

## How to Register Online Using Self-Service - Undergraduate

Log in to the Self-Service system at <https://selfservice.pbu.edu/SelfService/Home.aspx> using your login ID and password. (If you do not have a Self-Service account, contact the Technology Services Department.)

Click the **Register** tab.

Click the **Traditional Courses** sub-tab.

Select the desired **Period** by clicking the open book next to the proper Year/Term (“2010/J Term” or “2010/Spring”).

Click **Section Search** from the menu on the left to begin finding your courses.

Enter either a keyword or the course code and then click the **Search** button.

- A partial course code (only the 3 letter prefix) can be used to see all courses in that subject area.
- If using the entire course code, remember that there is a space in between the letters and numbers.

The courses meeting your criteria will be displayed. If more courses are found than will fit on a page, click the page number button or the **Next** button at the bottom to see the next page of results.

Click the **Add** button to the right of the course(s) you wish to add to your shopping cart.

Click **New Search** again and repeat the process until all of your courses have been placed into your shopping cart.

- In subsequent searches, make sure the proper Period (2010/Spring or 2010/J Term) is selected from the drop down menu.

Once all of your courses are in your shopping cart, click **Proceed to Registration**.

Double check your courses.

- Click the **Remove** button next to any course you want to remove.
- Only courses with a check in the box under the green plus sign will be registered as you proceed.

Click the **Next** button. The screen will show your registered schedule.

Click the **Finish** button to complete the process.

**IMPORTANT: As you go through this process, DO NOT use the web browser’s “Back” button. It could undo your registration (and then you would lose your classes)!**

To make adjustments to your schedule during the web registration period, you can return to the registration screen and add more courses or drop those you do not want to take. If are going to drop, be careful only to click the “Drop” box of the class(es) you want to drop. If you mistakenly drop a class, you will not be able to get back in if it has closed!

### Once Web Registration Closes, You Must...

- 1. Print your Spring schedule from Self-Service AFTER Friday, October 30, 4:00 p.m.**
- 2. Have it signed by your advisor.**
- 3. Submit it to the Registrar’s Office by Friday, November 13.**
- 4. Pay the \$100 Confirmation Deposit (to the Business Services Office) by November 15.**

**If you fail to do this, your schedule will be dropped.**