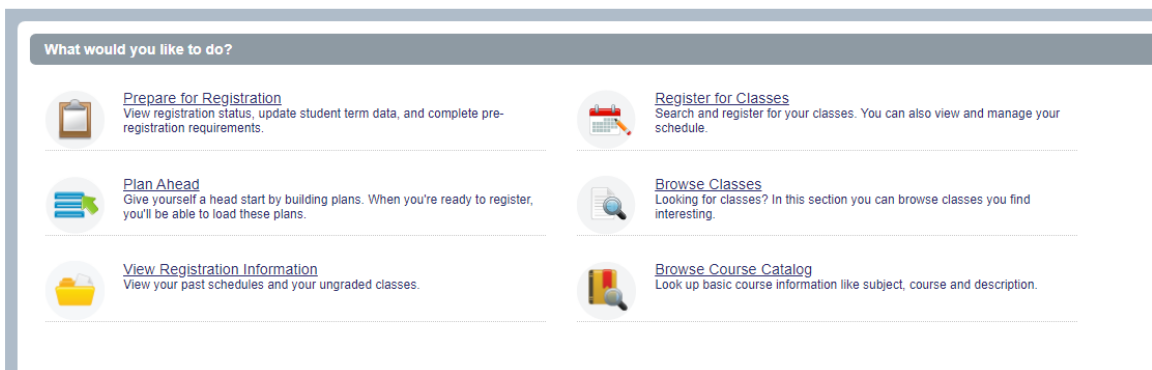


Quick Tips:







Registering for Classes from the Student Hub

1. Go to the Current [Employee Hub](#). Click on “Self Service” and log on.
2. Go to Advisor Services on the Faculty/Advisor Services tab.
3. Click on ‘Student Registration Information’
4. Click ‘Register for Classes’.

Registration



The screenshot shows a web interface for registration. At the top, there is a header that says "What would you like to do?". Below this header, there are six tiles arranged in a 3x2 grid. Each tile contains an icon, a title, and a brief description of the function.

Icon	Title	Description
	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. If you are asked for your role, select the role you are currently acting in.

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

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

7. Select the student by ID or Name in the drop down box and hit “Continue”.
8. Enter the alternate student PIN in the password box. This is the student’s date of birth in MMDDYY format. This information can be found on the View Academic Transcript function in addition to other reporting.
9. 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 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 the visual schedule.
9. The summary panel acts like a shopping cart. You will see the status as “Pending”. While in the Pending status, the student is not yet registered for the course and the pending status does not reserve the spot. You must select Web Register in the Action box to attempt to add the course to the student’s schedule.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 78 Classes
Term: Fall Semester 2019 | Subject: English

Lecture	English	101	14	3	90	Fa...	Hamilton, Leah (...)	S M T W T F S	08:30 AM - 09:45 AM 1	Main	1 of 20 seat... 5 of 5 waitl...	Add
English Composition Lecture	English	101	15	3	90...	Fa...	Hamilton, Leah (...)	S M T W T F S	10:00 AM - 11:15 AM 1	Main	FULL: 5 of 5 ...	Add
English Composition Lecture	English	101	16	3	90...	Fa...	Stack, Sheana (...)	S M T W T F S	10:00 AM - 11:15 AM 1	Main	FULL: 3 of 5 ...	Add

Schedule | Schedule Details

Class Schedule for Fall Semester 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Open and close bottom panels to display extra registration information.

Summary | Tuition and Fees

Title	Details	Hour	CRN	Schedule	Status	Action
English Composition	ENGL 101, 19	3	90661	Lecture	Pending	Web Register

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Submit

10. If the registration is successful, it will show “Registered” as the Status. The student is now registered for the course.

