REGISTRATION WORKSHEET FOR SELF-SERVICE REGISTRATION

On-line registration opens for first-years at: 1:30 Friday, August 23rd.

This is a first-come, first-serve process.

Add/Drops will turn on for ALL students at: 4:00 p.m. Wednesday, August 28th.

PLAN A

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

FALL

Block 2: _____

Block 3: _____

Block 4: _____

PLAN B

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

FALL

Block 2: _____

Block 3: _____

Block 4: _____

REGISTRATION WORKSHEET FOR SELF-SERVICE REGISTRATION

On-line registration opens for first-years at: 2:00 Friday, August 23rd.

This is a first-come, first-serve process.

Add/Drops will turn on for ALL students at: 4:00 p.m. Wednesday, August 28th.

PLAN A

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

FALL

Block 2: _____

Block 3: _____

Block 4: _____

PLAN B

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

FALL

Block 2: _____

Block 3: _____

Block 4: _____

Registration Process Overview:

1. Meet with your advisor to discuss your plans for your 2019 Fall 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 fall semester period (2019 Fall for Blocks 2-4).
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.
    o If a course is full, you will not have the option to add yourself to the waitlist this week. The waitlist function will turn on for all students on Wednesday, August 28th at 4:00 p.m. This is a first come, first served process.
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.
    o 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 2-4 for 2019 Fall.
    o 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