

# REGISTRATION WORKSHEET FOR SELF-SERVICE REGISTRATION 2020-2021 Academic Year

## On-line registration opens at:

- ❖ 8 a.m., Monday, March 30 for students with at least 21 credits
- ❖ 8 a.m., Tuesday, March 31 for students with at least 11 credits
- ❖ 8 a.m., Thursday, April 2 for students with 10.99 or fewer credits
- ❖ Registration will open for all students at noon on Monday, April 6.
- ❖ 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.
- ❖ **DO NOT log in more than 30 minutes prior to your scheduled registration time or you risk getting the account locked error message.**
- ❖ Complete instructions can be found at: <http://bit.ly/1Vnkgqx>

### PLAN A

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

#### 2020 FALL

Block 1: \_\_\_\_\_

Block 2: \_\_\_\_\_

Block 3: \_\_\_\_\_

Block 4: \_\_\_\_\_

#### 2021 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)

#### 2020 FALL

Block 1: \_\_\_\_\_

Block 2: \_\_\_\_\_

Block 3: \_\_\_\_\_

Block 4: \_\_\_\_\_

#### 2021 SPRING

Block 5: \_\_\_\_\_

Block 6: \_\_\_\_\_

Block 7: \_\_\_\_\_

Block 8: \_\_\_\_\_

## **Registration Process Overview:**

1. Meet with your advisor to discuss your plans for your 2020-2021 schedule.
2. Remember this is a LIVE process, so timeliness is essential. At your designated day/time, log in to Self-Service.
3. **DO NOT log in more than 30 minutes prior to your scheduled registration time or you risk getting the locked out error message.**
4. Click the Register Tab. Then click Traditional Courses.
5. Select the period you wish to begin with (2020 Fall for Blocks 1-4, 2021 Spring for Blocks 5-8).
6. 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.
7. 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.
8. 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.
9. 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.
10. Make sure you add courses for Blocks 1-4 for 2020 Fall AND for Blocks 5-8 in 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.**
  - Placeholders for Independent Projects = PROJ 000; Internships = INTRN 000.
  - Vacation blocks- SENIORS only= VAC 700.
11. 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.
12. Detailed instructions for how to use the system and FAQ's can be found at <http://www.cornellcollege.edu/registrar/registration-information/index.shtml>