SELF-SERVICE STUDENT COURSE PREREGISTRATION INSTRUCTIONS

#1) **Add course sections to your schedule for approval by your advisor**
Before beginning this step, write out your course schedule on paper using the online PDF course schedule utilizing your major checksheet. Make sure the section numbers and times are accurate.

To begin entering your courses select **Course Catalog [Screen Shot #1]**
- Notice that you see a red warning message at the top right of the screen. This is an indicator message letting you know that you are only permitted to enter your courses. Your advisor must give the thumbs up to each course before you can complete the registration process.
- You are now ready to enter your courses. On the top right of the screen you will see a search for courses box. Enter the name of the course you want to register for (Example: ENGL-101). You will then see the course you selected. Click the grey drop-down bar for the course and identify the specific section of the course you want to add for the spring 2026 term. Locate the specific section of the course you want to add and click **"Add Section to Schedule"** button. ***DO NOT CLICK ADD COURSE TO PLAN!!*** **[Screen Shot #2]**
- Verify the section details and click "Add Section" making sure you have selected the correct term
- Proceed until all of your sections have been added to your schedule
- After you have added courses to your schedule, go to Student Planning, select the Go to Plan & Schedule under the Plan Your Degree & Register for Classes section
- Select the term – Fall Term 2026FA by using the right arrow to toggle over to the correct term
- Under the Schedule tab, you will see all of the courses you added appear on a Sunday-Saturday calendar grid At this point, if you see something that is incorrect, you can delete a course by clicking the x beside the name of the course. **[Screen Shot #3] Note that the courses are in yellow and are in the planning stage.**
- Please note any restrictions, holds or problems will be outlined in red in the upper right-hand corner of the screen.
- Courses that show on the grid that appear in **yellow** have been added to your plan, but have not yet been registered and approved. Courses that show in **red** indicate a time conflict or problem (prereq, etc.) and must be removed.

#2) **Have your schedule approved by your advisor**
Once your classes have been entered into Self-Service, you are now ready to notify your advisor. Your advisor must now approve your courses. Notify your advisor either via email or by sending a request in Self-Service for a review.
[Screen Shot #4]
In some cases, your advisor may want to meet with you to review your course schedule. Please contact your advisor to schedule an advising appointment and to receive further details on their process

#3) **Complete the registration process in Self-Service during your assigned time**
Once your advisor has reviewed your schedule by giving the thumbs up to each course, YOU are now ready to register during your assigned registration window below. **[Screen Shot #5]** On the day your registration window becomes active, you will be able to click the Register button. Under the schedule tab on the calendar grid, courses that appear in green are registered. ***PLEASE NOTE: Your advisor will no longer be registering you for classes, only approving your courses!***

STUDENT PREREGISTRATION SCHEDULE	
Fall 25/Spring 26 New students & GR	Mon., March 23 beginning at 7:30 am – Fri., March 27 at 10:00 pm
60+ earned hours & GR	Mon., March 30 beginning at 7:30 am – Tuesday, April 7 at 10:00 pm
59-30 earned hours & GR	Wednesday, April 8 beginning at 7:30 am – Tuesday, April 14 at 10:00 pm
Less than 30 & GR	Wednesday, April 15 beginning at 7:30 am – Tuesday, April 21 at 10:00 pm
Late	Tuesday, April 28 and will continue throughout the summer

Financial Holds

If you are on hold, you will not be permitted to preregister and you will receive a red flag notification in Self-Service.

