

# SelfService Registration Guide

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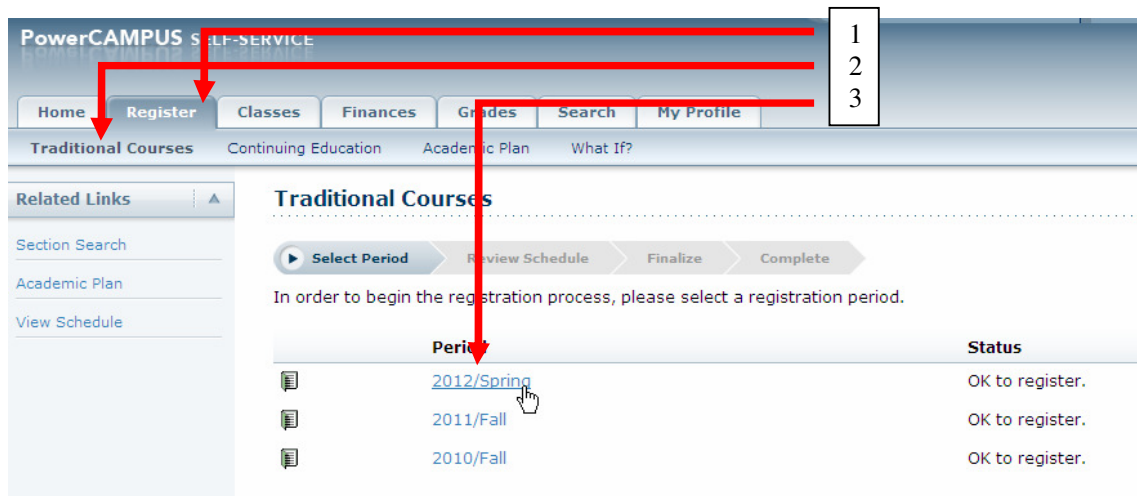
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# 1. Introduction

You can register for traditional courses within a specified academic period.

1. Login to SelfService
2. Select the **Register** tab.
2. Select the **Traditional Courses** menu item.
3. Select the **Period** for which you want to register.
  - If the status for the period is **OK to register**, select the **Period** and continue with the registration process.
  - If the status for the period is NOT **OK to register**, you are not authorized to register for this **Period** at this time. You can contact your advisor for more information.



4. Find the courses you want to take and add them to your cart. Refer to the instructions for [Finding Your Course Sections](#).
5. Follow the instructions for [Verifying the List of Courses in Your Cart](#).
6. See how your schedule looks. Refer to the instructions for [Checking Your Class Schedule](#).
7. Pay for your courses. Refer to the instructions for [Registering for the Courses in Your Cart](#).

## 2. Finding Your Course Sections

1. Select **Section Search**.
2. Enter your search criteria, and **Search** for the course sections you want to take.

**Section Search** [▶ Back to Registration](#)

Basic Search **Advanced Search**

Keywords  Course Code  Registration Type  Traditional  Continuing Education  Both

Period  Session

Results Per Page

3. View the list of course sections that match your criteria. If **too many course sections are listed**, get more specific:
  - Select **Refine Search**, or
  - Choose a specific Period, Session, Department, and so on from the dropdown lists at the top of the Section Search Results page.

**Section Search** [▶ Back to Registration](#)

Found 23 results for Course Code = 'ACC' and Registration Type = 'Traditional' and Period = '2010 Fall' and Session = '01 - Session'.

