REGISTRATION WORKSHEET FOR SELF-SERVICE REGISTRATION

On-line registration opens for first-years at: 8:00 Thursday, November 12
This is a first-come, first-serve process.
Add/Drops will turn on for ALL students at: 12:00 p.m. Friday, November 13

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

| 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)

| SPRING | Block 5: ____________________________ |
| Block 6: ____________________________ |
| Block 7: ____________________________ |
| Block 8: ____________________________ |

**Registration Process Overview:**

1. Meet with your advisor to discuss your plans for your 2021 Spring schedule.
2. This is a LIVE process, so timeliness is essential. At 8:00am CST on November 12, log in to Self-Service.
3. Click the Register Tab. Then click Traditional Courses.
4. Select the spring semester period (2021 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. Use Keyword Search to find Essential Ability courses. Put one of the following in the Keyword Search box:
   - (Quantitative
   - (Writing
   - (Intercultural
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 & click Next 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 all Blocks 5-8 for 2021 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.
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