, type in the CRN, which will show the course information and click "Add to Summary".



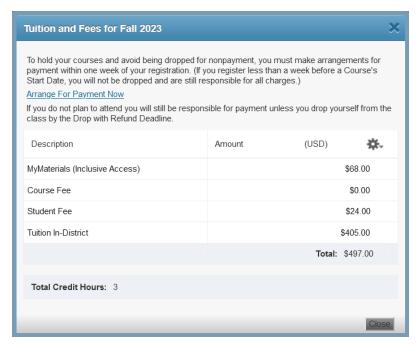
This will add the class to your "pending" course schedule/Summary.



You will not be registered for the class until you click "Submit"

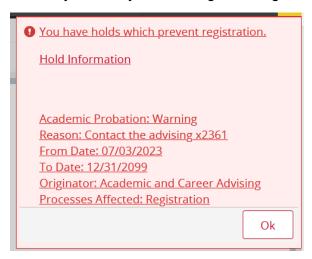


Once registered, you can click on the "Arrange for Payment" hyperlink to see the charges generated by the registration.

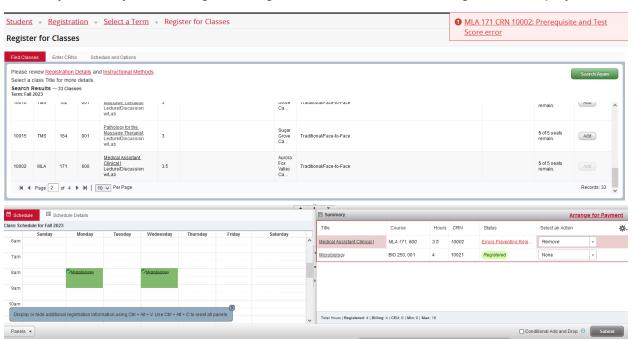


If there is a waitlist for a class, you can be added to it by adding the class to your summary, clicking "submit" and then selecting "Waitlist" from the action drop down, and clicking submit again.

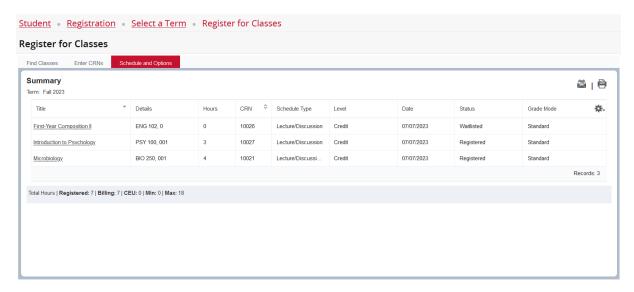
If, for any reason, you are ineligible to register, a message will be displayed.



If, for any reason, you are ineligible to register for the section, a message will be displayed.



You can view your schedule details in the "Schedule and Options" tab.



Dropping a Class

Once you are registered in courses, they will be listed like the example below. Notice that each course has a drop down box in the Action column. Click in the drop down box to see the list of options related to that class.

"DROP" will be the option you see to drop the course.

You will only be able to withdraw/drop from a course during the time period designated by the academic calendar.

