

Overview of the Registration Process

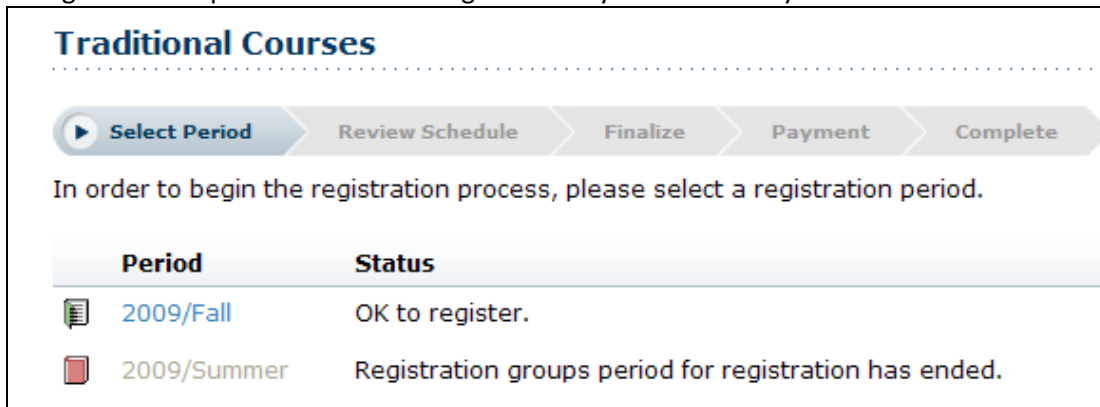
You submit the courses you wish to take online via Self Service. Once submitted, your advisor approves or denies the courses you submitted. Once your advisor processes your courses, the courses will become your schedule. Throughout this process you should also be in communication with your advisor about your plans and scheduling issues. Once you have submitted courses, you may submit additional courses for approval. However, if you want to drop a course, you must fill out the add/drop form available through the Office of the Registrar.

Self Service—Steps to Online Registration

- A. Log into Saint Martin’s Self Service at <https://selfservice.stmartin.edu/SelfService/Home.aspx>
 1. Your user name is your email address without the “@stmartin.edu”
 2. Use your network password. (same as your email password)
- B. Choose the “Register” tab, then the “Traditional Courses” link.



- C. Select Period Stage: From the periods that say “OK to register,” choose the Year/term for which you would like to register. If no periods are “OK to register” and you believe they should be contact the Office of the Registrar.



- D. Review Schedule Stage: Choose the “Section Search” link in blue to find the courses you want.



- E. Section Search: Enter the criteria you need to find the course you want.
 1. Switch to the “Advanced Search” tab if you need a more detailed search.
 2. Always leave the Registration Type on Traditional which is the default.
 3. Select “Main” from the “Session” dropdown box if you are registering for Lacey Campus.
 4. Click the “Search” button to get a list of courses matching your criteria.

Section Search

[▶ Back to Registration](#)

Basic Search **Advanced Search**

Keywords:

Course Code:

Registration Type:

Traditional

Continuing Education

Both

Period:

Session:

F. Choose the course(s)

- To find out more information about a specific course section, click on the course number appearing in blue. A window will display with additional information such as instructor, prerequisites, fees and schedule.

- To choose a course click on “Add” button to the right to the course listing. If the course is full you can choose to be added to the waitlist. Contact the Office of the Registrar for information about the waitlist process.

	English Skills ENG100/Course/B1	9/1/09 - 12/15/09	2009 Fall Main	2	Mon/Wed 11:00 AM - 11:50 AM; Saint Martin's University, Old Main, Room 316	Ms. Rebecca Ray Burman	15 of 15	<input type="button" value="Add"/>
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- A window will pop up confirming your selection. If permission is required for the course the “Request Permission” button will be visible in the pop up window. Click this link to request permission. Permission status will show in your cart window.

Course Added ▶ Hide

Course **HIS499/Course/I1** was added to your shopping cart for period **2009/FALL/Main**.

4. As you add courses to your cart they will be displayed to the right of the screen, as will any courses for which you are already registered. Use this to avoid time conflicts.

Section Search ▶ Back to Registration

Found 34 results for Course Code = 'ENG' and Registration Type = 'Traditional' and Period = '2009 Fall' and Session = 'Main'.

Showing 1 - 10 of 34

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
ENG100/A1	9/1/2009 - 12/15/2009	Main	2 Cr.		Tue/Thur, 12:10 PM - 1:00 PM	Ms. Cholee L Gladney	
ENG201/A1			3 Cr.				

My Cart

Cart Items

ENG100/A1 2 Cr.
9/1/2009 - 12/15/2009
Tue/Thur, 12:10 PM - 1:00 PM
Ms. Cholee L Gladney

Registered Courses

Registered Items

ENG201/A1 3 Cr.
9/1/2009 - 12/15/2009

5. Choose the “New Search” or “Refine Search” link at the left to look for a new course. Continue until all the courses you want are in your cart, and then click the “Back to Registration” link toward the top of the screen.

- G. If you want to remove courses from the list of “Courses to Add,” click the “Cart” link at the top-middle of the screen and use the “Remove” button. (The “Remove” button on the Review Schedule Page does not always work.)

- H. Review Schedule Stage: Check the box in front of all the courses you want to add. Submit registration by checking “Next” button at the bottom right of the screen.
1. If there is a problem with the courses you have submitted such as a time conflict or unmet prerequisite an error will appear at the top of the page in red. All errors must be corrected before you successfully submit your registration.

Traditional Courses - 2009/Fall

Select Period
 Review Schedule
 Finalize
 Payment
 Complete

! You are unable to register for HIS499 Course I1 for the following reasons:
Prerequisite You did not meet the following prerequisites:

2. Adjust courses that have time conflicts or where you are not meeting the co requisites or prerequisites.
3. When applicable, you must get over-rides for courses that have prerequisites from the Registrar’s office and may not be able to register for these courses using Self Service. Contact the Registrar’s Office for further information.

- I. Finalize Stage: Your schedule will display showing that the course status is “Awaiting advisor approval.” Your advisor is sent an email that your registration is pending his/her approval.

English Skills - ENG100 /Course /A1	9/1/2009 - 12/15/2009	Main	2	Credit	Tue/Thur, 12:10 PM - 1:00 PM	Saint Martin's University, Old Main, Room 100	Ms. Cholee L Gladney	Awaiting advisor approval
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- J. At this stage you may exit registration. The payment stage is not ready for you since charges are not assessed to your bill until after your schedule is approved. You have completed all the stages necessary.
- K. You may return at any time to make additions to your registration.
1. You may add courses following the directions above.

2. You need to contact the Office of the Registrar if you wish to drop a course that has already been approved or one that is pending approval.
 3. If you have reached your maximum number of credits you will need to drop a class before you can submit any new classes
- L. Once your advisor approves your courses, you will receive an email.
1. From the “Registration” tab, on the Traditional Courses Page, click the View Schedule link to view approved courses
 2. Choose the “Finances” tab to view your balance, see statements, or make a payment.

