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’.

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

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.

8. The number of remaining seats will be listed next to each open class section. If the class is 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. You must select Web Register in the Action box to attempt to add the course to your schedule.
10. If your registration is successful, it will show “Registered” as the Status. You are now registered for the course.
11. Use the panel buttons to expand the individual panels for viewing.

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

13. 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.