



COURSE REGISTRATION INSTRUCTIONS

If you receive an error message when adding/dropping classes, send an email to studentservices@stcl.edu with a screenshot of the error message you receive. Upon receipt, we will look into the matter and advise accordingly.

If you have been registered for required courses, complete these steps first to enable registration: [BLOCK REGISTRATION: REGISTERING FOR YOUR PRE-ASSIGNED COURSES](#)

Then click on the applicable link below to view the following registration instructions:

- [ADDING ADDITIONAL COURSES - Enter CRNs tab](#) (if you have the course CRNs)
 - [ADDING ADDITIONAL COURSES - Find Classes tab](#) (if you do not have the course CRNs)
 - [DROPPING A COURSE](#)
 - [REGISTER FOR PLANNED SCHEDULE](#)
 - [REGISTERING FOR A COURSE THAT REQUIRES PRIOR INSTRUCTOR APPROVAL](#)
 - [WAITLIST REGISTRATION](#)
 - [VIEW YOUR CLASS SCHEDULE](#)
 - [PLAN FUTURE SCHEDULES](#)
-



COURSE REGISTRATION INSTRUCTIONS

BLOCK REGISTRATION: REGISTERING FOR YOUR PRE-ASSIGNED COURSES – Although Student Services has registered you for your required courses, you **MUST do this step first in order to adjust your schedule**

1. Log in to [STANLEY](#).
2. Click the **Campus Life** tab (left side of screen).
3. Scroll down to the **Student Self-Service** section.
4. Click **Registration**.
5. Click **Register for Classes**.
6. Select the applicable term from the drop down menu under **Terms Open for Registration**.
7. Click **Continue**.

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Fall 2021

Continue

(STEPS CONTINUE ON NEXT PAGE)

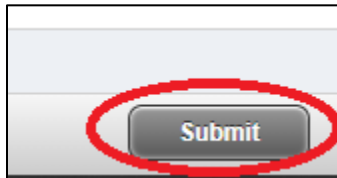
8. Select the **Blocks** tab.



COURSE REGISTRATION INSTRUCTIONS

A screenshot of a web application interface for course registration. At the top, there is a navigation bar with five tabs: 'Find Classes', 'Enter CRNs', 'Plans', 'Blocks', and 'Schedule and Options'. The 'Blocks' tab is highlighted in blue and circled in red. Below the navigation bar, the main content area has the heading 'Select Your Block Option' and the text 'Term: Fall 2021'.

9. Then click **Submit** in the bottom right-hand corner, and your schedule will appear in the **Summary** section. [Click here if you wish to register for additional courses to enroll in the maximum full-time course load \(16 credit hours\).](#)



If you are currently registered for any of the courses in your block, you will receive an ERROR message. In that case, click [here](#) to add additional bar/upper-elective non-bar/experiential learning courses to your schedule.



COURSE REGISTRATION INSTRUCTIONS

VIEW YOUR CLASS SCHEDULE

1. Log in to [STANLEY](#).
2. Click the **Campus Life** tab (left side of screen).
3. Scroll down to the **Student Self-Service** section.
4. Click **Registration**.
5. Click **View Your Schedule**.

Registration

What would you like to do?

- [View Registration Status](#)
View registration status, update student term data, and complete pre-registration requirements.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
- [Plan Future Classes](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
- [View Your Schedule](#)
View your past schedules and your ungraded classes.
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

6. Select the appropriate term to populate your schedule.

Look up a Schedule | Active Registrations

Class Schedule

Term: **Fall 2021**

Hours	CRN	Course Number/Section	Course Title
3	10002	LAW 201, B1	Criminal Law

7. Click the **Schedule Details** tab to view exam dates & times and room numbers.

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 8 | Max: 19

Schedule | **Schedule Details**

Class Schedule for Fall 2021

▶ [Criminal Law](#) | Law 201 Section B1 | Class Begin: 08/16/2021 | Class End: 12/11/2021

08/16/2021 – 11/22/2021 | S M T W T F S | 10:30 AM - 11:45 AM Type: Class Location: Main Building: Tower Room: 518
12/02/2021 – 12/02/2021 | S M T W T F S | 10:00 AM - 01:00 PM Type: Class Location: None Building: None Room: None

Instructor: [Krishnamurthi, Guha](#) (Primary)
CRN: 10002



COURSE REGISTRATION INSTRUCTIONS

ADDING COURSES ([Click here for instructions on how to drop a course from your schedule.](#))

10. Log in to [STANLEY](#).
11. Click the **Campus Life** tab (left side of screen).
12. Scroll down to the **Student Self-Service** section.
13. Click **Registration**.
14. Click **Register for Classes**.
15. Select the applicable term from the drop down menu under **Terms Open for Registration**.
16. Click **Continue**.