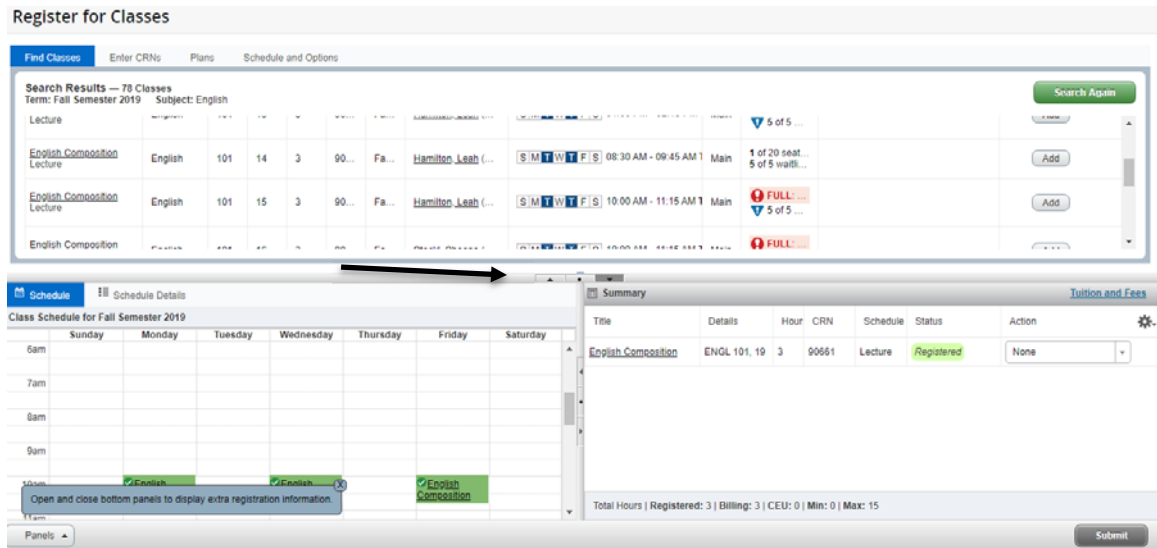
Summary | Tuition and Fees

Title	Details	Hour	CRN	Schedule	Status	Action
English Composition	ENGL 101, 19	3	90661	Lecture	Registered	None

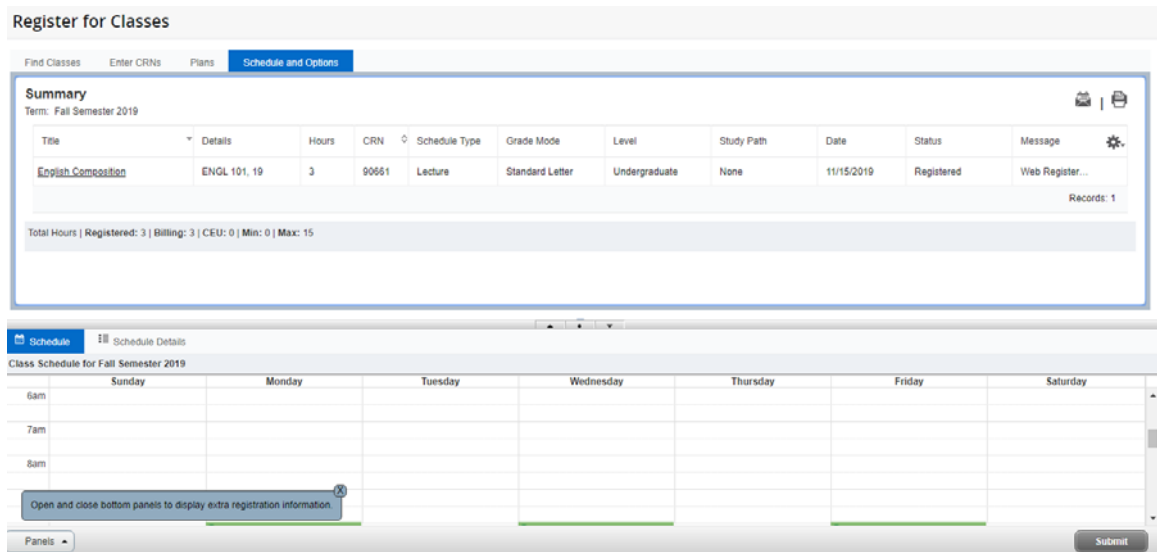
Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

Submit

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 the 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.