

00:00 - Hello, and welcome to the training video
00:02 on registering for classes.
00:04 On or after your assigned registration day,
00:08 you may register your courses from your plan schedule.
00:11 You may register your courses from the self-service homepage
00:15 or from within the Academics, Register for Classes option.
00:20 The Register feature will only display
00:23 if you are eligible to register for classes.
00:26 If you do not see the option,
00:28 check the notification area
00:30 located at the top right of the screen.
00:33 Using the Register option from the homepage
00:37 will display all courses on your plan schedule.
00:40 Check off the courses you would like to take
00:43 and click the Register button.
00:45 Select the Go to Schedule button
00:48 to see the registered courses, which are indicated
00:52 by the color green on your plan schedule.
00:56 You may also use the Register buttons
00:58 under each course within the Academics,
01:01 Register for Classes area
01:03 located on the left side of the screen.
01:06 Using the Register Now option,
01:08 located above the plan schedule,
01:11 will attempt to register all courses on your schedule.
01:15 (paper rustling)
01:17 You may remove a course conflict from your plan schedule
01:21 simply by clicking on the X next to the course listing
01:25 and then try again to register.
01:28 If there is an issue with the registration
01:30 it will be noted on the left side of the screen
01:33 as well as within the notification area.
01:37 Students may add themselves
01:38 to a waitlist for a closed course.
01:41 To add yourself to a waitlist for a course
01:44 just click the Waitlist button located under the course.
01:48 Students may not waitlist for a course
01:51 if currently registered for another section
01:54 of the same course.
01:56 Students will be emailed as a space becomes available.
02:00 Please be sure to check
02:01 your Suffolk email for notifications.
02:04 If no action is taken to register the course,
02:07 once granted waitlist permission by the deadline,
02:10 the space in the course
02:12 will be offered to the next student on the waitlist.
02:16 Registered courses are the color green,
02:19 planned courses are the color tan,
02:21 and courses in conflict are the color red
02:24 on your plan schedule.
02:26 Should you need assistance,
02:28 you may contact the registrar's office at uro@suffolk.edu

02:34 or call 617-557-2010.