



Quick Tips for Preparing to Register

1. Set Up a meeting with your Academic Advisor.

To find the name of your Academic Advisor, go to the Current Student Hub and click on “Self Service” and log on. Then, click on “Student Services”, select “Academic records/Registrar Information” and choose “View Student/Advisor Information”.

2. Check your registration time.

Go to the Current Student Hub and click on “Self Service” and log on. Next, click on “Student Services”, select “Registration”, select “Prepare for Registration” and choose the appropriate term. It will show your registration dates and times for the term selected.

3. Begin to plan your schedule & access your degree audit.

Go to the Current Student Hub and click on “Self Service” and log on. Then, click “Student Services”, select “Academic Records/Registrar Information” and choose “View Degree Evaluation & Tools (Degree Works)”. Your degree audit will appear showing what is required for your degree and major.

4. Meet with your Academic Advisor.

Bring your planned schedule to assist you and your Academic Advisor during the meeting. Choose alternate class options if your first choice is no longer available when you register.

5. Check for any holds.

Holds can prevent you from registering. To check holds, go to the Current Student Hub and click on “Self Service” and log on. Then, click on “Student Services”, select “Billing & Payments/Bursar Information” and choose “View Holds”. Resolve any holds before attempting to register.

6. Register Online (This is available when your registration time begins.)

To register online, go to the Current Student Hub and click on “Self Service” and log on. Then, click on “Student Services”, select “Registration”. Select “Register for Classes” and choose the appropriate term. Search and courses you are interested in and click “Add”. This will send it to your summary panel with a status of “Pending”. Choose “Web Register” from the “Action” drop down box and select “Submit”.

Visit www.xavier.edu/registrar/quick-tips for more tips on registering.

For further assistance, please contact the Office of the Registrar.

513-745-3941 xureq@xavier.edu