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Fall 2021

Continue

17. Select the **Enter CRNs** tab.
 - [Click here if you do not know the CRNs for the courses you want to add.](#)
18. In the **CRN** field, type the 5-digit CRN for the course you want to add to your schedule.
 - Click **+Add Another CRN** to add more than one course at a time to your schedule.
 - [Click here if you are registering for a course that requires instructor approval.](#)

Find Classes • Enter CRNs • Plans • Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2021

CRN 10060

+ Add Another CRN Add to Summary

(STEPS CONTINUE ON NEXT PAGE)

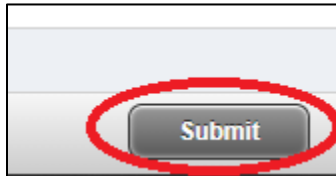


COURSE REGISTRATION INSTRUCTIONS

19. When you have finished adding CRNs, click **Add to Summary** and the course(s) will populate in the **Summary** section with a *Pending* Registration Status.

Hours	CRN	Title	Section	Schedule Type	Registration Status	Action
3	10060	<u>Family Law</u>	LAW 234, B	Lecture	Pending	**Web Registered** ▼

20. Click **Submit**. The course Registration Status will change to *Registered*.



Hours	CRN	Title	Section	Schedule Type	Registration Status	Action
3	10060	<u>Family Law</u>	LAW 234, B	Lecture	Registered	None ▼

- [Click here if you received an error message that indicates a class is closed but has an available waitlist.](#)

Schedule Type	Registration Status	Action
Lecture	<u>Errors Preventing Regis...</u>	Closed - 0 Waitlisted ▼

Hover cursor over error message to see the reason for the error.



COURSE REGISTRATION INSTRUCTIONS

ADDING COURSES THROUGH 'FIND CLASSES' TAB

1. Select the **Find Classes** tab.
2. Enter the applicable search criteria for the class you want to add to your schedule.
 - Select **Main** in the **Campus** field to register for full-term courses (i.e. fall, spring, and summer terms).

Register for Classes

Find Classes | Enter CRNs | Plans | Blocks | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2021

Campus:

Course Number:

Keyword:

Attribute:

[Advanced Search](#)

3. Click **Search** and scroll through the resulting courses.
 - Scroll to the bottom of the results to go to the next page of courses.

Page 1 of 4 | 20 Per Page

4. When you identify the course you want to add, click the **Add** button on the far right end, and the course will populate in the **Summary** section with a *Pending* Registration Status.
 - [Click here if you are registering for a course that requires instructor approval](#)

Main	90 of 90 seats remain. 25 of 25 waitlist seats ...	Bar Related Course	<input type="button" value="Add"/>
------	---	--------------------	------------------------------------

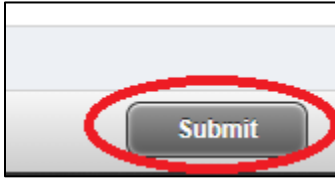
Hours	CRN	Title	Section	Schedule Type	Registration Status	Action
3	10060	<u>Family Law</u>	LAW 234, B	Lecture	<i>Pending</i>	**Web Registered**

(STEPS CONTINUE ON NEXT PAGE)




COURSE REGISTRATION INSTRUCTIONS

5. Click **Submit**. The course Registration Status will change to *Registered*.



Hours	CRN	Title	Section	Schedule Type	Registration Status	Action
3	10060	<u>Family Law</u>	LAW 234, B	Lecture	Registered	None ▾

- [Click here if you received an error message that indicates a class is closed but has an available waitlist](#)

Schedule Type	Registration Status	Action
Lecture	<u>Errors Preventing Regis..</u>	 Closed - 0 Waitlisted ▾

Hover cursor over error message to see the reason for the error.

