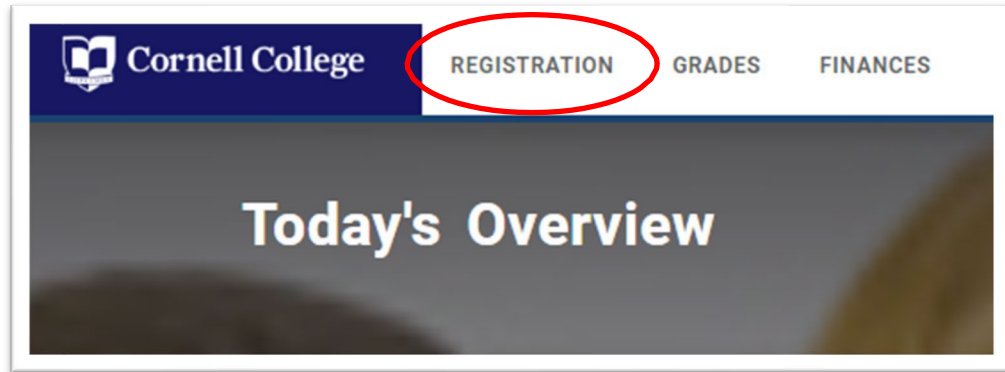
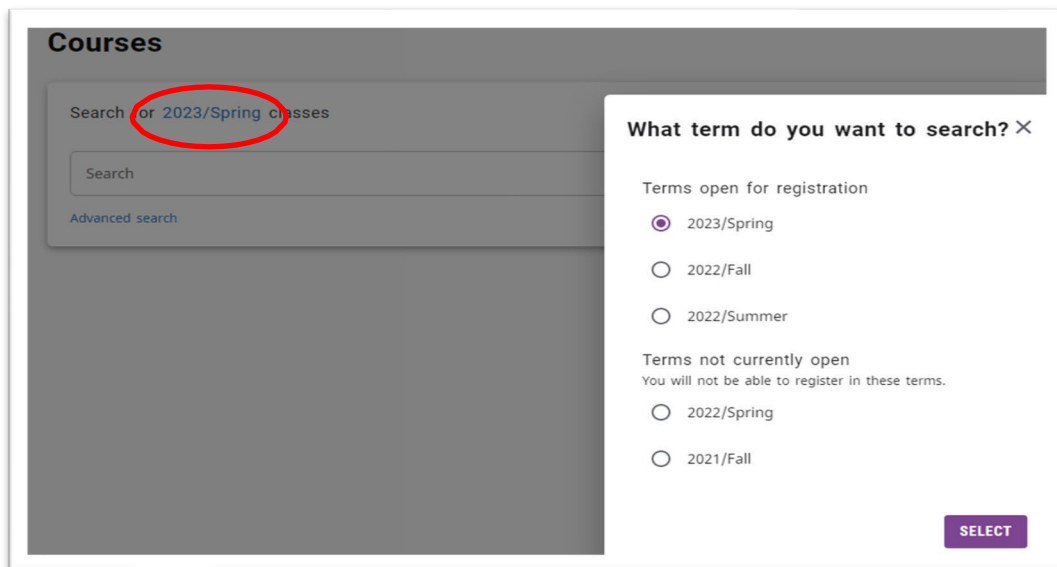


Adding a Course

After logging in to Self Service, you can begin the add/drop process by selecting the Registration tab on the left side. Then click the “Courses” heading from the dropdown list.



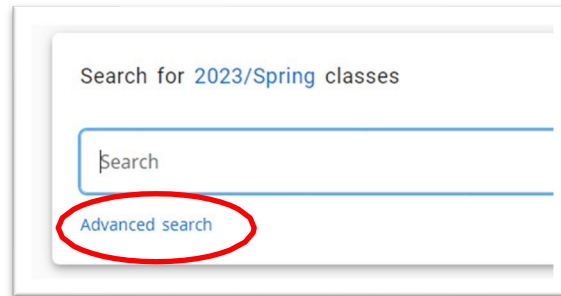
Navigate to the term you wish to add courses:



Registration – Section Search

You should then proceed to section search to find the course that you want to Add. There are 3 ways to use the “Section Search” link to find classes you want to review, or add.



Use the Advanced Search tab to search by department, professor, and/or general education requirement. You can also search by specific course code (i.e. PSY 161, BIO 142, etc.).



