Accessing the Registration System:

1. Log into your Blackboard account.

2. Look for the ‘Enrollment Services’ module, which now appears in the upper right hand portion of your screen (unless you previously modified your Blackboard layout).

3. Click on the link: **Student Self Service.**

Make sure you have disabled all of your pop-up blockers.
Checking for Registration Holds:

1. On the Main Menu, click on the link: **Student and Financial Aid**.

   ![Image of Student and Financial Aid Menu]

2. On the Student and Financial Aid Menu, click on the link: **Student Records**.

   ![Image of Student Records Menu]

3. On the Student Records Menu, click on the link: **View Holds**.

   Be sure to contact the appropriate office for assistance with resolving a registration hold.

Modified 02/27/08
Searching for Courses:

Option A

1. On the Student Records Menu, click on the link: Class Schedule and perform your class search using the guidelines provided in the following section, titled Performing a Class Search.

2. Results of your search will display in long format with the following information provided for each course section:
   - Five-digit CRN Number
   - Section Text
   - Web Registration Dates
   - Course Date Ranges
   - Course Level
   - Meeting Days and Times
   - Instructor

3. Click on an individual course section to obtain additional information:
   - Seats available
   - Registration restrictions including pre-requisites and co-requisites
   - Cross-Listing Information

Modified 02/27/08
Searching for Courses:

**Option B**

1. On the Student and Financial Aid Menu, click on the link: **Registration**.

2. On the Registration Menu, click on the link **Look Up Classes** and perform your class search using the guidelines provided in the following section, titled **Performing a Class Search**.

3. Results of your search will display in a condensed format with the following information provided for each course section:
   - Five digit CRN Number
   - Meeting Days and Times
   - Instructor
   - Seats Available

4. Click on an individual CRN Number to view the long format display for that course section.
Performing a Class Search (using either link):

1. Select the appropriate term.

2. Select at least one subject. **(Required)**
   You may select one subject at a time, multiple subjects at a time, or all
   subjects at once.

3. Narrow down your search, *once you have selected your subject(s)*, using any
   or all of the following criteria.
   - Course Number
   - Title
   - Credit Range
   - Campus
   - Course Level
   - Instructor
   - Session (Off-Site, Seton World Wide, Travel Based, and Web Based courses)
   - Start Time, End Time, and Days of the Week

4. Scroll to the bottom of the page and click on **Class Search**.

The percent sign (%) can be used as a wild card key when searching for courses.

- Select one subject, multiple subjects, or all subjects.
- If you wish to search for 2000 level courses, type in 2% in the Course Number
  field.
- If you wish to search for a course title that contains the word/phrase Europe in it,
  type in %Europe% in the Title field.
Adding and Dropping Courses:

1. On the Student and Financial Aid Menu, click on the link: Registration.

2. On the Registration Menu, click on the link Add or Drop Classes.

3. Select the appropriate term.

4. Enter your Registration PIN in the Alternate PIN Verification Box and click: Submit.

5. If you know the five digit CRN numbers for your courses, enter them into the boxes at the bottom of the screen and click on the box: Submit Changes.

5. If you do not know the CRN Numbers for your courses, click on the box: Class Search to find potential course sections.

6. If you wish to register for one of the course sections returned by your search, check the box to the left of that course section and click on the box: Register at the bottom of the page.

C Indicates a closed course

NR Indicates that the registration period for that particular course section is not open.

SR Indicates that the student is not eligible to register at this time. Check the Pre-Registration Schedule or for holds on your account.