Adding/changing courses

If you are still within your preregistration time period, you may add or change courses via Self-Service with the approval of your advisor by following the instructions outlined above.
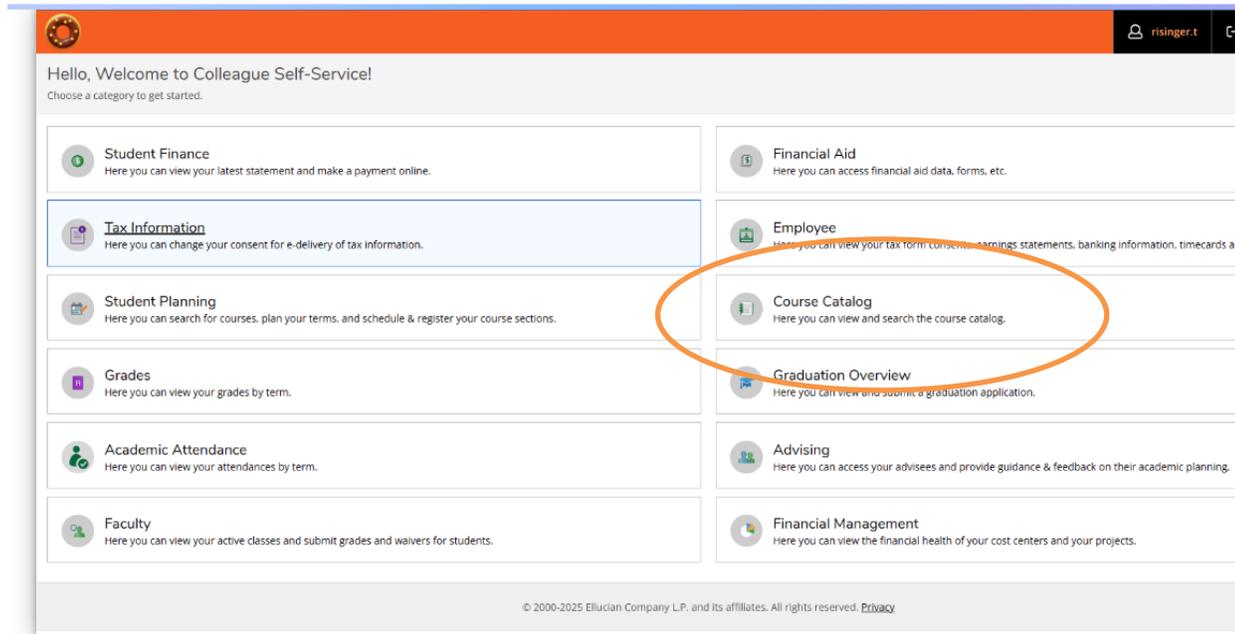
Course alternatives

You are encouraged to list on your preregistration form several alternate courses in the event any of choices do not work out. In the event you have to remove courses or encounter issues, you can utilize alternates quickly when working with your advisor during the approval process.

Searching for Sections

Self-Service gives you the option to filter courses by such as course day/time, department, course level (100, 200, 300, 400), instructor, etc. under the Search for Sections option. This option also indicates current enrollment information as well as prerequisites.

Last, please remember that this is only preregistration. ALL students must officially register on the designated registration date at the beginning of each term as outlined on the academic calendar.

Screen Shot #1

Catalog Advanced Search

Subject Search   **Advanced Search**

Term

Select Term ▾

Meeting Start Date

M/d/yyyy

Courses And Sections

Subject ▾   Course number

Subject ▾   Course number

Subject ▾   Course number

+ Add More...

Days Of Week

☐ Sunday   ☐ Monday   ☐ Tuesday

Screen Shot #2

...nced Search Selection: BUSI

Filters Applied: (Spring Term 2026 ✕)

BUSI-111 Prin of Financ Acct (3 Credits)   (Add Course to Plan)

Introduction to the fundamental principles involving business transactions necessary for financial reporting. Requires 100-level math placement or completion of DEVL-070.

Requisites:
None

View Available Sections for BUSI-111   ⌃

Spring Term 2026

BUSI-111-01   (Add Section to Schedule)
Prin of Financ Acct

Seats ⓘ	Times	Locations	Instructors
29 / 30 / 0	T/Th 1:00 PM - 2:15 PM 1/12/2026 - 5/5/2026	Administration Building 334 Lecture	Crim, Elizabeth K. (Lecture)

Screen Shot #3

NOTE: Courses appearing in yellow on the calendar grid are in the "planning" stage. Once the courses are approved and registered, they will appear in green.

Screen Shot #4

Screen Shot #5

BUSI-151-01: Prin of Management ✕

👍 **Approved**

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Parker, Robert
1/12/2026 to 5/5/2026
Seats Available: 30

∨ Meeting Information

Register

∨ View other sections

COMM-211-01: Fund Human Communic ✕

👎 **Denied**

⚠ Take ENGL-110 AND FYEX-101; FYEX-101-HONORS; OR PLACEMENT BASED UPON TRANSFERRABLE
CREDIT HOURS - Must be completed prior to taking this course.

✓ Planned

	Sun	Mon
7am		
8am		
9am		ENGL-110-01 ✕
10am		
11am		
12pm		
1pm		
2pm		
3pm		
4pm		
5pm		
6pm		
7pm		