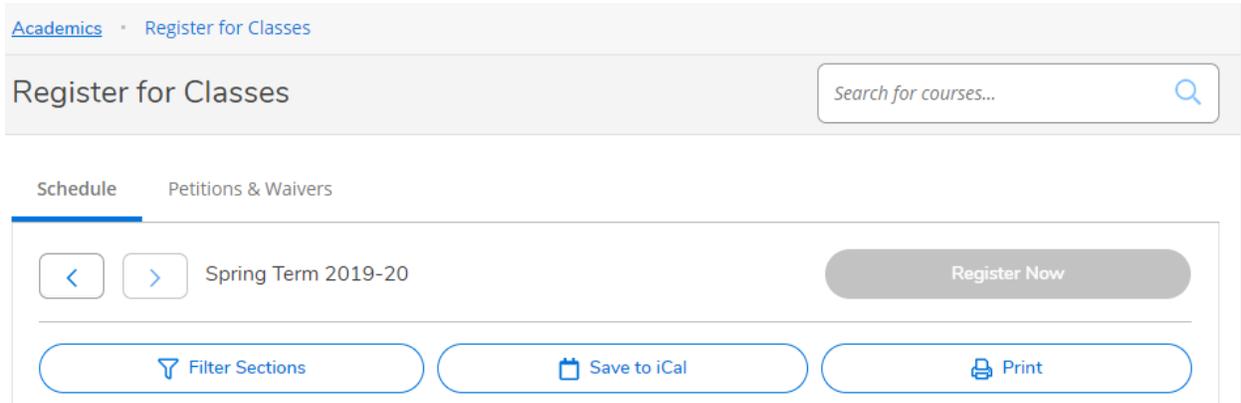


Using Self-Service Registration

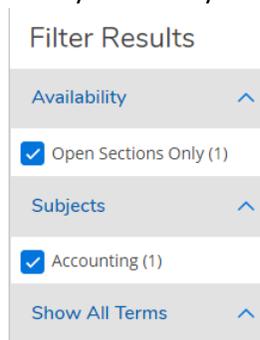
- 1) Go to url: <https://selfservice.augustana.edu/Student/Student/DegreePlans>
- 2) Once you have logged in you should see the following screen



- 3) Click on the magnifying glass  in the Search for courses... box in the right top corner of the page.



- 4) This will take you to the **Search for Courses and Course Sections** form. You can search for courses that you are interested in taking by using the Filter Results. You are able to filter by:
 - a. Subjects
 - b. Terms
 - c. Days of Week
 - d. Time of Day
 - e. Instructors
 - f. Academic Levels
 - g. Course Levels
 - h. Course Types
- 5) Once you filter by Subjects, you will also have the option of Open only Sections



- 6) Once you find a course you are interested in, click on **View Available Sections for (course)**

[View Available Sections for ACCT-202](#)

7) Sections will display that are going to be offered, click on the Add Section to Shopping Cart for the section you would like to add:

[Add Section to Shopping Cart](#)

8) It will display the Course detail to give information about the course. It will tell you the course description, prerequisites, fees, meeting info, etc. If you would like to still add this course to your shopping cart, click **Add Section**

[Add Section](#)

9) Once you have finished adding all the courses you would like to you shopping cart, click **Back to Register for Classes** button on the left top corner of the page.

[< Back to Register for Classes](#)

10) You will be taken back to the Register for Classes page. You will want to make sure you are on the correct term in which you put the courses on your shopping cart for.

[<](#) [>](#) Summer Term 2019-20

11) This screen will also show your registration time and date on which you can register for your classes for:



Your registration period for 20194SU begins on 4/6/2020 at 12:00 AM

12) You will see all the sections (tan color) you placed in your shopping cart appear on a scheduling grid to make sure you don't have any conflicts.

- If you would like to remove a course section just click on the **X** and you will receive a message “**Confirm Remove Course**” - click **Remove**
- If you would like to view other sections for a certain class – click **View other sections** – You can then choose another section to see if that would fit into your schedule.

[✓ View other sections](#)

13) You have the ability to filter section that you have currently in your shopping cart:

a. Click on Filter Sections button

[Filter Sections](#)

b. You have the following choices to filter on:

- Availability - Open Sections Only
- Days of Week
- Time of Day
- Instructor

14) Once you are at the time and date of your registration, you will have the ability to register for your class by either:

- a. Click on the **Register** button at the course section on the right hand side

HIST-123-01: Women LA 1492-Pres ✕

✓ **Not Registered**

Credits: 4 Credits
Grading:
Instructor: Hammond, L
8/31/2020 to 12/11/2020
Seats Available: 25

✓ Meeting Information

Register

No other sections available.

- b. Or Click on **Register Now** on the top of the page (Please note this will only register you for the courses that you meet all the criteria for)

Register Now

15) Once you have successfully registered the courses on the schedule will turn green. It will also tell you at each course section.

✓ **Registered, but not started**

16) If a course section failed to register you for some reason it will tell you the reason next to the course section:

MUSC-101-04: Introduction to Music ✕

✓ **Not Registered**

Credits: 4 Credits
Grading:
Instructor: Farmer, D
8/31/2020 to 12/11/2020
Seats Available: 20

✓ Meeting Information

ⓘ Conflicting section with ART-123-02

Register

17) The system will display total credits not registered, registered and waitlisted on the top right of the page.

18) You also have the ability to print the schedule. Please note all courses you have even placed in your shopping cart will appear on the schedule as **Not Registered**.