




Online Registration

Using Self Service follow the directions below to register online by selecting:

1. Register tab
2. Academic plan link
 -  Hour glass next to courses indicates that you are currently taking that course
 -  Check mark next to courses indicate you have completed those courses
 -  # Courses required; #Min. #Max. # Complete; and # Remaining courses are indicated when using the Academic Plan to choose courses.
3. To search for a course section from within your academic plan – click on the magnifying glass.
4. Option on Left allows you to choose “Open Sections Only”
5. Once your courses are chosen (added to your cart) click submit and your schedule will be sent to your advisor’s email for approval.
6. Check your class schedule to determine the status of the courses you submitted.

OR

You can register online by selecting the following:

1. Register tab
2. Traditional Courses link
3. Search for available sections by Keyword (i.e. Math, Theology) or Course Code (i.e. MAT105, THE102 without spaces between the letters and numbers)
4. Once your courses are chosen (added to your cart) click submit and your schedule will be sent to your advisor's email for approval.
5. Check your class schedule to determine the status of the courses you submitted.