

REGISTRATION FOR GRAD STUDENTS

1. From the [Student Hub](#) — Click the Self Service Box

XAVIER HOME / STUDENT HUB

STUDENT HUB

Self-Service	Pay Bill	Email	Directory	Event Calendar	Academic Calendar
Canvas	Library	Search Course Descriptions	Systems & Guides	Technology	XU Alert Me
Clubs	Getting Around	Rec Sports	Safety	Dining	A-Z Guide

SUMMER REGISTRATION IS OPEN

CURRENT STUDENT SCHOLARSHIPS

PASSWORD MANAGEMENT

CAS DISCONNECT

Xavier Community
A Twitter list by @XavierUniv
Xavier departments, clubs, organizations & people.
#AllForOne #OneForAll #LetsGoX

2. From Xavier Central Authentication Service Page — Enter your user name and password and click the LOGIN button. [New students need to set up their Xavier password before accessing Xavier services.](#)

XAVIER Central Authentication Service (CAS)

Enter your Xavier Username and Password

Username:

Password:

Warn me before logging me into other sites.

LOGIN | [Clear](#)

Xavier's Central Authentication Service (CAS) is the new security mechanism for easy multi-system access. With CAS, you can easily access Banner INB and Self-Service using your Xavier username and password. See our [FAQ](#) for more information about Xavier's CAS system.

Connect to CAS-enabled systems by logging in to the left. Once you've logged in, you can access any CAS-enabled service without entering your password again. When you logout of a service, your browser remains "connected" so that you can re-enter that service or others without entering your password.

Logout, Disconnect, Close and Quit Browsers To Protect Yourself

As you finish with Self-Service, Banner INB, or other CAS services, you should sign out of those services as applicable. When you're fully done or leaving this computer, you should logout of services that are open in other tabs or windows then click the CAS Disconnect button to prevent new sessions from being

3. Click on the Student Services Line

Road to Xavier New Freshmen Registration

New Freshmen starting this fall, click here to begin your registration.

Personal Information

View addresses, phone numbers, and emergency contacts. Review name and social security number change procedures.

Student Services

Registration - Academic Records/Registrar Information - Billing & Payments/Bursar Information - Financial Aid

4. Click on the Registration line

Student Services

Registration

Check your registration status, class schedule and add or drop classes

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

5. Click on the Look up Classes line

Registration

Select Term - ***DO THIS FIRST TO SELECT THE CORRECT TERM***

Add or Drop Classes

Look Up Classes

Change Class Options

6. Click on the down arrow at the end of the box to choose the term (semester) you want to register for

Registration Term

Select a Term: Fall Semester 2016



Submit

7. Move your mouse so the blue highlight is over the term/semester you are looking for

Personal Information Student Faculty/Advisor Services Employee

Search Go

Registration Term

Select a Term: Fall Semester 2016

- Fall Semester 2016
- Summer Semester 2016
- Spring Semester 2016
- Fall Semester 2015

Submit

8. Click Submit

Registration Term

Select a Term: Fall Semester 2016

Submit

9. Click on the Advance Search button at the bottom of the screen

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search. Select 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 with free-form text; for example, to get all 200-level courses, type "2%" in the Course Number field, or to get classes with ' 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 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 clas

CLICK "ADVANCED SEARCH" TO VIEW ALL COURSE OFFERINGS.

Subject:

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

Course Search

For the Advanced Search

- **Subject:** Use the scroll bar to click on the Subjects you are interested in. To choose more than one subject hold down the control key as you click on each subject. Each subject you click on will be highlighted in blue. Then it will turn grey as you move on to another section.
- **Course number/Title:** you can add this information to search for a specific class or you can leave them blank.
- **Campus:** leave All highlighted, unless you are also taking face to face classes, then highlight the appropriate option
- **Course Level highlight:** Graduate, you can add undergraduate if you are also taking undergraduate courses
- **Part of Term:** leave all highlighted or choose the term(s) you are interested in
- **Instructor:** the default is All, but you can change if you want to search for a specific instructor
- **Session:** choose online learning, you can add another option if your program allows you to take courses both online and face to face
- **Attribute:** leave All highlighted
- **Start Time/End Time/Days:** Leave these blank unless you are taking face-to-face classes
- When you have completed choosing your options Click Section Search

Advanced Search

 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select

Subject:

Course Number:

Title:

Credit Range: hours to hours

Campus:

Course Level:

Part of Term:
Non-date based courses only

Instructor:

Session:

Attribute Type:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

The screen will show the results of your search. Click on the box next to the cours(es) you are interested in taking.

Click on the **register** button to register for the courses you have chosen

Click on the **Add to Worksheet** button to add the CRN (course number) to a worksheet until you are ready to register

Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Criminal Justice

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
C	91066	CJUS	365	01	M	3.000	Women in the Criminal Justice System		TBA	20	20	0	10	1	9	0	0	0	Yolander Gail Hurst (P)
<input checked="" type="checkbox"/>	91082	CJUS	611	01	M	3.000	Law & Justice in America		TBA	15	0	15	0	0	0	0	0	0	Ronald William Springman (P)
<input type="checkbox"/>	93363	CJUS	623	01	M	3.000	Persp in Law Enforcement Mgmt		TBA	20	0	20	5	0	5	0	0	0	Travis J. Browr (P)
<input type="checkbox"/>	93369	CJUS	644	01	M	3.000	Gov and Non Profit Accounting		TBA	20	0	20	5	0	5	0	0	0	Travis J. Browr (P)