

Quick Tips for Preparing to Register

1. Set up a meeting with your Academic Advisor.

To find the name of your Academic Advisor, go to the Current Student Hub and click on “Self Service” and log on. Then, click on “Student Services”, select “Academic Records/Registrar Information” and choose “View Student/Advisor Information”.

2. Check your registration time.

Go to the Current Student Hub and click on “Self Service” and log on. Next, click on “Student Services”, select “Select Term” and choose the appropriate term. Then, click on “Registration Status”. It will show your registration dates and times for the term selected.

3. Begin to plan your schedule & access your degree audit.

Go to the Current Student Hub and click on “Self Service” and log on. Then, click on “Student Services”, select “Academic Records/Registrar Information” and choose “View Degree Evaluation & Tools (DegreeWorks)”. Your degree audit will appear showing what is required for your major.

4. View the schedule of classes for the upcoming term.

Go to the Current Student Hub and click on “Self Service” and log on. Next, click on “Student Services”, select “Streamlined Class Search”. Choose the appropriate term. You can filter the classes to find the courses you need to plan your schedule. It is helpful to have the CRN (Course Registration Numbers) for each class.

5. Meet with your Academic Advisor.

Bring your planned schedule to assist you and your Academic Advisor during the meeting. Choose alternate class options, if your first choice is no longer available when you register.

6. Check for any Holds.

Holds can prevent you from registering. To check holds, go to the Current Student Hub and click on “Self Service” and log on. Then, click on “Student Services”, select “Billing & Payments/Bursar Information” and choose “View Holds”. Resolve any holds before attempting to register.

7. Register Online. (This feature is available when your registration time begins.)

To register online, go to the Current Student Hub and click on “Self Service” and log on. Then, click on “Student Services”, select “Registration”. Select the appropriate term and click “Add or Drop Classes”. Enter the CRNs for your classes and click “Submit Changes”.

Visit www.xavier.edu/registrar/quick-tips for more tips on registering:

- Browsing the Schedule of Classes
- Finding a Core Course
- Finding a Subject Area Course
- Registering for Classes
- And More.

For further assistance, please contact the office of the Registrar.

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