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.
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.

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!
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.**

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Adding section to shopping cart...

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8. When you are ready 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.

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9. 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.
HINT! You can click on the grey/tan boxes on the calendar to get a pop-up of more information.

**Section Details**

<table>
<thead>
<tr>
<th>Information</th>
<th>8/30/2021 - 12/10/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanson Science Building 102 (Lecture)</td>
<td></td>
</tr>
<tr>
<td>Dates</td>
<td>8/30/2021 - 12/10/2021</td>
</tr>
<tr>
<td>Seats Available</td>
<td>28 of 28 Total</td>
</tr>
<tr>
<td>Credits</td>
<td>4</td>
</tr>
<tr>
<td>Grading</td>
<td>Graded, Pass/Fail, Audit</td>
</tr>
<tr>
<td>Requisites</td>
<td><img src="image" alt="Take BiOL-130I - Must be taken at the same time as this course." /></td>
</tr>
</tbody>
</table>

**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.

**NOTE!** You will see a message that says “**Upating 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.

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