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’.
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.

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