

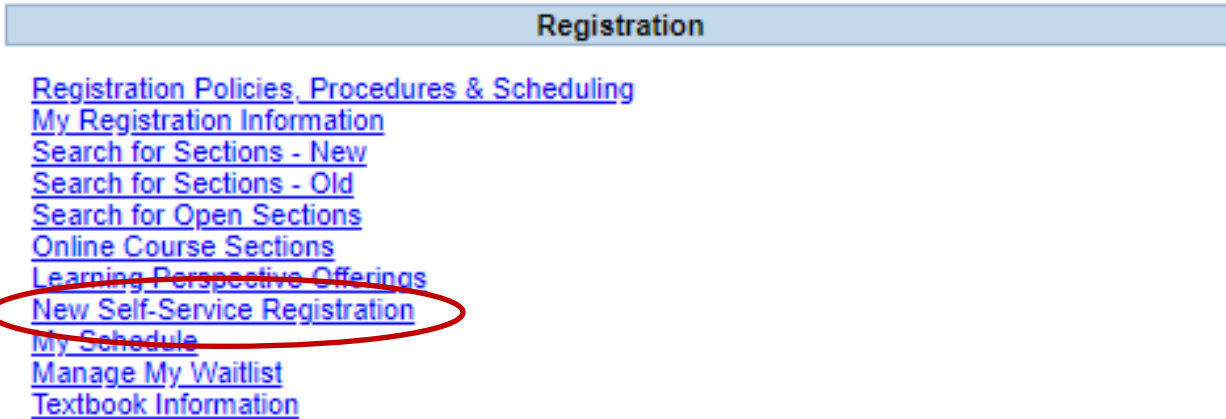
Self-Service Registration Hints to on the-fly Registration

4.1.21

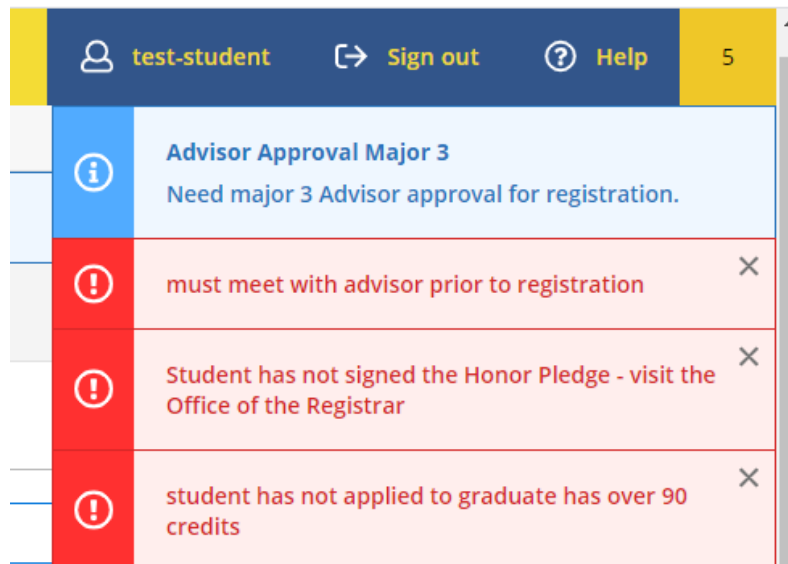
Before you start:

- Did you clear your restrictions?
- Update your emergency contact information?
- Read the [Registration Tips & Trick webpage?](#)
- View the Self-Service Video and reviewed the documentation?
- Complete #1-7 below BEFORE your registration date for best results!

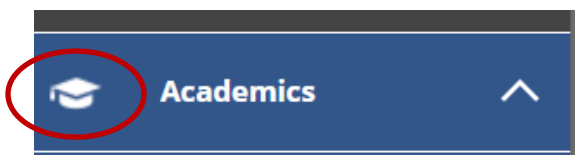
1. Login to Arches. Click on **New Self-Service Registration** under the Registration menu.



