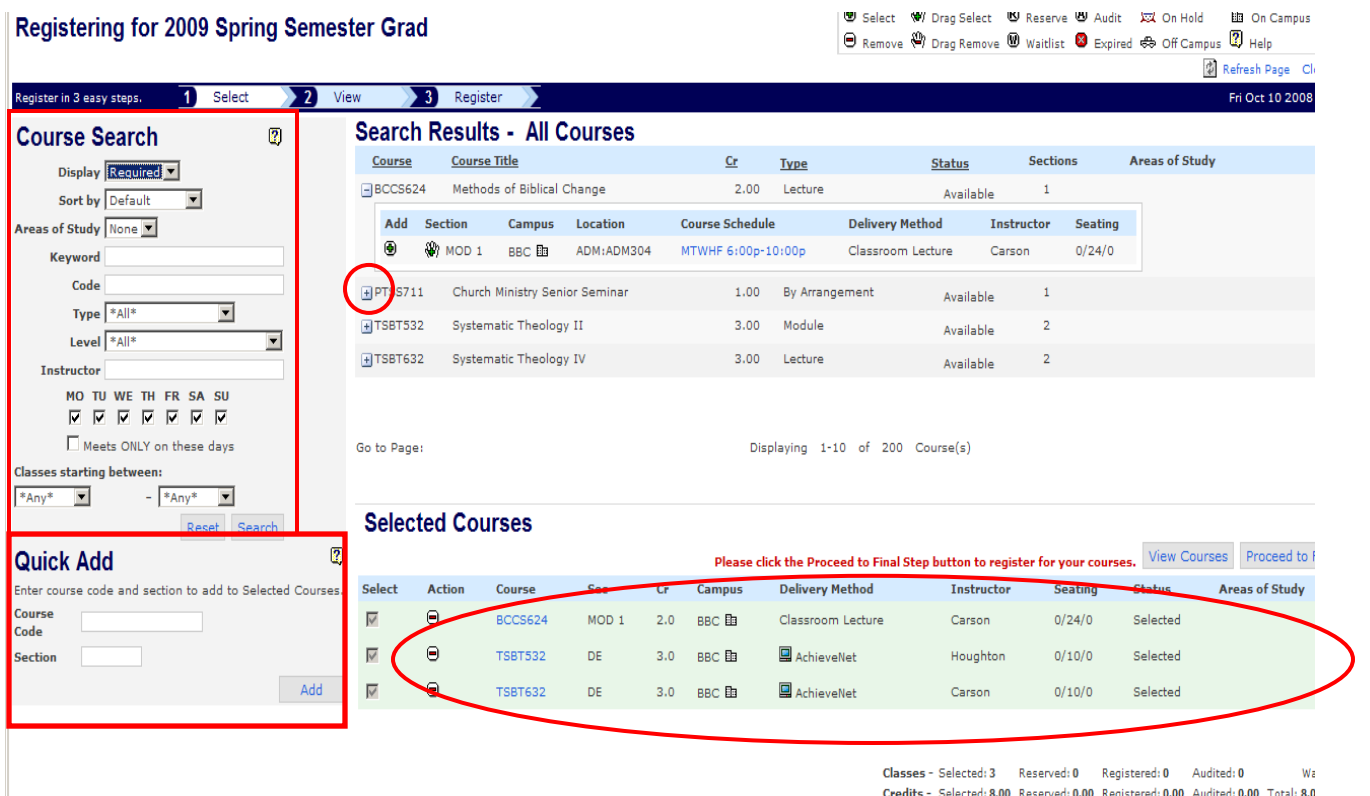


## ONLINE REGISTRATION STEP-BY-STEP INSTRUCTIONS

1. Log into the [Student Portal](#).
2. Go to the “Academics” menu and select the “Online Registration” link.
  - When your registration group is open, Registration Status will say “Open”.
3. Click on the “Begin Online Registration” link to begin registration.
4. The online registration window will open.



- It may be beneficial to use the “Course Search” queries to choose courses on a specific day or time
- For faster registration, you may use the “Quick Add” features to enter the course code (i.e.: BSST111) and Section (i.e.: B)
- To select “Elective” courses, choose the Display drop down button under “Course Search”.
- Selecting the “+” before a course will allow you to see the various sections for the particular course.
- Once you have entered this information, click the “Add” button and the course you selected will move to the “Selected Courses” area of the page.



