

Quick Tips: Registering for Classes from the Student Hub

1. Go to the Current <u>Student Hub</u>. Click on "Self Service" and log on.



- 2. Click on the 'Student' tab.
- 3. Click on 'Registration'

Student Services Registration Check your registration status, dass schedule and add or drop dasses Academic Records/Registrar Information Vere grades. Holds. Versions, and autoin application, enrollment verification, degree evaluation and general student information. Billing & Ryments/Bursar Information Vere stills and Holds. Make Online Exyments, Erroll In/Review Payment Plans, Title IV Ealestions, and 1088T Information Straminied Class Search Class Schedule	Search	Go	RETURN TO MAIN MENU	SITE MAP HEL	P EXI
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Search Class Schedule	Streamlined Class	Search			
	Search Class Sche	dule			
Search Course Catalog	Search Course Cat	alog			

4. Click 'Select Term'.

Go	RETURN TO STUDENT SERVICES MENU SITE MAP HELP EXIT
Registration	
Select Term - ***DO THIS FIRST TO	SELECT THE CORRECT TERM***
Add or Drop Classes	
Look Up Classes	
Change Class Options	
Week at a Glance	
Student Detail Schedule	
Student Printable Schedule	
Registration Status	
Active Registration	
Registration History	
Durchage Touthooks	

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5. Choose the appropriate term from the drop down list and click submit.

Search Go	RETURN TO REGISTRATION MENU	SITE MAP H	IELP EXIT
Registration Term			
Select a Term: Fall Semester 2015 🔹			
Submit			
RELEASE: 8.4			
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6. Click on 'Add or Drop Classes'. Enter the CRN and click 'Submit Changes'.

Add or Drop	p Classes			Jur	Fall Semester 2015 n 05, 2015 10:27 am
To add a class,	, enter the Course Reference	Number in the Add Classes section.	. To drop a class, use the options available in t	he Action pull-down list.	
Click Here for e	explanation of "Pre-Req or Te	st Score" error message.			
 For Summer 2 If you registe of the Summer Payment Plan, For Fall 2015; Fall charges of the Fall 201; 	2015: er for Summer classes prior 1 x-Flex Payment Plan. If regi is due within 48 hours of re will be assessed and viewal 5 X-Flex Payment Plan. dule	o May 1, 2015, payment in full is du stering for Summer Classes on or aff jistration. Please visit <u>the Bursar's 1</u> ole on your bursar account for the fin	e May 1, 2015 or, if you enroll in the X-Flex Pay Ter May 1, 2015, payment in full or your month <u>Website</u> for answers to frequently asked ques at time on June 18, 2015, ebilled on July 15, 20	ment Plan, your payment is due acco ly payment as reflected in your Summ tions and other information. D15, and due August 1, 2015, or acco	rding to the terms ier 2013 X-Riex irding to the terms
Status	Action	CRN Subi Crse Sec Level	Cred Grade Mode Title		
Register on Jun (05, 2015 None	 90098 ARTS 102 01 Undergram 	raduate 3.000 Standard Letter Drawing I		
Milling Hours: Minimum Hours: Maximum Hours: Date:	rs: 3.000 3.000 0.000 18.000 Jun 05, 2015 10:27 am				
Add Classes V	Worksheet				You can enter multiple
CRNs					
90643					CRNs at the same time.
	S Class Search Rese	t			
Submit Changes					
Submit Changes		[View Holds Chang	ge Course Options Purchase Textbooks]		
Submit Changes	.2	[View Holds Chang	ge Course Options Purchase Textbooks]		

