REGISTERING FOR CLASSES

Your academic advisor must enroll you in developmental courses (MAT-003 or ENG-002). Students will self-register for all other courses using Self-Service. Self-Service is accessible from any computer with internet access.

1. Once you have logged into Self-Service, click on the **Course Catalog**.

    Course Catalog
    Here you can view and search the course catalog.

2. Select the **Term** in which you are enrolling.

    Term
    Spring 2022SP

3. Select a **Subject** under courses and sections.

    Or, search the course by typing in the **Search for Courses…**

    Courses And Sections

    Subject   Search

    Search for courses...

4. Click the arrow underneath the course to view all Available Sections of the course.

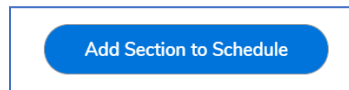   COM-110 Introduction to Communication (3 Credits)   Add Course to Plan
    This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts.
    Requisites:
    None

    View Available Sections for COM-110

5. Choose the course you would like to register for by clicking **Add Section to Schedule.**

    COM-110-0HY01
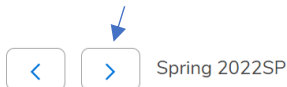   Introduction to Communication   Add Section to Schedule

6. Click   Add Section   to add the course.

7. Return to the homepage   🏠   and click **Student Planning.**

    Student Planning
    Here you can search for courses, plan your terms, and schedule & register your course sections.

8. Click

    Plan your Degree & Register for Classes
    Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
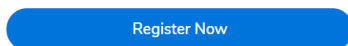   **Go to Plan & Schedule**

9. Use the forward arrow to advance to the term in which you are enrolling.

    <   >   Spring 2022SP

10. Click **Register** to officially add the planned course.

    Register

    If you have more than one course planned, click **Register Now** to register for all courses planned.

    Register Now

11. Once registered, the courses will change in color from brown to green. Green indicates you are successfully registered. Courses (Face to Face, Hybrid, or Blended) with meeting times will show on the Calendar Planner and online courses will show at the bottom of the Calendar Planner since they have no meeting times.