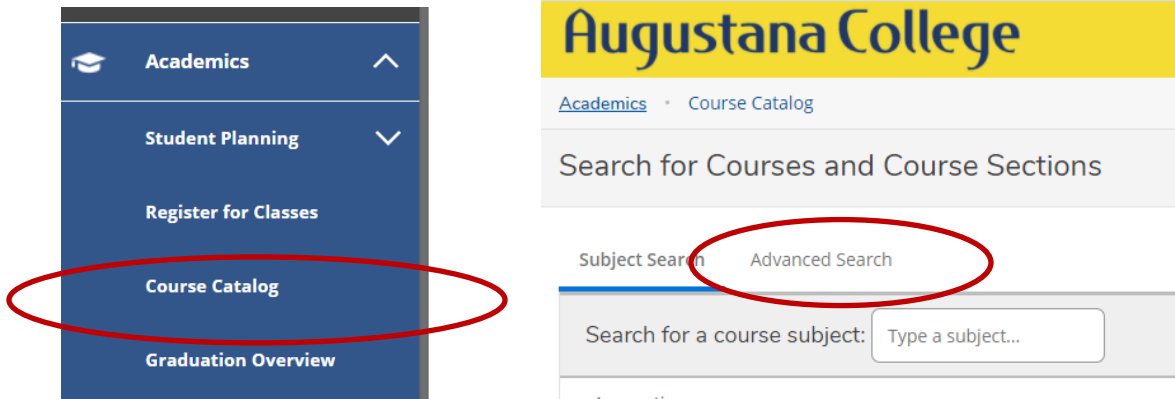
2. Once you are in self-service, any holds or alerts you have will pop up in the upper right hand corner. PAY ATTENTION TO THESE! Any active holds will stop your registration. Contact the office or individual that placed the hold – DO NOT CONTACT THE OFFICE OF THE REGISTRAR. We cannot override holds for other offices.



3. Find the **Academics Menu** in the left side navigation.



4. In the drop down menu choose **Course Catalog** and then **Advanced Search** on the top tab



5. Choose your term, one or more subjects, and other limiting criteria. Click SEARCH.
HINTS! You do not need to enter term dates unless you are only looking for 7-week classes. To get more results *don't* limit your criteria too much.

Catalog Advanced Search

| | | |
|-------------|--------------------|------------------|
| Term | Meeting Start Date | Meeting End Date |
| Select Term | M/d/yyyy | M/d/yyyy |

Courses And Sections

| | | |
|---------|---------------|---------|
| Subject | Course number | Section |
| Subject | Course number | Section |
| Subject | Course number | Section |

+ Add More...

Days Of Week

| | | | |
|-----------------------------------|---------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Sunday | <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday | |

Academic Level

Select Academic Level

| | | |
|--------------------|----------------|--------------|
| Time Of Day | Time Starts by | Time Ends by |
| Select Time Of Day | hh:mm AM/PM | hh:mm AM/PM |

Course Type

Select Course Type

Clear Search

6. When you get the results, click the drop down under the course to find available sections. Choose sections you wish to add to your cart and click on **Add Section to Shopping Cart**. You may add multiple sections of the same course to your cart if you wish.
HINT! Don't choose *Add to Course Plan*. Augustana does not use course plans at this time.

ARHI-165 Survey World Art I (4 Credits)

~~Add Course to Plan~~

(PP, G) A chronological survey of the art and architecture from around the world from Paleolithic cave paintings to medieval cathedrals and mosques. Students learn to analyze the formal elements of works of art and architecture, examine works within the original cultural and historical contexts, and compare art across cultures and from different time periods.

Requisites:
None

View Available Sections for ARHI-165



2021-22 Fall Term

ARHI-165-01
Survey World Art I

Add Section to Shopping Cart

| Seats | Times | Locations | Instructors |
|-------|--|--------------------------|-------------|
| 13 | M/W/F 9:00 AM - 10:15 AM 8/30/2021 - 12/10/2021 | Bergendoff 12 Lecture | Morse, M |

7. When you get the pop-window below, confirm you wish to add it to your cart. **NOTE!** Adding to your cart does not register you for a class and does not reserve a seat for you in the section!

Section Details

ARHI-165-01 Survey World Art I
2021-22 Fall Term

Instructors Morse, M (MargaretMorse@Augustana.edu, 309-794-7234)

Meeting Information M, W, F 9:00 AM 10:15 AM
8/30/2021 - 12/10/2021
Bergendoff 12 (Lecture)

Dates 8/30/2021 - 12/10/2021

Seats Available 13 of 13 Total

Credits 4

Grading Graded ▾

Requisites None

Course Description (PP, G) A chronological survey of the art and architecture from around the world from Paleolithic cave paintings to medieval cathedrals and mosques. Students learn to analyze the formal elements of works of art and architecture, examine works within the original cultural and historical contexts, and compare art across cultures and from different time periods.

