Student Self Service Quick Online Registration Guide

Before your registration timeslot, it is recommended that you use the Schedule Worksheet to plan your schedule. Once your advising hold has been released and it is your time to register, you may do the following.

1. Go to the Registrar's Webpage and select '**Student System Login'**. Enter your Skidmore email username and password. Select **Login**.
2. Select **Student**.
3. Select **Registration**.
4. Select the **Add or Drop Classes** link.
5. Select the appropriate term by clicking the **Select a Term** drop down arrow. Click **Submit**.
6. The "Add or Drop Classes" page displays.
7. Have your **CRNs** (course reference number), you can type them in the "Add Classes Worksheet" section in the CRNs boxes and then **Submit Changes**.
8. No CRN, select **Class Search**.
9. The "Look Up Classes" page displays. Select a **Subject** and then click either **Course Search** or **Advanced Search**.

The course search will give you a list of courses that you can then view the sections being offered. Advanced search lets you filter even further by course number, title, credit range, instructor, start/end times, and days of the week.

10. If you used either search option, the "Sections Found" page displays listing those sections. To select a section, click in the **Select** box.

    Select **Register** if you wish to add the section directly to your schedule. The course will be added as long as you have passed any pre-requisites, if one exists.

    Select **Add to WorkSheet** if you would like the CRN to be added to the "Add Classes Worksheet".   The Add to Worksheet does **NOT REGISTERED** you in the class.   You would then need to select **Submit Changes** to be registered in the class. **If you forget to select the Submit Changes and logout all your classes are lost.**

11. Repeat steps 8-10, if you need to search for additional classes.
12. Before you logoff <u>MAKE SURE THAT YOU REVIEW YOUR SCHEDULE</u> by selecting **Student Detail Schedule**.

Congratulations! You've Completed Web Registration!
-see reverse for registration error messages, pre-req and waitlist instructions -

NOTES:
Drop a course from "Add or Drop Classes" page: Select 'Web Drop' in Action column and then **Submit Changes**.
Change grade mode from "Add or Drop Classes" page: The 'Grade Mode' has to be **highlighted in blue** in order to make a change. Select the highlighted grade mode, "Change Class Options" page displays. Click the drop down arrow next to Grade Mode and select the appropriate mode. Select **Submit Changes**.
Request an override: Submit a **Registration Override Request Form,** to the instructor of the course**.**

Registration Add Errors

When making your course requests on Student Self Service, if your request was not successfully submitted, you will receive a Registration Add Error. **Here is a list of the most frequent errors:**

• CLOSED or CLOSED – 0 Waitlisted	either this class has reached its capacity w/waitlist or wo/waitlist
• Perquisite Not Met	you have not met the prerequisite(s) for this class
• CORQ-CRN REQ	this course has a co-requisite class (CRN) that must be entered at the same time as this class
COURSE IS NOT AVAILABLE FOR REGISTATION AT THIS TIME	this course has been cancelled
• DUPL EQUIV WITH SEC-CRN	this class is equivalent to another class (CRN) which you have already entered or which was taken previously
• DUPLICATE CRN	you have already entered this class
• PERMISSION OF THE NSTRUCTOR	students must receive permission from the instructor before entering this class
• RESERVE CLOSED	this class may appear to have open seats but they are reserved for specific class year(s)
• TIME CONFLICT WITH CRN	This class's meeting time overlaps with another class's (CRN) meeting time
• RPT HRS EXCEED #	you have already taken this class and cannot repeat it
• MAJOR RESTRICTION	your major doesn't meet the major restriction for this class

HELPFUL HINTS:

Prerequisites and restrictions on Student Self Service
If there are any prerequisites and/or restrictions on a class section; you can find them at the bottom of the Detailed Class. To **request an override** you must submit a **Registration Override Request Form,** to the instructor of the course. **This screen can be accessed in two ways from Student Self Service:**

1. **No Login required**. Main Menu→ Class Schedule - once you have entered a criteria and found the class listings, click title **of the class** (highlighted blue) - example, **Environ Politics and Pol – 90108 – GO 231 - 001.** The detailed class information will display. Prerequisite information is displayed in the middle of the page.

2. **Login required**. Main Menu, Enter Secure Area→Login→Student→Registration→Add or Drop→ Class Search - once you have entered criteria and found the class listings, click on the CRN of the class, then click on the **title of the class** – **Reg Cult: Hudson River - 90333 – AM 250A – 001.** The detailed class information will display. Prerequisite information is displayed in the middle of the page.

Wait List for a class on Student Self Service
You can place yourself on a waitlist as long as the course is setup as accepting one. **To waitlist in a course, in the Action column click the drop down arrow, select Wait Listed and then** **Submit Changes**.
The class is added to your schedule as Wait Listed. You will receive a waitlist email notification notifying you that a seat is available and that you have **48 hours**

from the time you receive the email notification to take action. The notification will explain the steps necessary to come off the wait list. If **no action** is taken within 48 hours, **you have lost your position on the wait list**, and the seat will be offered to the next wait listed person.