XAVIER UNIVERSITY

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'**

Student Services

Registration
Check your registration status, class schedule and add or drop classes
Quick Tips for Registration **Coming Soon**
Purchase Textbooks
Academic Records/Registrar Information
View grades, holds, transcripts, graduation application, enrollment verification, degree evaluation and general student information.
Billing & Payments/Bursar Information
View eBills and Holds, Make Online Payments, Enroll in/Review Payment Plans, Title IV Selections, and 1098T Information
Financial Aid
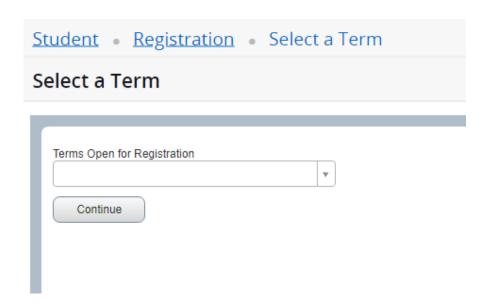View your financial aid status, eligibility and award; Find financial aid information and links.
Browse Classes
Browse Course Catalog
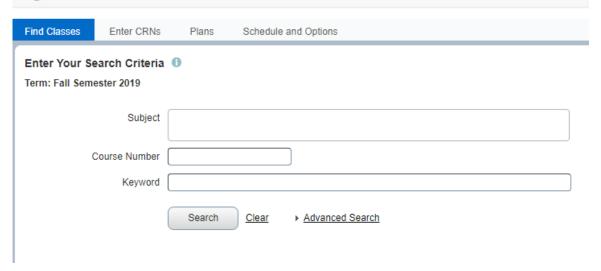
4. Click 'Register for Classes'.

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

View Registration Information
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course and description.

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

Student • Registration • Select a Term

Select a Term

Terms Open for Registration
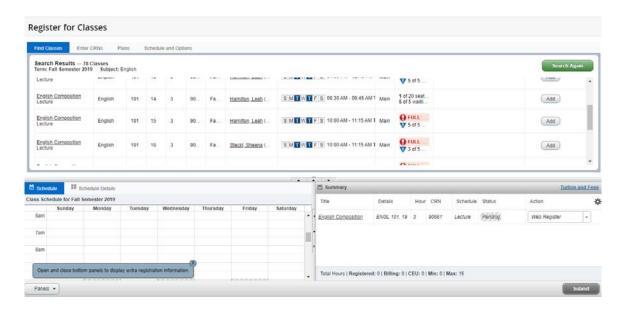
[   ] ▼

[Continue]

6. Search for classes. In the Find Classes tab. Click in the "Subject" field to select one or more subjects. You can type the subject in and select or use the menu to select you subject(s).   Leave the box blank to choose all subjects. You may also narrow your search using the Course Number or Keyword fields or you may click "Advanced Search" for more searching options, including the ability to search by attribute (such as core requirements). You may also use the "Enter CRNs" tab if you already know the CRNs of the courses you are interested in registering.
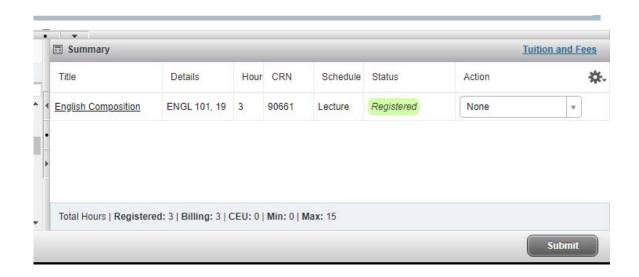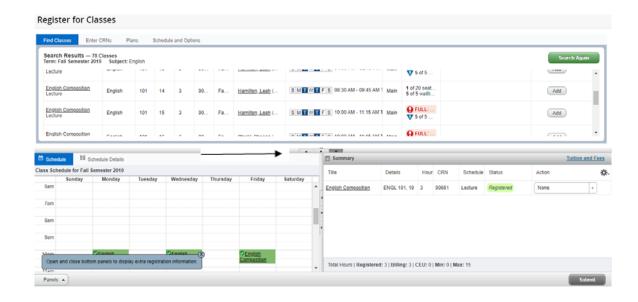
Register for Classes

| Find Classes | Enter CRNs | Plans | Schedule and Options |

Enter Your Search Criteria ⓘ

Term: Fall Semester 2019

Subject

Course Number

Keyword

Search   Clear   ▸ Advanced Search

8. **The number of remaining seats will be listed next to each open class section. If the class if closed, it will show as "Full". Once you find a class that has available seats you are interested in, select the Add button to add the course to your summary panel. It will also block off the time in your visual schedule.**

9. **The summary panel acts like a shopping cart. You will see the status as "Pending". While in the Pending status, you are not yet registered for the course and the pending status does not reserve your spot. <u>You must select Web Register in the Action box to attempt to add the course to your schedule.</u>**
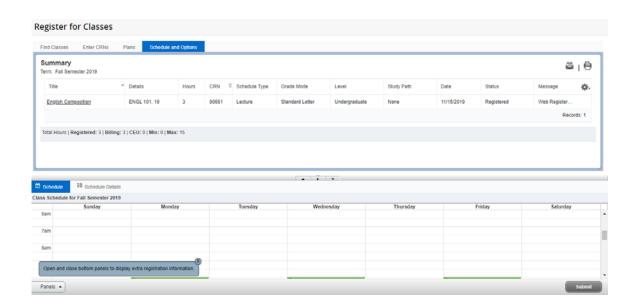
10.   If your registration is successful, it will show "Registered" as the Status. You are now registered for courses.

11. To drop a course, select the drop down under "Actions" and select, "Web Drop/Delete." Click "Submit."

12. Use the panel buttons to expand the individual panels for viewing.

13.   Use the Schedule and Options tab to view and print or email your schedule.

14. To change the credit hours for a course that has a variable credit limit (ex: 1 – 3 credit hours): First, following the steps above, register for the course and click on the Schedule and Options tab. The hours for the variable credit course will be underlined. Next, click the number and enter the desired number of credit hours within the range provided. Click submit and the new credit hours will be saved.