

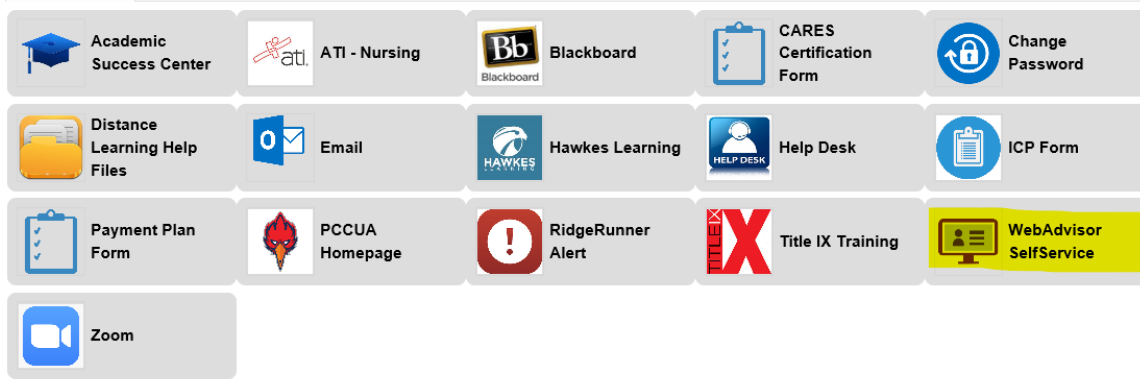
# HOW TO REGISTER FOR CLASSES ON SELF-SERVICE

## ❖ STEP 1:

- Meet with your advisor to get your schedule planned.

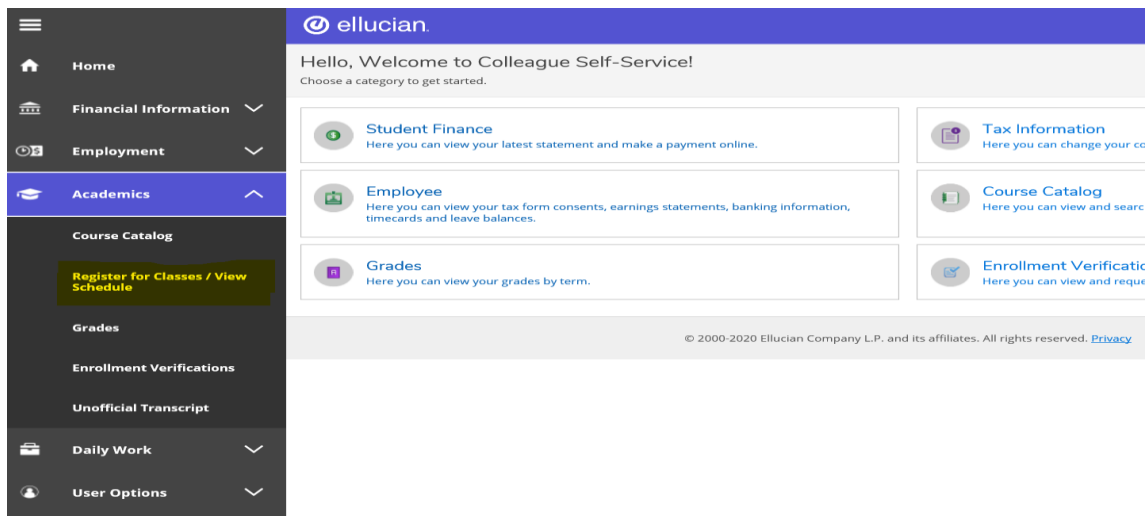
## ❖ STEP 2:

- Log onto my Ridgenet and click on Webadvisor Self-Service.



## ❖ STEP 3:

- Click on Academics and then click on Register for classes/View my Schedule



## ❖ STEP 4:

- Search for the course(s) that you would like to register for.

The screenshot shows the ellucian Course Catalog search results page. The page has a blue header with the ellucian logo and navigation icons. Below the header, there is a search bar and a breadcrumb trail: "Academics > Course Catalog". The main content area is titled "Search for Courses and Course Sections" and includes a "Back to Register for Classes / View Schedule" link and a "Search" button. On the left, there is a "Filter Results" sidebar with sections for "Availability", "Subjects", "Locations", and "Show All Terms". The "Availability" section has checkboxes for "Open and Waitlisted Sections" and "Open Sections Only". The "Subjects" section has checkboxes for "Community Classes - Helena (1)", "English (4)", "Graphic Communications (2)", and "Physical Education Activity (1)". The "Locations" section has checkboxes for "Helena Campus (4)", "PC Net (Online) (4)", "Dewitt Campus (2)", "Independent Study (2)", "Stuttgart Campus (2)", and "UA Net (Online course) (2)". The "Show All Terms" section has checkboxes for "Fall 2020 (4)", "Spring 2019 (4)", "Fall 2018 (3)", "Fall 2019 (3)", and "Spring 2020 (3)". The main content area displays two course results. The first result is "EH-123 Composition II (3 Credits)", which is marked as "This course was attempted or already completed." and has a "View Available Sections for EH-123" button. The second result is "EH-113 Composition I (3 Credits)", which is also marked as "This course was attempted or already completed." and has a "View Available Sections for EH-113" button. Both course descriptions include prerequisites and a "Requisites:" section.

## ❖ STEP 5:

- Once course selected, click add section to schedule.

The screenshot shows the "Section Details" modal for the course "PR-224-I1 Two Dimensional Design I" in Fall 2020. The modal is overlaid on a background of the course search results. The modal contains the following information:

- Section Details:** PR-224-I1 Two Dimensional Design I, Fall 2020
- Instructors:** Cobb, V
- Meeting Information:** TBD
- Dates:** 8/19/2020 - 12/8/2020
- Seats Available:** 23 of 25 Total
- Credits:** 4
- Grading:** Graded (dropdown menu)
- Requisites:** None
- Course Description:** 4 credits The basic art elements; color theory and two-dimensional composition; applied studio problems.
- Books Total:** (empty field)

At the bottom of the modal, there are two buttons: "Close" and "Add Section". The "Add Section" button is highlighted with a yellow and green background. In the background, the "Add Section to Schedule" button from the course search results is also visible.

## ❖ STEP 6:

- Go back to the main register screen and click REGISTER.

The screenshot displays the Ellucian registration system interface. The top navigation bar includes the Ellucian logo and the path 'Academics > Register for Classes / View Schedule'. The main heading is 'Register for Classes/View Schedule' with a search box. Below this, there are tabs for 'Schedule' and 'Petitions & Waivers'. The current semester is 'Spring 2021'. Action buttons include 'Filter Sections', 'Save to iCal', and 'Print'. A 'Remove Unregistered Sections' button is also present. The 'Not Registered: 3 Credits' status is shown. The class selection panel on the left shows details for 'EH-263-H1: African-Amer Lit', including a 'Not Registered' status, 3 credits, graded grading, instructor Birth, C, dates 1/11/2021 to 5/6/2021, and 20 seats available. A green 'Register' button is highlighted. The class schedule grid on the right shows the class is registered for Tuesday and Thursday at 1pm.

	Sun	Mon	Tue	Wed	Thu
11am					
12pm					
1pm			EH-263-H1 X		EH-263-H1 X
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					
9pm					
10pm					

## ❖ STEP 7:

- Contact your advisor to confirm that your schedule was created.