Steps for Accessing Records and Registering for Classes in Self-Service (Students)

Grades

View or print your unofficial transcript:

- "Grades"
- "Unofficial Transcript"
- "Print"
- Wait for PDF to download.

View or print a grade report:

- "Grades"
- "Grade Report"
- Select year/term in the "Period" drop-down menu
- "Print"
- Wait for PDF to download.

Class Schedule

View or print your class schedule:

- "Registration"
- "My Schedule"
- Your schedule will appear in grid format. To view it in list format, click on the "List" icon in the upper right corner of the "My Schedule" box.
  - Known problem: For a course with more than one meeting time (e.g. humanities, lab science course, etc.), the schedule will display a "Course has multiple meeting times" note rather than displaying the meeting times and locations. To see the meeting times and locations, click on the course heading. I.T. has submitted a ticket to Ellucian about this problem.
- "Print"
- Wait for PDF to download.

Registration

Online registration opens in early November (J-term and spring) or in late March (May term, summer, and fall) based on the schedule distributed by the Registrar's Office. Online registration closes at midnight before the first day of class. Students enrolled in traditional undergraduate programs or in the MAH, MAR, MDiv, MEd, EdS, EdD, MSC, MSOT, or IS-Mobile programs register online. Students enrolled in the ADCP Business, ADCP Child and Youth Development, ADCP RN to BSN, MACM, DMin, MSIS, MSPAS and MBA programs do not register online and should contact their academic advisors to register or make schedule changes.

Look up specific course sections using keyword or department code:

- "Registration"
- "Courses"
- If prompted, select year and term.
- Type a keyword, course number, or department code in the "Search" box.
- Hit "Enter" on your keyboard to display courses that meet your criteria.
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Look up course sections from a list of all courses for the semester:

- "Registration"
- "Courses"
- Leave the "Search" box blank.
- Select "Advanced Search."

- Select year and term in the “Period” box.
- In the pop-up window, leave all fields blank and click on the blue “Search” button.

Add courses to your cart and register for classes:

- Click on the “Add” button to the right of the course. The course will appear in the “My Schedule” box and marked “IN CART.”
- Leave the courses in your cart until you are eligible to register (see online registration schedule).
- When you are eligible to register, click on the blue “Register” button to submit your courses for advisor approval.
- You will see the following note at the top of the screen: “Congratulations! You have completed your registration.
- In the “My Schedule” box, the courses will appear as “PENDING,” because they are on hold for advisor approval. A status of “PENDING” holds your seat in the class.
- When your advisor has approved your schedule, the courses will appear as “REGISTERED” in the “My Schedule” box.

Schedule Changes

Add a class to your schedule:

- To add a class to your schedule, follow the process described above under “Add courses to your cart and register for classes.”

Drop a class from your schedule:

- “Registration”
- “Courses”
- In the “My Schedule” box, click on the “Drop” button for the course.
- In the pop-up window, select “Drop Course.”
- The course will be marked “Registered” and “Drop pending approval” until your advisor approves the drop.
- When your advisor approves the drop, the course will disappear from your schedule.

Profile

View or update your profile information:

- In the upper right corner, let your cursor hover over your name.
- Select “Profile” from the drop-down list.
- To add or update an address, select the “Address” heading and either edit an existing address or add a new address type. Your “home” address is the “Permanent” address type.
- The new or edited address will appear as “PENDING REQUEST” for review in the Registrar’s Office.
- To update your marital status or religion, select the “Demographic” tab and update your information.