REGISTRATION WORKSHEET FOR SELF-SERVICE REGISTRATION
2017-2018 Academic Year

On-line registration opens at:

❖ **8 a.m., Monday, March 27 for students with at least 21 credits**

❖ **8 a.m., Tuesday, March 28 for students with at least 11 credits**

❖ **8 a.m., Thursday, March 30 for students with 10.99 or fewer credits**

❖ **Registration will open for all students at <u>noon</u> on Monday, April 3.**

❖ **Registration is LIVE, meaning it is first come, first served. There is no final approval or sorting process after you select your classes. Once you add the classes to your Cart and Finalize Registration these courses ARE your schedule.**

❖ Complete instructions can be found at: http://bit.ly/1Vnkgqx

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PLAN A

List the course code here in order to make searching in Self-Service Section Search easier (i.e. BIO 141, PHI 111)

2017 FALL

Block 1: _____

Block 2: _____

Block 3: _____

Block 4: _____

2018 SPRING

Block 5: _____

Block 6: _____

Block 7: _____

Block 8: _____

PLAN B

List the course code here in order to make searching in Self-Service Section Search easier (i.e. BIO 141, PHI 111)

2017 FALL

Block 1: _____

Block 2: _____

Block 3: _____

Block 4: _____

2018 SPRING

Block 5: _____

Block 6: _____

Block 7: _____

Block 8: _____

Registration Process Overview:

1. Meet with your advisor to discuss your plans for your 2017-2018 schedule.
2. Remember this is a LIVE process, so timeliness is essential. At your designated day/time, log in to Self-Service.
3. Click the Register Tab. Then click Traditional Courses.
4. Select the period you wish to begin with (2017 Fall for Blocks 1-4, 2018 Spring for Blocks 5-8).
5. Select Section Search and search for the course you wish to add by typing in the Course Code, or by searching by Block (Session). Use Advanced Search to search by Department or General Education type.
6. Click the Add button next to the course you wish to add.
   - If a course is full, you can click the Wait button to be put on the waitlist, but make sure to add another course for that block in case a seat does not open up for the waitlisted course.
7. Either continue with another Section Search to add another course in a different block, or click Proceed to Registration if you want to just finalize one class at a time.
8. Review your Cart and click Next if you wish to finalize or click Previous or Remove if you need to make changes.
   - Review your courses thoroughly before clicking Next again because once you finalize, you will not be able to drop a course until after Registration for all students is entirely complete and the add/drops function turns on. During Registration, you can add courses individually, but cannot drop courses once they are finalized.
9. Make sure you add courses for Blocks 1-4 for 2017 Fall AND for Blocks 5-8 in 2018 Spring.
   - You are **NOT** allowed to have empty blocks in your registration. This can have negative implications on your enrollment status, your financial aid, and your tuition statement. You will also be charged a $25 dollar incomplete registration fee for each empty block in your course schedule.
   - Placeholders for Independent Projects = PROJ 000; Internships = INTRN 000.
   - Vacation blocks- SENIORS only= VAC 700.
10. There is no additional advisor approval at the end. Once you add courses and finalize your schedule in the system, those are the courses you are in.
11. Detailed instructions for how to use the system and FAQ's can be found at http://www.cornellcollege.edu/registrar/registration-information/index.shtml