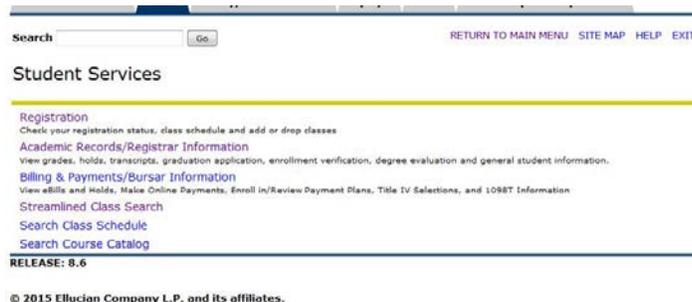


## Quick Tips: Registering for Classes from the Student Hub

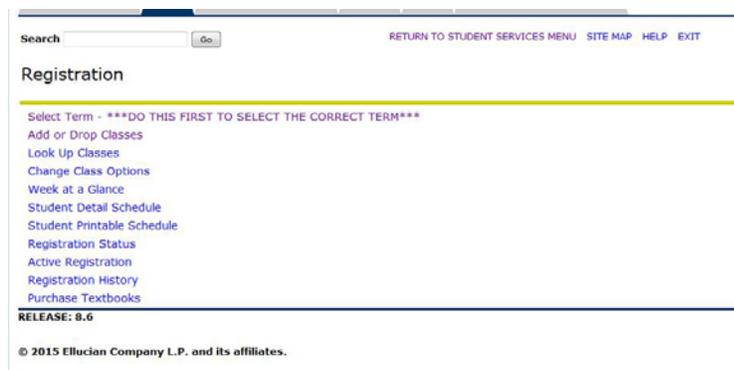
1. Go to the Current [Student Hub](#). Click on “Self Service” and log on.



2. Click on the ‘Student’ tab.
3. Click on ‘Registration’



4. Click ‘Select Term’.



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

Search   [RETURN TO REGISTRATION MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration Term

Select a Term:

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## 6. Click on 'Add or Drop Classes'. Enter the CRN and click 'Submit Changes'.

Search   [RETURN TO REGISTRATION MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes Fall Semester 2015  
Jun 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 the Action pull-down list.  
[Click Here for explanation of "Pre-Req or Test Score" error message.](#)

**For Summer 2015:**

- If you register for Summer classes prior to May 1, 2015, payment in full is due May 1, 2015 or, if you enroll in the X-Flex Payment Plan, your payment is due according to the terms of the Summer X-Flex Payment Plan. If registering for Summer Classes on or after May 1, 2015, payment in full or your monthly payment as reflected in your Summer 2015 X-Flex Payment Plan, is due within 48 hours of registration. Please visit [the Bursar's Website](#) for answers to frequently asked questions and other information.

**For Fall 2015:**

- Fall charges will be assessed and viewable on your bursar account for the first time on June 18, 2015, e billed on July 15, 2015, and due August 1, 2015, or according to the terms of the Fall 2015 X-Flex Payment Plan.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Register on Jun 05, 2015	None	90098	ARTS	102	01	Undergraduate	3.000	Standard	Letter Drawing I

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jun 05, 2015 10:27 am

Add Classes Worksheet

CRNs

9064

[View Holds](#) | [Change Course Options](#) | [Purchase Textbooks](#)

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You can enter multiple CRNs at the same time.

## 7. If you do not have the CRN, click on 'Class Search'.

## 8. Select the course subject and click on 'Course Search'.

Search   [RETURN TO REGISTRATION MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look Up Classes Fall Semester 2015  
Jun 05, 2015 10:51 am

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search. Select Class Search when your selection is complete. Search hints: • You must choose at least one Subject; all other fields are optional. To choose more than one item in a pull-down list; hold down the button as you click to select. To choose all the values in a pull-down list, click on the first option, and, while still holding down the click button, drag the cursor down the list. • Use "%" as a wildcard in those fields with free-form text; for example, to get all 200-level courses, type "2%" in the Course Number field, or to get classes with "Bible" in the title, type "%Bible%" in the title field. A "wildcard" is defined as "A special character used in search keywords that can match any character or string of characters." • If you do not want to search by a field, simply leave it blank or leave the drop down list on "ALL". • To search by time, both a "Start Time" and an "End Time" must be entered. The Start and End times for the class must match exactly to be returned as a result, or the times must be "to be announced"; such as for a practicum.  
**NOTE!!** For this search, Course Number is the number part of the course number (e.g. the "101" of ENGL 101), NOT the class reference number (CRN).

**CLICK "ADVANCED SEARCH" TO VIEW ALL COURSE OFFERINGS.**

Subject:

- Accountancy
- Accounting
- American Sign Language
- Arabic
- Art
- Athletic Training
- Biology
- Business Administration
- Business Law
- Chemistry

[Week at a Glance](#) | [Student Detail Schedule](#) | [View Holds](#)

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9. Browse the available courses and click 'View Sections' to see a list of all available sections of the course.

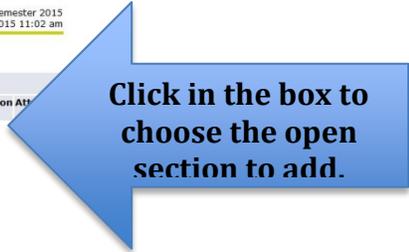
10. Open sections will have a tick box in front of the CRNs. Closed sections will have a 'C' in front of the CRNs. Click in the tick box of the section you would like to add and then click the 'Register' button at the bottom of the page.

Search  Go RETURN TO MAIN MENU SITE MAP HELP EXIT

Look Up Classes Fall Semester 2015  
Jun 05, 2015 11:02 am

**Sections Found**  
English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Att
<input checked="" type="checkbox"/>	90643	ENGL	101	01	M	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	
<input type="checkbox"/>	90644	ENGL	101	02	M	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	TBA	
<input type="checkbox"/>	90645	ENGL	101	03	M	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	
<input type="checkbox"/>	90646	ENGL	101	04	M	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	
<input type="checkbox"/>	90647	ENGL	101	05	M	3.000	English Composition	MWF	09:00 am-09:50 am	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.

Search  Go RETURN TO REGISTRATION MENU SITE MAP HELP EXIT

Add or Drop Classes Fall Semester 2015  
Jun 05, 2015 11:07 am

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.  
[Click Here for explanation of "Pre-Req or Test Score" error message.](#)

**For Summer 2015:**

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**For Fall 2015:**

- Fall charges will be assessed and viewable on your bursar account for the first time on June 18, 2015, ebilled on July 15, 2015, and due August 1, 2015, or according to the terms of the Fall 2015 X-Flex Payment Plan.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Register on Jun 05, 2015	None	90098	ARTS	102	01	Undergraduate	3.000	Standard	Letter	Drawing I
Web Register on Jun 05, 2015	None	90643	ENGL	101	01	Undergraduate	3.000	Standard	Letter	English Composition

Total Credit Hours: 6.000  
 Billing Hours: 6.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: Jun 05, 2015 11:07 am

Add Classes Worksheet

**CRNs**

[ View Holds | Change Course Options | Purchase Textbooks ]

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