

New Self-Service: Prepare for Course Registration

As we roll out the newest iteration of the Self-Service system (version 9) there are upgrades to the course registration system — upgrades designed to make the process easier for students!

In this tutorial, you'll prepare for course registration by:

- **Checking your registration status**
- **Finding out more about any holds that could prevent your registration**

From the Student Profile, click on “Course Search/Registration” to access the Registration Main Window.

Student • Student Profile

The screenshot shows the Student Profile page for Laura Cronan. The left sidebar contains several menu items: Curriculum and Courses, Prior Education and Testing, Additional Links, and Course Search / Registration. A red arrow points to the 'Course Search / Registration' link. The main content area is divided into sections: Bio Information, General Information, Advisors, CURRICULUM, HOURS & GPA, and REGISTERED COURSES. The 'CURRICULUM, HOURS & GPA' section shows details for an Associate in Arts program, including Degree, Level, Program, College, Admit Type, Admit Term, and Catalog Term. The 'REGISTERED COURSES' section shows 'Not Registered' and summary statistics for Total Hours, Registered Hours, Billing Hours, CEU Hours, and Min Hours.

Once you have landed on the Registration Main Window, click on “Prepare for registration”

The screenshot shows the Registration Main Window. At the top, it asks 'What would you like to do?'. Below this, there are five options, each with an icon and a description: 'Prepare for Registration' (with a red arrow pointing to it), 'Register for Classes', 'Search for Classes', 'View Registration Information', and 'Browse Course Catalog'. The 'Prepare for Registration' option is highlighted with a red arrow.

The screenshot shows the 'Select a Term' dialog box. It has a title bar 'Select a Term' and a dropdown menu labeled 'Terms Open for Registration' with the text 'Select a term...'. Below the dropdown is a 'Continue' button.

Select the term for which you would like to register and click “Continue”. The next page will show you your registration status for the selected term.

The screenshot shows a web page titled "Registration Status" for the term "Fall 2023". It features three green success messages: "Your Student Status permits registration.", "Your academic status Good Standing permits registration.", and "You have no holds which prevent registration." Below these is a "Permit Override" section with one blue informational message: "You have received a Permit Override for CRN 10021, BIO250 (Microbiology), type: Placement by ACT, SAT, CLEP/AP".

You will also see permits here with specific course information, which includes the type of permit, Course Reference Number (CRN), Subject, Course

If you have holds or other reasons that you are not eligible to register, the information will appear here. Contact the appropriate department to resolve the hold to allow registration.

This screenshot shows the "Registration Status" page for "Fall 2023" with a red warning message: "You have holds which prevent registration." Below this is a "Hold Information" section with the following details: "Academic Probation: Warning", "From Date: 07/03/2023", "To Date: 12/31/2099", "Originator: Academic and Career Advising", and "Processes Affected: Registration".

You may also view your Registration Status and Holds on the Student Profile.

The screenshot shows a student profile summary for "PA: 3.08". It includes a header with "Registration Status: 3" and "Holds to Act on: 0". Below are three status cards: "Overall Academic Standing" (Good Standing, Permits Registration), "Student Status" (Active, Permits Registration), and "Enrollment Status" (Permits Registration).