

00:00 - [Instructor] Hello, and welcome to the training video on
00:03 how to search and select courses to your planned schedule.
00:07 To make registration day less stressful,
00:09 it is recommended that you place classes of interest
00:12 on your planned schedule.
00:15 Creating your planned schedule is done
00:17 through the Self Service website.
00:19 You may access Self Service directly
00:22 from the quick links menu on suffolk.edu
00:26 or through your MySuffolk Portal.
00:29 You will be prompted for your email, username, and password.
00:34 After entering Self Service,
00:36 select the Search for Sections tile
00:38 to begin choosing courses of interest.
00:41 First, enter the term
00:43 and at least one other search criteria.
00:46 For example, the subject, the course type
00:50 or your preferred days and times.
00:54 If you want to find a course
00:55 that fulfills a specific requirement,
00:58 you can also search by Course Type.
01:01 Let's say I am looking to fulfill
01:02 my Creativity and Innovation requirement.
01:06 I would choose the term Fall 2021 and go to the Course Type
01:11 and select Creativity and Innovation requirement
01:15 and then click the Search button.
01:17 A list of classes for the term display
01:20 which fulfill the Creativity and Innovation requirement.
01:25 Select the class you want to place
01:26 on your planned schedule by clicking the
01:29 Add to Section to Schedule button.
01:32 The section details displays.
01:35 After you have reviewed the section details,
01:37 click Add Section.
01:39 This places the class on your planned schedule.
01:43 Notification that the course has been added
01:45 to your schedule will appear.
01:47 Repeat this process and continue searching
01:50 and placing courses of interest on your planned schedule
01:53 until you are satisfied with your selections.
01:56 Please note, placing a course on your planned schedule
02:00 does not mean you are registered yet for that course.
02:04 Select the Academic tab,
02:07 Register for Classes option on the left side of the screen
02:11 to review your planned schedule.
02:13 Using the toggle button, select the term
02:16 in which you want to view your schedule.
02:20 Courses that are in conflict will be indicated
02:23 in red on the grid.
02:25 Courses that have not been registered are the color tan.
02:29 You may add and remove as many courses
02:32 as you would like to your planned schedule.

02:36 If a course is in conflict, you may view additional sections
02:39 and add to your planned schedule by clicking on the course
02:43 within the grid and clicking Add to Schedule.
02:47 You may remove the course in conflict
02:49 from your planned schedule by clicking the X
02:52 on the course in the grid.
02:55 During registration, you will be able to choose
02:58 which courses you would like to register.
03:01 The Register button will be unavailable
03:03 until you are eligible to register.
03:07 Your assigned registration date and time
03:09 will display above your planned schedule.
03:12 Once registration is open to you,
03:15 the Register buttons will be active and blue in color.
03:19 See the Registering for Classes video
03:22 for further instruction.
03:24 Should you need assistance,
03:26 you may contact the registrar's office at uro@suffolk.edu
03:32 or call (617) 557-2010.