Tutorial for Self-Service Course Registration

NOTE: This tutorial assumes that the registration period for a term is active and that you are eligible to register for courses. Please consult with the Registrar's Office if you have any questions.

TRADITIONAL REGISTRATION

Adding Courses

(1) Navigate to the **Register** tab in Self-Service and click **Traditional Courses**.

(2) Select an active registration term for which you are eligible to register (this will be indicated by the "OK to register" status):

Note that even if you are not eligible yet to register for an upcoming term, you can peruse and add sections to your cart in preparation for when registration opens (see step 3 below). However, adding a course to your cart does not guarantee that you will be able to register for that course once you are eligible to register for the course's term. Please consult the Registrar's Office if you have any questions.

(3) Use the **Section Search** to find courses and add them to your cart (note that there is an "Advanced Search" tab that allows additional search criteria):

You can also access the **Section Search** at any time via the **Search** tab:

(4) After finding an open course (indicated by a green book icon to the left of the course title) with an available seat that you'd like to add to your cart, click the **Add** button next to the course:


(5) Continue adding or removing courses to your cart as desired. You can always view your cart by navigating to the **Home** tab and clicking **Cart**, or by clicking **Cart** in the top-right portion of Self-Service:

(6) When you are ready to proceed with registering for the courses you've added to your cart, you can click **Proceed to Registration** after adding a final course to your cart. Otherwise, navigate to your cart and click **Register** to proceed to the "Review Schedule" page of the registration wizard:
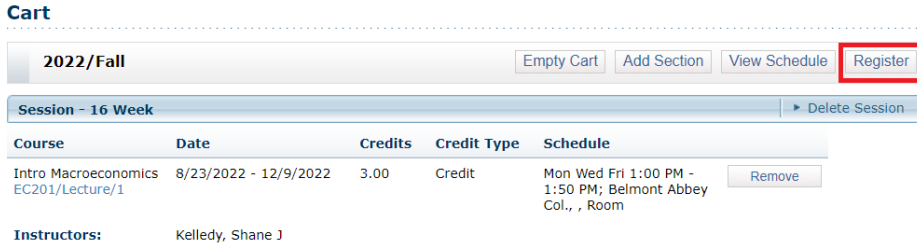
On the "Review Schedule" page of the registration wizard, confirm your selections. When ready to finalize your registration, click the **Next** button. This will attempt to register you for the courses listed under the "Courses to Add" header.

(7) The system will summarize any registration changes made. Any issues encountered by the system during the registration attempt will be listed (e.g. if you are missing a pre-requisite for a course, etc.). <u>You are only enrolled in the course if you see the "Registered" status.</u> Click **Next**:
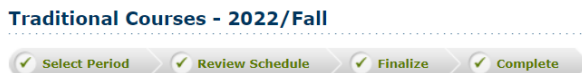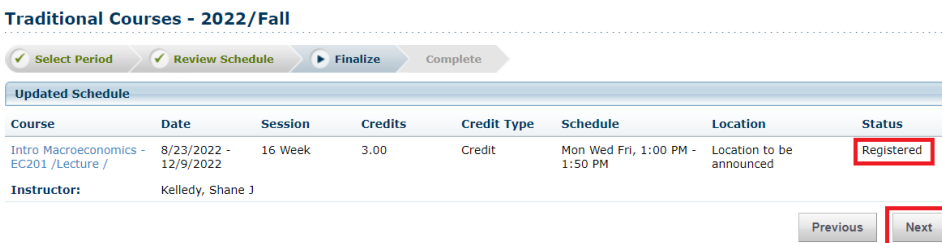
(8) It is recommended to navigate to the **Classes** tab and click **Schedule** to review your schedule after any changes are made.

Dropping Courses

Courses may only be dropped within a certain timeframe for each term. Please consult the Registrar's Office if you have any questions.

(1) Navigate to the **Register** tab in Self-Service and click **Traditional Courses**.

(2) Under the "Registered Courses" header, you will find a "Drop" checkbox next to your registered courses. Check the checkbox for any course you wish to drop. When ready to proceed with dropping, click the **Next** button:

Traditional Courses - 2022/Fall

✓ Select Period ▶ Review Schedule   Finalize   Complete

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the Section Search to find courses to add to your cart.

You can review your degree requirements and find required courses using the Academic Plan.

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
☑	Marketing - BU309 / Lecture /	8/23/2022 - 12/9/2022	16 Week	3.00	Credit	Tuesday Thursday, 11:00 AM - 12:15 PM;	Location to be announced	Registered
Instructors:	Friday, Daphne							
☐	Dance Appreciation - DA101 / Lecture /	8/23/2022 - 12/9/2022	16 Week	3.00	Credit	Tuesday Thursday, 9:30 AM - 10:45 AM;	Location to be announced	Registered
Instructors:	Hayes, Kristin L							

Previous   Next

(3) Your updated schedule with the changes you made will be shown. Click **Next** to end the wizard:

Traditional Courses - 2022/Fall

✓ Select Period ✓ Review Schedule ▶ Finalize   Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Dance Appreciation - DA101 /Lecture /	8/23/2022 - 12/9/2022	16 Week	3.00	Credit	Tuesday Thursday, 9:30 AM - 10:45 AM	Location to be announced	Registered
Instructor:	Hayes, Kristin L						

Previous   Next

Traditional Courses - 2022/Fall

✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

Congratulations! You have completed your Registration for: 2022/Fall

(4) It is recommended to navigate to the **Classes** tab and click **Schedule** to review your schedule after any changes are made.

Adding Courses

At this time, you must register for Continuing Education courses via the Registrar's Office.

Dropping Courses

Courses may only be dropped within a limited timeframe (up to but not including the day prior to the course start date, e.g. a course that starts on 12/15/2022 must be dropped by the end of 12/13/2022). Please consult the Registrar's Office if you have any questions.

(1) Navigate to the **Register** tab in Self-Service and click **Continuing Education**.

(2) Under the "Registered Courses" header, you will find a "Drop" checkbox next to your registered courses. Check the checkbox for any course you wish to drop. When ready to proceed with dropping, click the **Next**:

(3) Your updated schedule with the changes you made will be shown. Click **Finish** to end the wizard:

(4) It is recommended to navigate to the **Classes** tab and click **Schedule** to review your schedule after any changes are made. When reviewing your schedule for Continuing Education courses, make sure to check the **Con Ed Courses** checkbox when generating your student schedule: