

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.

[Student](#) • [Student Profile](#)

Student Profile - [REDACTED] (X00 [REDACTED])

The screenshot shows the Student Profile page for Laura Cronan. The top navigation bar includes: Term: Spring 2024 Current term, Standing: Good Standing, as of Summer 2023, Overall Hours: 11, Overall GPA: 3.08, Registration Status: 3, and Holds to Act on: 0. The left sidebar contains: Curriculum and Courses, Prior Education and Testing, Additional Links, and Course Search / Registration (highlighted with a red arrow). The main content area is divided into: Bio Information (Email: [REDACTED], Phone: Not Provided, Legal Sex: Female, Date of Birth: 09/09, Ethnicity: Not Hispanic or Latino, Race: White), General Information (Level: Credit, Class: Nondegree Student, Status: Active, Student Type: Continuing, Residency: In District Resident), Advisors (Advisors are not assigned for the selected term), CURRICULUM, HOURS & GPA (Primary Hours & GPA: Degree: Associate in Arts, Level: Credit, Program: AA Associate in Arts, College: Waubensee Community College, Admit Type: Adult Education, Admit Term: Summer 2023, Catalog Term: Summer 2023), and REGISTERED COURSES (Not Registered). Summary statistics at the bottom show: Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available.

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

The screenshot shows the Registration Main Window for Waubensee Community College. The top navigation bar includes: Student • Registration. The main content area is titled "Registration" and contains a section "What would you like to do?" with four options: Prepare for Registration (View registration status, holds, permits, and complete pre-registration requirements), Search for Classes (Looking for classes? In this section you can browse classes you find interesting), Browse Course Catalog (Look up basic course information like subject, course and description), and Register for Classes (Search and register for your classes. You can also view and manage your schedule). A red arrow points to the "Register for Classes" option.

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



Select a Term

Terms Open for Registration

Fall 2023

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.

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Enter Your Search Criteria ?

Term: Fall 2023

Subject

Course Number

Instructional Method

Search by Keyword

Open Sections Only

Search

[Clear](#)

[Advanced Search](#)

2 – By CRN

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN

[+ Add Another CRN](#)

Add to Summary

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.

The screenshot shows the registration interface for Waubonsee Community College. At the top, there is a navigation bar with the college logo and the name "WAUBONSEE COMMUNITY COLLEGE". To the right of the logo, there are icons for settings and a user profile labeled "Laura Cronan". Below the navigation bar, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#). The main heading is "Register for Classes". Below this, there are three tabs: "Find Classes", "Enter CRNs", and "Schedule and Options". The "Find Classes" tab is active. The main content area displays a message: "Please review [Registration Details](#) and [Instructional Methods](#)." Below this, it says "Select a class Title for more details." and "Search Results — 1 Classes". The search parameters are "Term: Fall 2023" and "Subject: Communications". A table lists the search results. The table has columns for CRN#, Subject, Course Number, Section, Title, Hours, Meeting Dates and Times, Campus, Instructional Method, Instructor, Status, and Add. The first row shows a class with CRN# 10024, Subject COM, Course Number 100, Section 001, Title "Fundamentals of Speech Communication Lecture/Discussion", Hours 3, Meeting Dates and Times "S M T W T F S -", Campus "Su... Gr... Ca...", Instructional Method "Traditional/Face-to-Face", and Status "3 of 10 seats remain." The "Add" button for this class is highlighted with a red box. At the bottom of the table, there is a pagination control showing "Page 1 of 1" and "10 Per Page". The total number of records is "Records: 1".

CRN#	Subject	Course Number	Section	Title	Hours	Meeting Dates and Times	Campus	Instructional Method	Instructor	Status	Add
10024	COM	100	001	Fundamentals of Speech Communication Lecture/Discussion	3	S M T W T F S -	Su... Gr... Ca...	Traditional/Face-to-Face		3 of 10 seats remain.	Add

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.

Register for Classes

Find Classes Enter CRNs Schedule and Options

Need Help? View [Registration Details](#) and [Instructional Methods](#). Search Again

Select a class Title for more details.

Search Results — 2 Classes
Term: Fall 2023 Subject: Psychology

CRN	Subject	Course Numbe	Section	Title	Hours	Meeting Dates and Times	Campu	Instructional Method	Instructor	Status	Add
10027	PSY	100	001	Introduction to Psychology	3	S M T W T F S - Type: Class Building: None Room: None Start Date:	Su... Gr...	Traditional/Face-to-Face		5 of 10 seats	Add

Schedule Schedule Details **Summary** [Arrange for Payment](#)

Class Schedule for Fall 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Title	Course	Hours	CRN	Status	Select an Action
Introduction to Psychol...	PSY 100, 001	3	10027	Pending	Registered by Web

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop Submit

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.

Summary [Arrange for Payment](#)

Title	Course	Hours	CRN	Status	Select an Action
Introduction to Psychology	PSY 100, 001	3	10027	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

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”.

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Fall 2023

CRN Microbiology BIO 250, 001

CRN

+ Add Another CRN Add to Summary

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

Summary						Arrange for Payment
Title	Course	Hours	CRN	Status	Select an Action	
Microbiology	BIO 250, 001	4	10021	Pending	Registered by Web	
Introduction to Psychology	PSY 100, 001	3	10027	Registered	None	

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

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

Summary						Arrange for Payment
Title	Course	Hours	CRN	Status	Select an Action	
Microbiology	BIO 250, 001	4	10021	Registered	None	
Introduction to Psychology	PSY 100, 001	3	10027	Registered	None	

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

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

Tuition and Fees for Fall 2023

To hold your courses and avoid being dropped for nonpayment, you must make arrangements for payment within one week of your registration. (If you register less than a week before a Course's Start Date, you will not be dropped and are still responsible for all charges.)

[Arrange For Payment Now](#)

If you do not plan to attend you will still be responsible for payment unless you drop yourself from the class by the Drop with Refund Deadline.

Description	Amount	(USD)	
MyMaterials (Inclusive Access)		\$68.00	
Course Fee		\$0.00	
Student Fee		\$24.00	
Tuition In-District		\$405.00	
		Total:	\$497.00

Total Credit Hours: 3

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.

Register for Classes

Find Classes | Enter CRNs | **Schedule and Options**

Summary

Term: Fall 2023

Title	Details	Hours	CRN	Schedule Type	Level	Date	Status	Grade Mode
First-Year Composition II	ENG 102, 0	0	10026	Lecture/Discussion	Credit	07/07/2023	Waitlisted	Standard
Introduction to Psychology	PSY 100, 001	3	10027	Lecture/Discussion	Credit	07/07/2023	Registered	Standard
Microbiology	BIO 250, 001	4	10021	Lecture/Discussi...	Credit	07/07/2023	Registered	Standard

Records: 3

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 18

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.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria

Term: Fall 2023

Subject

Course Number

Instructional Method

Search by Keyword

Open Sections Only

[Advanced Search](#)

Schedule | Schedule Details | **Summary** | [Arrange for Payment](#)

Class Schedule for Fall 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		Microbiology		Microbiology			
9am							
10am							
11am							

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop