1. From the Student Hub — Click the Self Service Box

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.

3. Click on the Student Services Line
4. Click on the Registration line

5. Click on the Look up Classes line

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

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

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

Look Up Classes

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
The screen will show the results of your search. Click on the box next to the course(s) 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

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[Register] [Add to Worksheet] [New Search]