Department  Class Level

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Accounting I ACC 101/Lecture/01	8/25/2010 - 12/19/2010	2010 Fall 01 - Session	3.00	Fees Applicable	MWF 8:00 AM - 8:50 AM; SunGard University, Anderson Hall, Room 100	Ms. Lisa Appleton Mr. Edward Doherty	8 of 20
Accounting I ACC 101/Lecture/02	8/25/2010 - 12/19/2010	2010 Fall 01 - Session	3.00	Fees Applicable	MWF 8:00 AM - 8:50 AM; SunGard University, Anderson Hall, Room 100	Mr. Edward Doherty	11 of 20
Accounting I ACC 101/Lecture/03	8/25/2010 - 12/19/2010	2010 Fall 01 - Session	3.00	Fees Applicable	MWF 8:00 AM - 8:50 AM; SunGard University, Anderson Hall, Room 100	Ms. Lisa Appleton Mr. Edward Doherty	20 of 20

4. Select the courses you want to take:
  - For any **open** course section you want to take, select **Add**.
5. Review the **Course Added** confirmation message that appears above the list of Course Section Results.

**Course Added** ▶ Hide

Course **ACC 101/Lecture/03** was added to your shopping cart for period **2010/FALL/01 - Session**.

Select **View Cart** to view the list of current courses in your cart.

**Cart**

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2010/Fall

Course	Date	Credits	Credit Type	Schedule	Instructor	
Accounting I ACC 101/Lecture/02	8/25/2010 - 12/19/2010	3.00	Credit	MWF 8:00 AM - 8:50 AM; SunGard University, Anderson Hall, Room 100	Mr. Edward Doheny	<input type="button" value="Remove"/>
Accounting I ACC 101/Lecture/03	8/25/2010 - 12/19/2010	3.00	Credit	MWF 8:00 AM - 8:50 AM; SunGard University, Anderson Hall, Room 100	Ms. Lisa Appleton , Mr. Edward Doheny	<input type="button" value="Remove"/>
Commercial Law ACC 103/Lecture/01	8/25/2010 - 12/19/2010	3.00	Credit	MWF 9:00 AM - 9:50 AM; SunGard Extension, Foster, Room 102		<input type="button" value="Remove"/>
Accounting I ACC 101/Lecture/04	7/29/2010 - 12/19/2010	3.00	Credit	MWF 8:00 AM - 8:50 AM; SunGard University, Anderson Hall, Room 100	Ms. Lisa Appleton , Mr. Edward Doheny	<input type="button" value="Remove"/>

6. Continue searching for sections and adding the desired course sections to your schedule. Continue the registration process by [Verifying the List of Courses in Your Cart](#).

### 3. Verifying the List of Courses in Your Cart

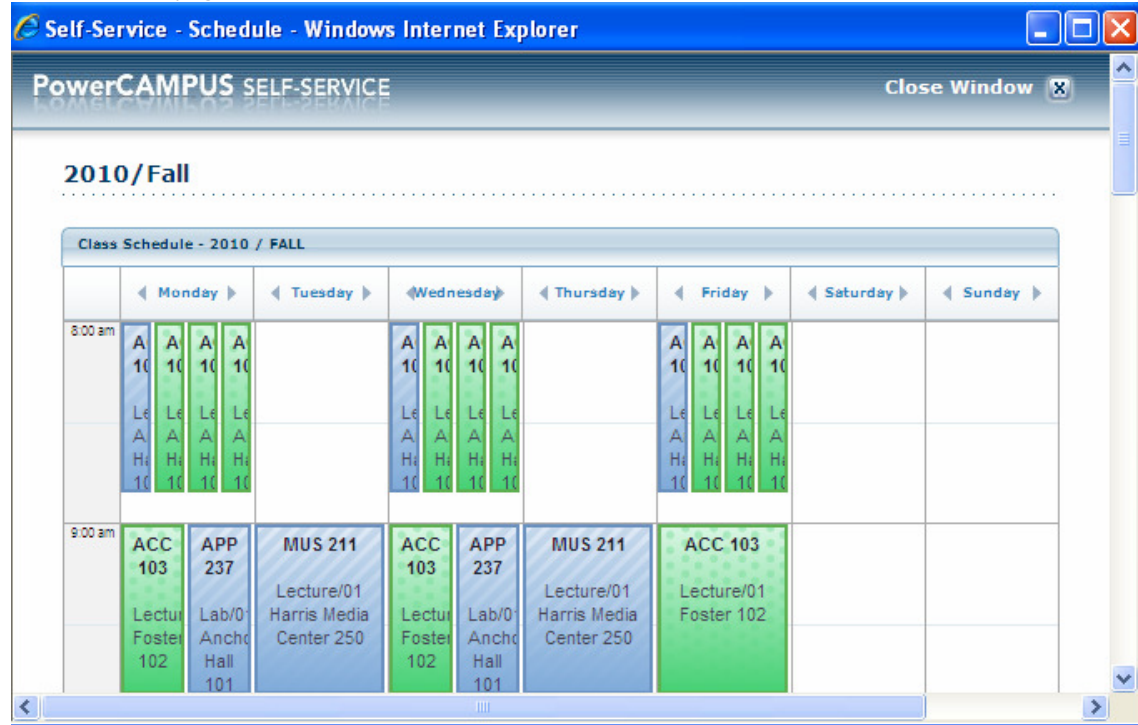
1. After you add a course to your cart, you can choose to **View Cart**.
2. As necessary, update the list of courses in your cart:

Select	To
<b>Add Section</b>	Search for the course sections you want to add to your cart.
<b>Remove</b>	Remove a course that you no longer want to take.
<b>Delete Session</b>	Remove all the courses for the specified session.
<b>Empty Cart</b>	Remove all the courses for the specified year and term.

3. Select **View Schedule** to see how your schedule looks with the course sections that are in your cart (and those for which you are already registered).
4. When you are ready to register for the courses in your cart for an open registration period, select **Registration** (or **Register** on the *Cart* page).  
Continue the registration process by [Checking Your Class Schedule](#).

## 4. Checking your Class Schedule

1. On the *Cart* page, select **View Schedule**.



2. View your schedule with the course sections that are in your cart (and those for which you are already registered).

3. When you are finished viewing your schedule, select **Close Window**.

Continue the registration process by [Registering for the Courses in Your Cart](#).

## 5. Registering for the Courses in Your Cart

Wise Timetable presents a very flexible and dynamic way for making reservations allowing the user

1. Select **Registration** (or **Register** on the *Cart* page).
2. Select the academic **Period** for which you want to register. (You can only select a period for which the **Status** is **OK to register**.)
3. **Review** your **Schedule** to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course.

Select	To
<b>Course Number</b>	Display more information about the course (registration type, fees, prerequisites, corequisites, available credit types, class size, status, and the student populations allowed to take the course).
<b>Section Search</b>	Choose another course.
<b>Drop</b>	Drop a course, for which you have already registered, that is allowed to be dropped.
<b>Remove</b>	Remove a course from your shopping cart.
<b>View Schedule</b>	Display your class schedule with the courses on the Registered Course list and in your Shopping Cart.

Related Links

- Section Search
- Academic Plan
- View Schedule

### Traditional Courses - 2010/Fall

✓ Select Period
▶ Review Schedule
Finalize
Complete

Courses to Add										
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/>	Accounting I - ACC 101 / Lecture / 02	8/25/2010 - 12/19/2010	01 - Session	3.00	Credit	MWF, 8:00 AM - 8:50 AM;	SunGard University, Anderson Hall, Room 100	Mr. Edward Doheny	In Cart	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Accounting I - ACC 101 / Lecture / 03	8/25/2010 - 12/19/2010	01 - Session	3.00	Credit	MWF, 8:00 AM - 8:50 AM;	SunGard University, Anderson Hall, Room 100	Ms. Lisa Appleton , Mr. Edward Doheny	In Cart	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Accounting I - ACC 101 / Lecture / 04	7/29/2010 - 12/19/2010	01 - Session	3.00	Credit	MWF, 8:00 AM - 8:50 AM;	SunGard University, Anderson Hall, Room 100	Ms. Lisa Appleton , Mr. Edward Doheny	In Cart	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Commercial Law - ACC 103 / Lecture / 01	8/25/2010 - 12/19/2010	01 - Session	3.00	Credit	MWF, 9:00 AM - 9:50 AM;	SunGard Extension, Foster, Room 102		In Cart	<input type="button" value="Remove"/>