7. If you do not have the CRN, click on 'Class Search'.
 8. Select the course subject and click on 'Course Search'.

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			Fall Semester 20 Jun 05, 2015 10:51
Use the selection hints: • You must the values in a putext; for example, "A special charact down list on "ALL" the times must be NOTE!! For this s	options to search i choose at least on ill-down list, click ou to get all 200-leve er used in search i ". • To search by ti a "to be announced earch, Course Num	the class schedule. Yu e Subject, all other fin h the first option, and el courses, type "2%" regwords that can ma me, both a "Start Tim ("; such as for a pract ber is the number pa	ou may choose any combination of fields to narrow your search. Select Class Search when your selection is complete. Search dels are optional. To choose more than one tenim in a pull-down init, biol down the buttom as you cick to select. To choose all u, while still holding down the cick button, drag the cursor down the list. • Use "%" as a wildcard in those fields with free-form in the Course Number field, or to get classes with "Bible" in the title, type "%Bible%" in the till field. A "wildcard" is defined, tch any character or string of characters. ⁻ If you do not want to search by a field, simply leave t blank or leave the drop e" and an "End Time" must be entreed. The Start and End times for the class must match exardly to be returned as a result, o claum.
CLICK "ADVANC	ED SEARCH" TO V	IEW ALL COURSE O	FFERINGS.
later and			
Subject: Accounting Accounting American S Arabic Art Athlotic Tr	cy) Sign Language		
Subject: Accountan Accounting American S Arabic Art Athletic Tr: Biology Business I Chemistry	cy) Sign Language aining Idministration .aw	*	

- 9. Browse the available courses and click 'View Sections' to see a list of all available sections of the course.
- 10. Open sections will have a tick box in front of the CRNs. Closed sections will have a 'C' in front of the CRNs. Click in the tick box of the section you would like to add and then click the 'Register' button at the bottom of the page.

Searc	ch			Go					RET	URN TO	MAIN	MENU	SITE M	AP H	ELP E	XIT			
Loo	k Up Classe	s																Fall Semester 2015 Jun 05, 2015 11:02 am	
Sectio Engli	ons Found sh																		
Selec	t CRN Subj Cr	se Se	c Cm	p Cred Title	Days	Time	Ca	p Ad	t Rer	n WL Cap	WL	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location Att	Click in the box to
7	90643 ENGL 10	01	м	3.000 English Composition	MWF	08:00 am-08:50 am	5	4	1	0	0	0	0	0	0	David F. Reid (P)	08/24-12/18	TBA	choose the open
С	90644 ENGL 10	02	м	3.000 English Composition	MWF	08:00 am-08:50 am	5	5	0	0	0	0	0	0	0	Jacqueline Marie Lyon (P)	08/24-12/18	ТВА	section to add.
C	90645 ENGL 10	03	м	3.000 English Composition	MWF	08:00 am-08:50 am	5	5	0	0	0	0	0	0	0	Charles E. Gabel (P)	08/24-12/18	TBA	
	90646 ENGL 10:	L 04	м	3.000 English Composition	MWF	09:00 am-09:50 am	6	5	1	0	0	0	0	0	0	Charles E. Gabel (P)	08/24-12/18	TBA	
C	90647 ENGL 10	05	м	3.000 English Composition	MWF	09:00 am-09:50	5	5	0	0	0	0	0	0	0	Sara Wagner (P)	08/24-12/18	TBA	

11. You will now see your added course in your course list.

	Go	RETURN TO	D REGISTRATION MENU SITE	MAP HELP EXIT	
Add or Drop Cla	isses				Fall Semester 20 Jun 05, 2015 11:07
To add a class, enter	the Course Reference N	umber in the Add Classes section. To drop	p a class, use the options a	vailable in the Action pull-d	own list.
Click Here for explana	tion of "Pre-Req or Test S	icore" error message.			
For Summer 2015: • If you register for S of the Summer X-Flee Payment Plan, is due For Fall 2015: • Fall charges will be of the Fall 2015 X-Fle	ummer classes prior to I Payment Plan. If registe within 48 hours of regis assessed and viewable x Payment Plan.	Hay 1, 2015, payment in full is due May 1, ring for Summer Classes on or after May tration. Please visit <u>the Bursar's Website</u> on your bursar account for the first time of the state of the state o	2015 or, if you enroll in the 1, 2015, payment in full or for answers to frequently on June 18, 2015, ebilled or	2 X-Flex Payment Plan, you your monthly payment as r asked questions and other n July 15, 2015, and due Au	r payment is due according to the term effected in your Summer 2015 X-Flex information. agust 1, 2015, or according to the term
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status	Action	CRN Subj Crse Sec Level	Cred Grade Mode	Title	
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illing Hours: 6.0	00				
	00				
Minimum Hours: 0.0					
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