Books Total

Close **Add Section**

You will get the message below telling you that self-service is putting the section in your cart.

NOTE! You are not yet registered for this section.



Adding section to shopping cart...

- When you are read to register, go back to the Academic menu and choose **Register for Classes**. Be sure you page over to the correct term you wish to see view and register.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Spring Term 2020-2021

Filter Sections Under Construction Print

- Your shopping cart selections will all show up on both the course list on the left and the calendar grid on the right. They will appear grey/tan in color as they are planned and NOT REGISTERED.

2021-22 Fall Term

Remove Planned Courses Register Now

Filter Sections Under Construction Print

Planned: 8 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Planned

Credits: 4 Credits
Grading: Graded
Instructor: Morse, M
8/30/2021 to 12/10/2021
Seats Available: 13

Meeting Information

Register

View other sections

ARHI-374-01: African Art

Planned

Credits: 4 Credits
Grading: Graded
Instructor: Morse, M
8/30/2021 to 12/10/2021
Seats Available: 25

Meeting Information


Register

View other sections

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|---------------|-----|---------------|-----|---------------|-----|
| 3am | | | | | | | |
| 4am | | | | | | | |
| 5am | | | | | | | |
| 6am | | | | | | | |
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | ARHI-165-01 X | | ARHI-165-01 X | | ARHI-165-01 X | |
| 10am | | ARHI-374-01 X | | ARHI-374-01 X | | ARHI-374-01 X | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |


HINT! You can click on the grey/tan boxes on the calendar to get a pop-up of more information.

Section Details

| | |
|-------------------------------|--|
| Information | 8/30/2021 - 12/10/2021 Hanson Science Building 102 (Lecture) |
| Dates | 8/30/2021 - 12/10/2021 |
| Seats Available | 28 of 28 Total |
| Credits | 4 |
| Grading | Graded, Pass/Fail, Audit |
| Requisites |  Take BIOL-130I - Must be taken at the same time as this course. |
| Course Description | This course serves as an introduction to macromolecules, cellular processes, and cellular organization of diverse organisms. Emphasis on the molecular mechanisms of cell structure and function, including metabolism, replication, gene expression, signal transduction and cell cycle regulation. Includes one two-hour lab weekly. Prerequisite: This course is intended for Biology Majors. Students can take BIOL-130 and BIOL-140 in any order, but cannot enroll concurrently. |
| Additional Course Fees | Fees listed here are in addition to general tuition and fees charged at registration. Biology Lab Fee: \$35.00 |
| Books Total | |

The pop up will provide you lots of section information.

If you see the symbol below next to a section the pop-up feature may provide details about the additional section, lab or lesson fees that are required on top of regular tuition.

BIOL-130-01 
Molecules to Cells

If you don't see fees here, please contact the department for more information.

10. Choose the section(s) you want to register by choosing the **Register** button on each section.

Register

NOTE! You will see a message that says "**Updating schedule...**" at this point **DO NOT** click the back button or anything else. Let the system process your request. When it is done you will see the blue Register button now reads "Drop" and the course now appears in **green** on your calendar. You are now registered for this course.



Updating schedule...


Drop

| | Sun | Mon | |
|------|-----|----------------------|--|
| 8am | | | |
| 9am | | ARHI-165-01 | |
| 10am | | ARHI-374-01 ✕ | |
| 11am | | | |
| 12pm | | | |

11. Repeat steps above for to complete registration for each course for the semester.

12. To confirm your schedule, be sure all sections are green on your calendar and you check your schedule in Arches under My Class Schedule, which can also be access in the report found [HERE](#).
13. You can **drop** sections from the schedule in self-service at any time the system is open to you. **HINT!** Be careful, we cannot add you back in if you accidentally drop a section and someone takes your seat.

NOTE! Additional fees or tuition is required if you see this symbol next to a course. Click on the section in the calendar Contact the department for more information.

[BIOL-130-01](#) 
Molecules to Cells