4. If the course list is correct, select **Next**.

The system will check for conflicts (Course is restricted a specific department, course has a prerequisite, a corequisite...) and will display the errors if any (as in the following screenshot), otherwise it will move on to the finalize registration page



**Traditional Courses - 2010/Fall**

✓ Select Period
▶ Review Schedule
Finalize
Complete

- ❗ You are unable to register for ACC 101 Lecture 02 for the following reasons:**  
**Class Availability:** The course is only open to Business & Economics college.  
**Class Availability:** The course is only open to Accounting & Finance department.  
**Class Availability:** The course is only open to Accounting curriculum.  
**Prerequisite** You did not meet the following prerequisites:  
**CoursePHY101 Lecture[not taken]**  
**Schedule Conflict** ACC 101 Lecture 03  
**Schedule Conflict** ACC 101 Lecture 04  
**Schedule Conflict** ACC 101 Lecture 01

- You are unable to register for ACC 101 Lecture 03 for the following reasons:**  
**Schedule Conflict** ACC 101 Lecture 04  
**Schedule Conflict** ACC 101 Lecture 01

- You are unable to register for ACC 101 Lecture 04 for the following reasons:**  
**Schedule Conflict** ACC 101 Lecture 01

- You are unable to register for ACC 103 Lecture 01 for the following reasons:**  
**Schedule Conflict** APP 237 Lab 01

5. On the *Finalize Registration* page, review the list of courses and the current **Status** for each course.

**Traditional Courses - 2010/Fall**

✓ Select Period
✓ Review Schedule
▶ Finalize
Complete

Updated Schedule								
Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Applied Music I -APP 117 /Lab /1	7/29/2010 - 12/1/2011	01 - Session	2.00	Credit				Registered
Applied Music III -APP 237 /Lab /01	7/29/2010 - 12/19/2010	01 - Session	2.00	Credit	Mon/Wed, 9:00 AM - 9:50 AM	SunGard University, Anchor Hall, Room 101		Registered
Applied Music IV -APP 247 /Lab /01	7/29/2010 - 12/1/2011	01 - Session	2.00	Credit	Friday, 10:00 AM - 11:00 AM	SunGard University, Admissions, Room REG2	Dr. Thomas Edward Allen	Registered
Music Theory III -MUS 211 /Lecture /01	7/29/2010 - 12/19/2010	01 - Session	2.00	Credit	Tues/Thurs, 9:00 AM - 9:50 AM	SunGard Extension, Harris Media Center, Room 250		Registered
Introduction to Soci -SOC 101 /Lecture /01	8/25/2010 - 12/19/2010	01 - Session	3.00	Credit	Friday, 6:00 PM - 9:00 PM	SunGard University, Anchor Hall, Room 252	Ms. Rachel Vanderwall	Registered
Flight Training II - AVIATION201 /Lecture /01	7/29/2010 - 12/19/2010	01 - Session	10.00	Credit				Awaiting advisor approval

<b>Status</b>	<b>Description</b>
<b>Registered</b>	You are registered for the course.
<b>Awaiting Advisor Approval</b>	You have added the course to your schedule, but your registration in the course is still awaiting approval from your advisor.
<b>Drop Request Denied</b>	Your request to drop the registered course has been denied by your advisor.
<b>Add Request Denied</b>	Your request to add the course has been denied by your advisor.

8. On the *Complete Registration* page, view your registration confirmation message.
9. Select **View Schedule**. You may want to print this final schedule, so you have a printout to refer to as you walk around campus.

Related Links

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Section Search

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Academic Plan

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View Schedule

### Traditional Courses - 2010/Fall

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✓ Select Period

✓ Review Schedule

✓ Finalize

✓ Complete

You have successfully submitted your 2010/Fall schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified.