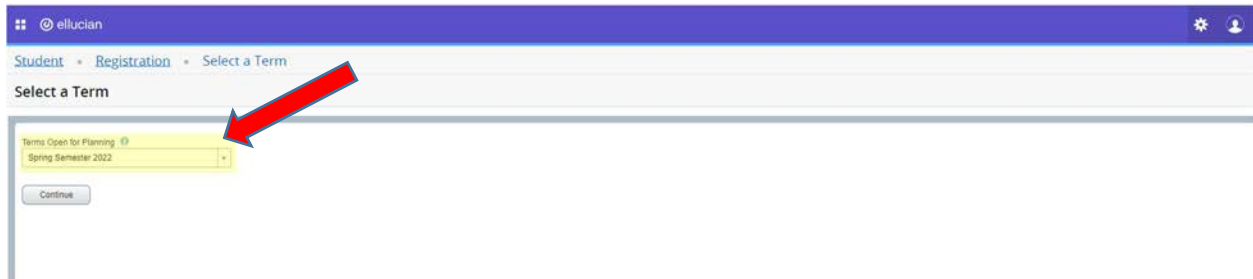


How to Register for Classes from a Plan

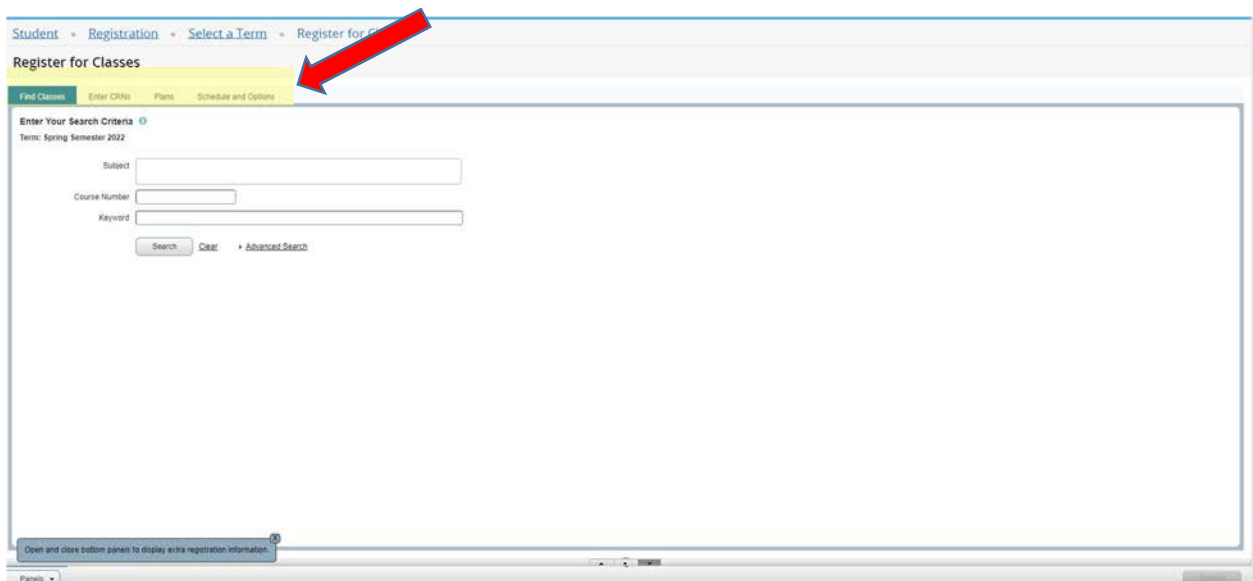
To register for classes, the user will either utilize a saved plan, or search for individual classes using the steps outlined in the previous section “Plan Ahead”.

First, the user must select a registering term for registration.



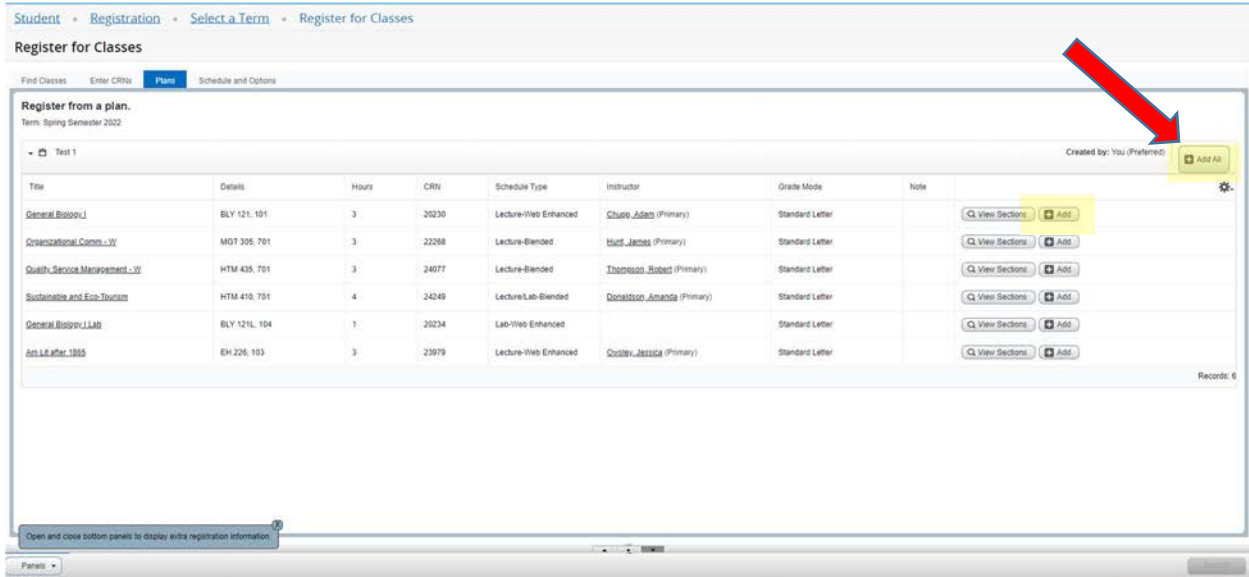
The screenshot shows the 'ellucian' web application interface. The breadcrumb trail is 'Student > Registration > Select a Term'. The main heading is 'Select a Term'. Below this, there is a section titled 'Terms Open for Planning' with a dropdown menu showing 'Spring Semester 2022'. A red arrow points to the dropdown menu. A 'Continue' button is located below the dropdown.

While the screen looks similar to the “Plan Ahead” section, the “Register for Classes” section has a few additional tabs at the top. Here the user can Find Classes, Enter CRNs, Load Plans, or view the current schedule and options. Establishing a “Plan Ahead” schedule allows the user to quickly register for the desired classes in a single transaction.



The screenshot shows the 'Register for Classes' page in the 'ellucian' web application. The breadcrumb trail is 'Student > Registration > Select a Term > Register for Classes'. The main heading is 'Register for Classes'. Below this, there are four tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. A red arrow points to the 'Find Classes' tab. The 'Find Classes' tab is active, showing a search criteria section titled 'Enter Your Search Criteria'. The search criteria section includes a dropdown for 'Term' set to 'Spring Semester 2022', and input fields for 'Subject', 'Course Number', and 'Keyword'. There are 'Search' and 'Clear' buttons, and a link to 'Advanced Search'. At the bottom, there is a note: 'Open and close bottom panels to display extra registration information.' and a 'Panels' button.

The user will select the “Plans” tab to view any saved plans. Next, the user can view the sections of the courses listed in the plan. Courses can be added to the summary by selecting the “add” button next to each course, or in batch by selecting the “Add All” button in the top right corner.



Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: Spring Semester 2022

Test 1 Created by: You (Preferred) **Add All**

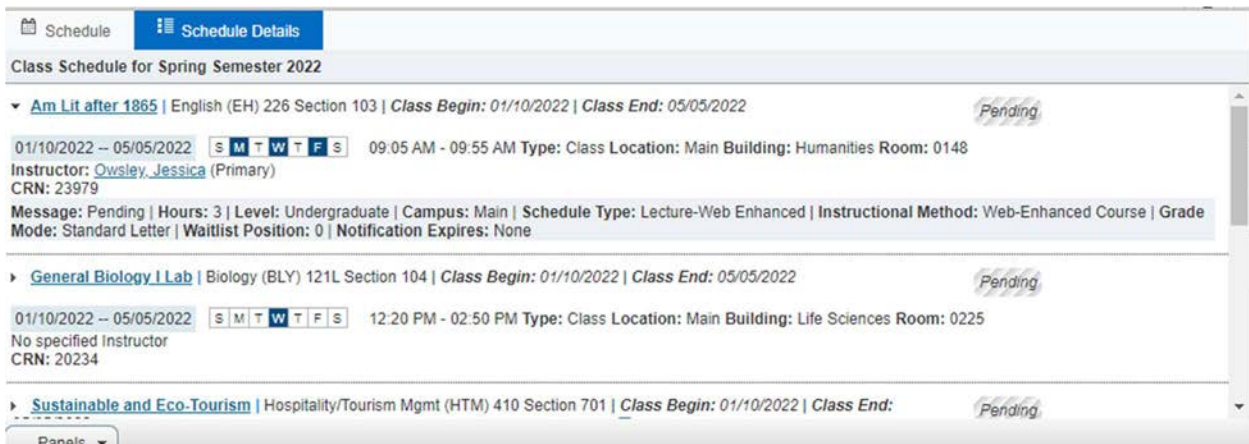
Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
General Biology I	BLY 121L 101	3	20230	Lecture-Web Enhanced	Clouse, Adiah (Primary)	Standard Letter	View Sections Add
Organizational Comm... IV	MGT 395 701	3	22268	Lecture-Blended	Hugh, James (Primary)	Standard Letter	View Sections Add
Health Service Management - IV	HTM 435 701	3	24077	Lecture-Blended	Thompson, Robert (Primary)	Standard Letter	View Sections Add
Sustainable and Eco-Tourism	HTM 410 701	4	24249	Lecture/Lab-Blended	Donatison, Amanda (Primary)	Standard Letter	View Sections Add
General Biology I Lab	BLY 121L 104	1	20234	Lab-Web Enhanced		Standard Letter	View Sections Add
Am Lit after 1865	EH 226 103	3	23979	Lecture-Web Enhanced	Owsley, Jessica (Primary)	Standard Letter	View Sections Add

Records: 6

Open and close bottom panels to display extra registration information.

Panels ▾

In the bottom left section, the user can view the visual representation of courses on a weekly schedule. By selecting the schedule details tab, the user can view the meeting time, instructor, location, and additional detail for the course.



Schedule **Schedule Details**

Class Schedule for Spring Semester 2022

▼ **Am Lit after 1865** | English (EH) 226 Section 103 | **Class Begin:** 01/10/2022 | **Class End:** 05/05/2022 **Pending**

01/10/2022 -- 05/05/2022 **S M T W T F S** 09:05 AM - 09:55 AM **Type:** Class **Location:** Main Building: Humanities Room: 0148
Instructor: [Owsley, Jessica](#) (Primary)
CRN: 23979
Message: Pending | **Hours:** 3 | **Level:** Undergraduate | **Campus:** Main | **Schedule Type:** Lecture-Web Enhanced | **Instructional Method:** Web-Enhanced Course | **Grade Mode:** Standard Letter | **Waitlist Position:** 0 | **Notification Expires:** None

► **General Biology I Lab** | Biology (BLY) 121L Section 104 | **Class Begin:** 01/10/2022 | **Class End:** 05/05/2022 **Pending**

01/10/2022 -- 05/05/2022 **S M T W T F S** 12:20 PM - 02:50 PM **Type:** Class **Location:** Main Building: Life Sciences Room: 0225
No specified Instructor
CRN: 20234

► **Sustainable and Eco-Tourism** | Hospitality/Tourism Mgmt (HTM) 410 Section 701 | **Class Begin:** 01/10/2022 | **Class End:** **Pending**

Panels ▾

Once courses have been loaded into the summary, the user will select the submit button to complete the registration process for the courses.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Register from a plan.
Term: Spring Semester 2022

▼ Test 1 Created by: You (Preferred) Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
General Biology I	BLY 121, 101	3	20230	Lecture-Web Enhanced	Chubb, Adam (Primary)	Standard Letter	View Sections Add
Organizational Comm - W	MGT 305, 701	3	22268	Lecture-Blended	Hurt, James (Primary)	Standard Letter	View Sections Add
Quality Service Management - W	HTM 435, 701	3	24077	Lecture-Blended	Thompson, Robert (Primary)	Standard Letter	View Sections Add
Sustainable and Eco-Tourism	HTM 410, 701	4	24249	Lecture/Lab-Blended	Donaldson, Amanda (Primary)	Standard Letter	View Sections Add
General Biology Lab	BLY 121L, 104	1	20234	Lab-Web Enhanced		Standard Letter	View Sections Add

Schedule Schedule Details

Class Schedule for Spring Semester 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am		General Biology I	Organizational Comm - W	General Biology I		General Biology I	
11am		General Biology I	General Biology I	General Biology I		General Biology I	
12pm							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Am Later 1005	EH 226, 103	3	23979	Lecture-Web En...	Pending	"Web Registered"
General Biology Lab	BLY 121L, 104	1	20234	Lab-Web Enhanc...	Pending	"Web Registered"
Sustainable and Eco-Tourism	HTM 410, 701	4	24249	Lecture/Lab-Blen...	Pending	"Web Registered"
Quality Service Management	HTM 435, 701	3	24077	Lecture-Blended	Pending	"Web Registered"
Organizational Comm - W	MGT 305, 701	3	22268	Lecture-Blended	Pending	"Web Registered"
General Biology I	BLY 121, 101	3	20230	Lecture-Web En...	Pending	"Web Registered"

Total Hours: Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

After submitting the courses for registration, any errors will be displayed. For example, in the screenshot below, the MGT 305 course is restricted by the college and would require an override prior to registering. However, the remaining classes have been registered and appear on the user's schedule.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Register from a plan.
Term: Spring Semester 2022

▼ Test 1 Created by: You (Preferred) Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
General Biology I	BLY 121, 101	3	20230	Lecture-Web Enhanced	Chubb, Adam (Primary)	Standard Letter	View Sections Add
Organizational Comm - W	MGT 305, 701	3	22268	Lecture-Blended	Hurt, James (Primary)	Standard Letter	View Sections Add
Quality Service Management - W	HTM 435, 701	3	24077	Lecture-Blended	Thompson, Robert (Primary)	Standard Letter	View Sections Add
Sustainable and Eco-Tourism	HTM 410, 701	4	24249	Lecture/Lab-Blended	Donaldson, Amanda (Primary)	Standard Letter	View Sections Add
General Biology Lab	BLY 121L, 104	1	20234	Lab-Web Enhanced		Standard Letter	View Sections Add

Schedule Schedule Details

Class Schedule for Spring Semester 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		Organizational Comm - W	Quality Service Management - W	Organizational Comm - W		Organizational Comm - W	
11am		General Biology I	General Biology I	General Biology I		General Biology I	
12pm							
1pm			General Biology Lab				
2pm			Quality Service Management - W				

Summary

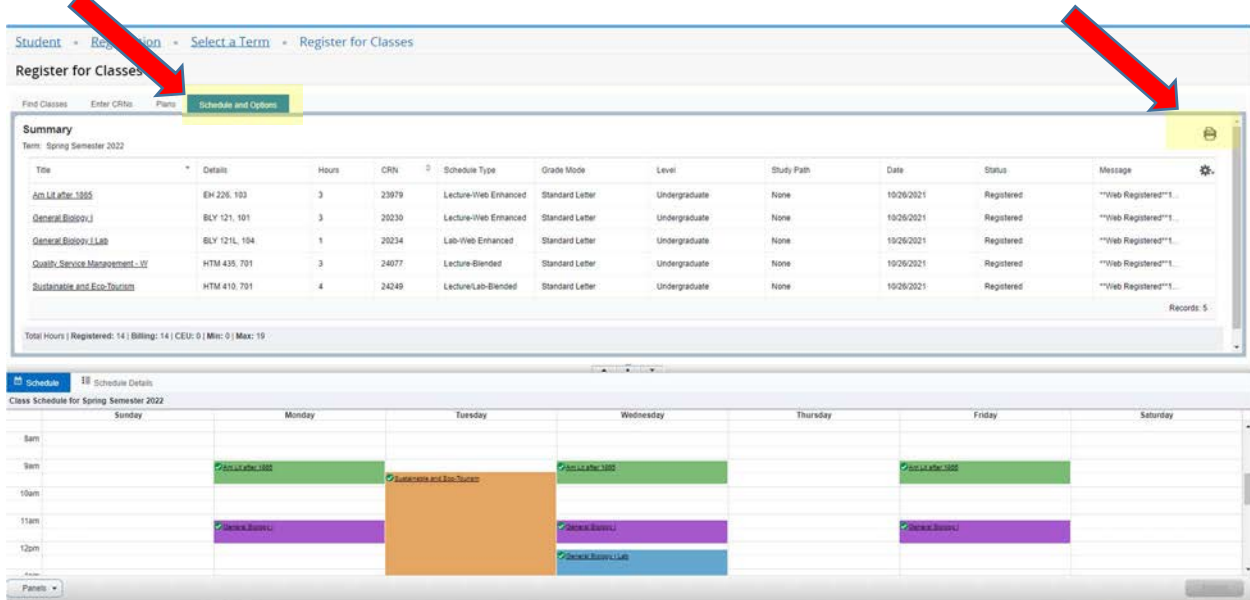
Title	Details	Hours	CRN	Schedule Type	Status	Action
Am Later 1005	EH 226, 103	3	23979	Lecture-Web En...	Registered	None
General Biology Lab	BLY 121L, 104	1	20234	Lab-Web Enhanc...	Registered	None
Sustainable and Eco-Tourism	HTM 410, 701	4	24249	Lecture/Lab-Blen...	Registered	None
Quality Service Management	HTM 435, 701	3	24077	Lecture-Blended	Registered	None
Organizational Comm - W	MGT 305, 701	3	22268	Lecture-Blended	Errors: Prerequisite Error	Remove
General Biology I	BLY 121, 101	3	20230	Lecture-Web En...	Registered	None

Total Hours: Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 18

Submit

MGT 305 CRN 22268: Section restricted by college (e.g. Engineering, Education) - Select different course or contact department for college restriction override.

Once the user has completed registration, the user can view the schedule by choosing the “schedule and options” tab. This will allow the user to view and print the current schedule. By selecting the print icon in the top left corner the user will be able to generate a paper copy of the schedule or save it as a PDF.



Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Summary
Term: Spring Semester 2022

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Am Lit after 1800	EH 226, 103	3	23979	Lecture-Web Enhanced	Standard Letter	Undergraduate	None	10/26/2021	Registered	"Web Registered"1...
General Biology I	BLV 121, 101	3	20230	Lecture-Web Enhanced	Standard Letter	Undergraduate	None	10/26/2021	Registered	"Web Registered"1...
General Biology I Lab	BLV 121L, 104	1	20234	Lab-Web Enhanced	Standard Letter	Undergraduate	None	10/26/2021	Registered	"Web Registered"1...
Quality Service Management - IV	HTM 435, 701	3	24077	Lecture-Blended	Standard Letter	Undergraduate	None	10/26/2021	Registered	"Web Registered"1...
Sustainable and Eco-Tourism	HTM 410, 701	4	24249	Lecture/Lab-Blended	Standard Letter	Undergraduate	None	10/26/2021	Registered	"Web Registered"1...

Total Hours | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 19

Schedule | Schedule Details

Class Schedule for Spring Semester 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am		Am Lit after 1800	Sustainable and Eco-Tourism	Am Lit after 1800		Am Lit after 1800	
10am							
11am		General Biology I		General Biology I		General Biology I	
12pm				General Biology I Lab			

The print version is shown on the next two page. The first page shows a list view of the schedule and the second page shows the weekly visual representation of the schedule.

Test Student

University of South Alabama

Test Student Spring Semester 2022 Schedule

Classification: Junior Level: Undergraduate

College: College of Ed and Prof Studies Major: Hospitality & Tourism Mgmt.

Title	Course Details	Credit Hours	CRN	Meeting Times
General Biology I	BLY 121 101	3.0	20230	01/10/2022 - 05/05/2022 Monday, Wednesday, Friday 11:15 AM - 12:05 PM Main, Life Sciences Lecture Hall, 0003 Chupp, Adam
General Biology I Lab	BLY 121L 104	1.0	20234	01/10/2022 - 05/05/2022 Wednesday 12:20 PM - 02:50 PM Main, Life Sciences, 0225
Am Lit after 1865	EH 226 103	3.0	23979	01/10/2022 - 05/05/2022 Monday, Wednesday, Friday 09:05 AM - 09:55 AM Main, Humanities, 0148 Owsley, Jessica
Quality Service Management - W	HTM 435 701	3.0	24077	01/10/2022 - 05/05/2022 Tuesday 02:00 PM - 03:15 PM Main, University Commons, 3212 Thompson, Robert
Sustainable and Eco-Tourism	HTM 410 701	4.0	24249	01/10/2022 - 05/05/2022 Tuesday 09:30 AM - 01:30 PM Main, University Commons, 3212 Donaldson, Amanda

Total Hours | Registered: 14 | Billing: 14 | CEU: 0

This is a general view of your term schedule. Download your schedule for a weekly view.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		Am Lit after 1865	Sustainable and Eco-Tourism	Am Lit after 1865		Am Lit after 1865	
10am							
11am		General Biology I		General Biology I		General Biology I	
12pm				General Biology I Lab			
1pm							
2pm			Quality Service Management - W				
3pm							