# Student Portal Online Registration Instructions

TIPS:

- \* If you select a course and get the message “**One or more Pre-Requisites have not been met**”, this means that you have not completed one or more of the requirements necessary to enroll in the course. Selecting the “PreReq” link will list the prerequisites for the course.
- \* If the course has a corequisite, you will see a box stating which course(s) must be taken with the course you added. The selected course will be bordered in red until you also select the corequisite.
- \* If you add a course and need to remove it from the “Selected Courses” area, click on the red minus sign next to the course number.
- \* If you add more than three courses at one time, you may need to use the scroll bar on the right to see the other courses you added.
- \* Remember that at this point, your courses are in “Selected” status – they are NOT registered. Another student could still register for remaining seats in the courses you selected. Selecting courses does NOT guarantee that you will successfully register in them.

## Selected Courses

Please click the Proceed to Final Step button to register for your courses. [View Courses](#) [Proceed to Final Step](#)

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>		BCCS624	MOD 1	2.0	BBC	Classroom Lecture	Carson	0/24/0	Selected	
<input checked="" type="checkbox"/>		TSBT532	DE	3.0	BBC	AchieveNet	Houghton	0/10/0	Selected	
<input checked="" type="checkbox"/>		TSBT632	DE	3.0	BBC	AchieveNet	Carson	0/10/0	Selected	

Classes - Selected: 3 Reserved: 0 Registered: 0 Audited: 0 Waitlist: 0

Credits - Selected: 8.00 Reserved: 0.00 Registered: 0.00 Audited: 0.00 Total: 8.00 of 8.00

5. Once you have added all your courses, click on the “Proceed to Final Step” button. [Proceed to Final Step](#)

# Student Portal Online Registration Instructions

- 6. In this screen you have the opportunity to review the actions you have asked the registration system to take. Your selected action(s) will be noted above the courses. Note that the course status is still at "Selected", meaning that you are NOT yet registered for these courses.

Register in 3 easy steps. 1 Select 2 View 3 Register

### Student Information

Student	Student ID
Address	Student Status
	Enrollment ID
	Enrollment Status
	Program
	Start Date

#### Adding Classes

The following classes will be added to your schedule.

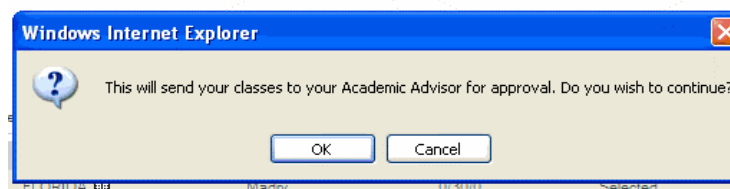
Course	Sec	Cr	Campus	Course Schedule	Instructor	Seating	Status	Areas of Study
FO614	C	3.	GO	<a href="#">Click for details</a>		0/22/0	Selected	
FO616	B	3.	GO	<a href="#">Click for details</a>		0/15/0	Selected	
FO626	A	2.	GO	<a href="#">Click for details</a>		0/15/0	Selected	

- 7. Once you have confirmed that the courses selected are those you want to register for, click, "Proceed to Final Step" and your student information and the courses you selected will appear. Click on the Complete/Notify Advisor to finish Online Registration.

Student ID	
Student Status	
Enrollment ID	
Enrollment Status	
Program	
Start Date	

Please click the Register / Drop Courses button to submit your schedule. [Return to View Courses](#) or [Complete / Notify Advisor](#)

- 8. A dialog box will open indicating that your class selections will be sent to your Academic Advisor. Click on the "OK" button to continue.



## Student Portal Online Registration Instructions

9. Your initial registration is now complete! The courses will show a status of "Reserved". PLEASE NOTE: Your Advisor may not approve all courses you select.

### Course Schedule

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study
BCCS624	MOD 1	2.0	BBC 📄	Carson	1/24/0	Reserved	
TSBT532	DE	3.0	BBC 📄	Houghton	1/10/0	Reserved	
TSBT632	DE	3.0	BBC 📄	Carson	1/10/0	Reserved	

### Advisor Approval Confirmation:

You have successfully reserved the courses listed above. Your advisor will be notified for approval.

### Attendance and Withdrawal Policy:

You are responsible for dropping your courses. Non-attendance does not automatically drop you from a course. Please refer to your catalog for drop deadlines and charges.

Contact the Registrar's Office at 417.268.6013 for assistance in dropping classes.

### Important Dates

**Payment Due Date** 11/1/2008

10. Please allow at least five days for your advisor to review your course selections. You will receive notification from your advisor that they either approve or disapprove your choices. You will need to acknowledge your alert to close the activity.