How to Register in Student Self Service

1. Select “Registration” in the Student Self Service menu

2. Select “Register for Classes” in the registration menu

3. Select the term. On the next screen begin typing or search for the subject. Click “Search” and the available course offered for the term under the selected subject will appear.

4. Detailed information for each section is listed. Click “ADD” to select the course. Click “Search Again” to find more courses. As you continue to add, a calendar view will be on the bottom-left of your screen. A summary of courses will be on the bottom-right of your screen. **When you are finished selecting your courses, click “SUBMIT”**.

5. If you registered for courses **successfully**, the status will turn green and read “Registered”. If you were **unsuccessful**, the error message will populate in the top-right corner. Please click [here](#) to read the “ERROR MESSAGE” section on our webpage for detailed information on how to resolve registration errors.

Information regarding **HOW TO RESOLVE HOLDS** can be found on our webpage under “FAQ”.

*Please continue to page 2 for how to confirm your schedule and information regarding courses with variable credit hours.

**TIP** If you already received an override from the department, you must select the exact CRN or enter the CRN (second menu tab of step 3) of the approved course. **Overrides are approved at the discretion of the department.**
Check Your Schedule

We HIGHLY recommend checking your schedule after ANY schedule changes to confirm registration.

From the registration menu, choose either “View Registration Information” or “Register for Classes”.

The courses that you are actively registered for will show. In the bottom section, click “Schedule Details” to specific details such as instructor, meeting times, location, and the CRN.

You can also click on the individual course title. A separate window will generate. Specific class details can be viewed in this window by using the left navigation menu.

To adjust a course with variable credit hours: click “Schedule and Options”. Select the field under hours and enter the number of credit hours. Click “SUBMIT”. The registration and billing hours will adjust.