Hello, and welcome to the training video on how to search and select courses to your planned schedule. To make registration day less stressful, it is recommended that you place classes of interest on your planned schedule. Creating your planned schedule is done through the Self Service website. You may access Self Service directly from the quick links menu on suffolk.edu or through your MySuffolk Portal. You will be prompted for your email, username, and password. After entering Self Service, select the Search for Sections tile to begin choosing courses of interest. First, enter the term and at least one other search criteria. For example, the subject, the course type or your preferred days and times. If you want to find a course that fulfills a specific requirement, you can also search by Course Type. Let's say I am looking to fulfill my Creativity and Innovation requirement. I would choose the term Fall 2021 and go to the Course Type and select Creativity and Innovation requirement and then click the Search button. A list of classes for the term display which fulfill the Creativity and Innovation requirement. Select the class you want to place on your planned schedule by clicking the Add to Section to Schedule button. The section details displays. After you have reviewed the section details, click Add Section. This places the class on your planned schedule. Notification that the course has been added to your schedule will appear. Repeat this process and continue searching and placing courses of interest on your planned schedule until you are satisfied with your selections. Please note, placing a course on your planned schedule does not mean you are registered yet for that course. Select the Academic tab, Register for Classes option on the left side of the screen to review your planned schedule. Using the toggle button, select the term in which you want to view your schedule. Courses that are in conflict will be indicated in red on the grid. Courses that have not been registered are the color tan. You may add and remove as many courses as you would like to your planned schedule.
If a course is in conflict, you may view additional sections and add to your planned schedule by clicking on the course within the grid and clicking Add to Schedule. You may remove the course in conflict from your planned schedule by clicking the X on the course in the grid.

During registration, you will be able to choose which courses you would like to register. The Register button will be unavailable until you are eligible to register. Your assigned registration date and time will display above your planned schedule. Once registration is open to you, the Register buttons will be active and blue in color. See the Registering for Classes video for further instruction.

Should you need assistance, you may contact the registrar's office at uro@suffolk.edu or call (617) 557-2010.