Search for 2023/Spring classes

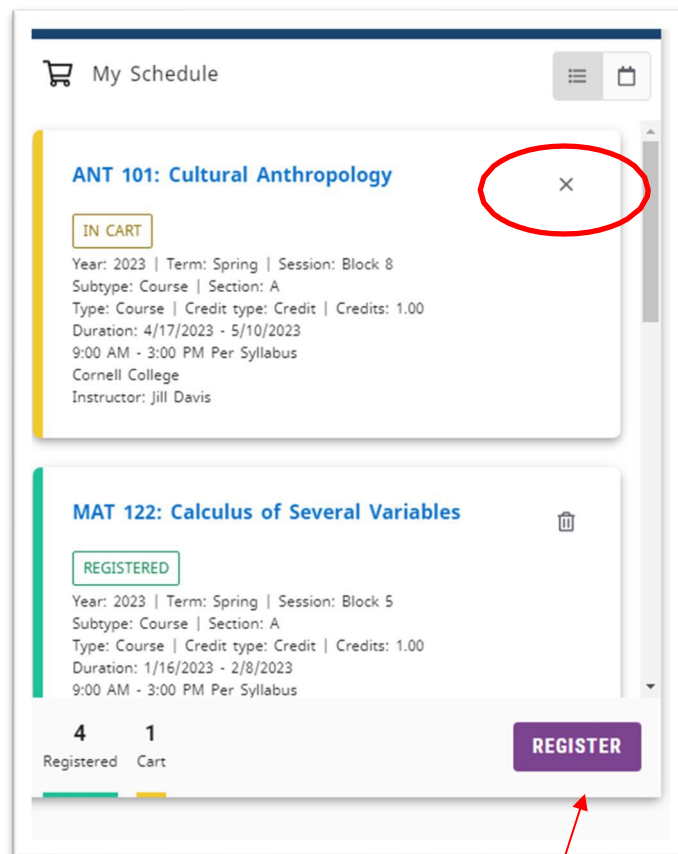
[Advanced search](#)

Once you have confirmed that your desired click the “Add” button next to the course you want to add. When you click the “Add” button, the course goes into your Cart, but it does NOT hold that seat for you until you finalize your schedule.

<p>ANT 101: Cultural Anthropology Year: 2023 Term: Spring Session: Block 8 Subtype: Course Section: A Type: Course Credit type: Credit Duration: 4/17/2023 - 5/10/2023 9:00 AM - 3:00 PM Per Syllabus Cornell College</p>	<p>D Jill Davis</p>	<p>1.00 Credits</p>	<p>3  Seats Left</p>	<p>ADD</p>
<p>ANT 260: Topics: Language, Culture, and Power Year: 2023 Term: Spring Session: Block 7 Subtype: Course Section: A Type: Course Credit type: Credit Duration: 3/20/2023 - 4/12/2023</p>	<p>D Jill Davis</p>	<p>1.00 Credits</p>	<p>5  Seats Left</p>	<p>ADD</p>

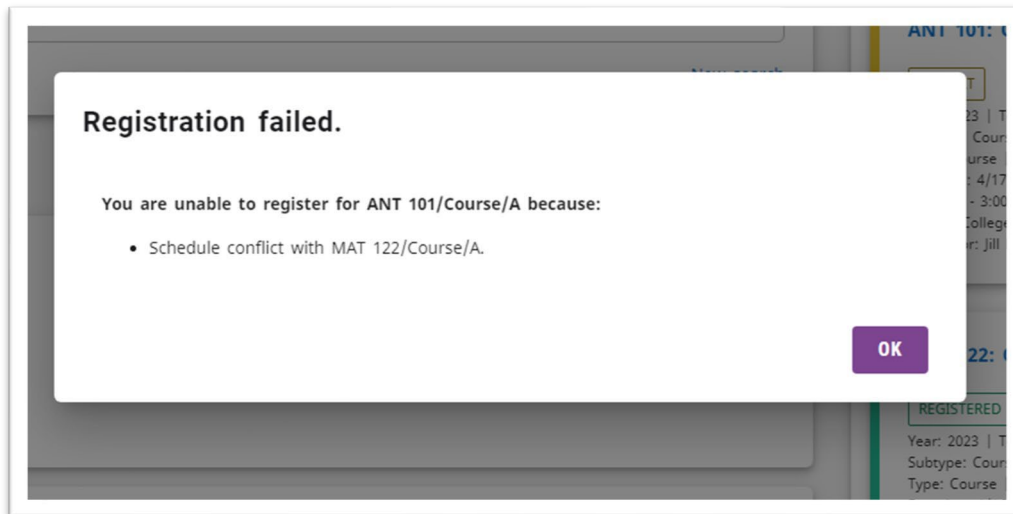
Important: If you are adding a course in a block that's not empty (one in which you already have a course, you must drop the previous course first before adding the new course.

Courses that are added to the cart but not yet finalized will appear outlined in yellow. If you wish to remove a course from your cart, simply click on the X in the upper right corner and click "Remove."



Once you are finished adding courses, click on "Register" at the bottom.

Once you hit “Register,” the system will register you for your courses. If you are not eligible to enroll in the course (e.g. time conflict, missing prerequisite, class full, etc.), the system will give you an error message like the following:



Click “OK” and go back to your cart. The course will still appear in your cart in yellow, but it will not be finalized.

Please contact registrar@cornellcollege.edu if you have questions pertaining to registration/adding and dropping courses.