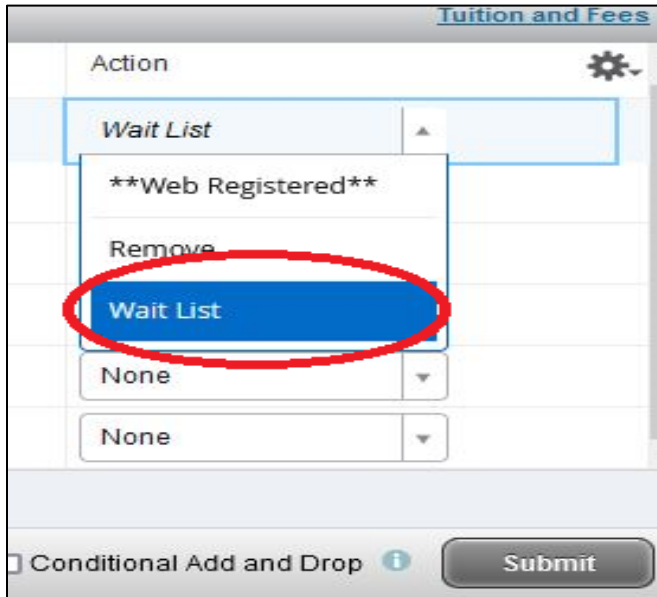


COURSE REGISTRATION INSTRUCTIONS

WAITLIST REGISTRATION

These instructions pickup after your attempt to register for a closed course.

1. In the **Summary** section, click the drop down button under the **Action** column next to the course for which you want to be waitlisted.
2. Select **Wait List**.



3. Click **Submit**. The Registration Status will change to *Waitlisted*.

Schedule Type	Registration Status	Action
Lecture	Waitlisted	None

4. To view your waitlist position, click on the **Schedule Details** tab to the left.
5. Then click on the small arrow (▾) left of the course name. The number next to 'Waitlist Position' indicates what position you are on the waitlist.

The screenshot shows the 'Schedule Details' tab for a course. The course name is 'Professional Sport Law Seminar'. The registration status is 'Waitlisted'. The waitlist position is '1'. The 'Waitlist Position: 1' is highlighted with a red circle.

- Remember to check your email daily for a waitlist notification, which allows a **24-hour** window to register for the course before it expires and is sent to the next student on the waitlist.

(STEPS CONTINUE ON NEXT PAGE)



COURSE REGISTRATION INSTRUCTIONS

6. If you receive an email notification to register for the waitlisted course, immediately return to the **Summary** section within Registration.
7. Click on the drop down button under the **Action** column next to the waitlisted course.
8. Select ****Web Registered****.
9. Click **Submit**. The Registration Status will update to *Registered*.

The screenshot displays a course registration interface. At the top left, a 'Summary' tab is highlighted with a red circle. Below it is a table with columns: Hours, CRN, Title, Section, Schedule Type, Registration Status, and Action. A single row is visible for a course with 0 hours, CRN 10090, titled 'Texas Trial & Appellate Pr...', section 'LAW 233, A', and schedule type 'Lecture'. The registration status is 'Waitlisted'. The 'Action' column for this row has a dropdown menu open, with the option '**Web Registered**' highlighted in blue and circled in red. Other options in the dropdown include 'None', 'DROP Web', and 'Incomplete Exam Removal (ONLY)'. At the bottom right, a 'Submit' button is also circled in red. A 'Conditional Add and Drop' checkbox is visible next to the Submit button. The bottom status bar shows 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 8 | Max: 19'.

Hours	CRN	Title	Section	Schedule Type	Registration Status	Action
0	10090	Texas Trial & Appellate Pr...	LAW 233, A	Lecture	Waitlisted	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 8 | Max: 19

Conditional Add and Drop **Submit**



COURSE REGISTRATION INSTRUCTIONS

REGISTERING FOR COURSES THAT REQUIRE INSTRUCTOR APPROVAL

If you wish to register for a course that requires prior approval from the professor, you must send them an email to initiate the appropriate application process (which generally requires you to complete an [Add/Drop/Waiver](#) form) and obtain their approval. If approved, the instructor will provide you with an Authorization Code to sign up for the course online.

1. Once you receive an Authorization Code from your professor, return to the registration page to add the course to your schedule
2. Click **Add to Summary** and a 'Enter Your Authorization Code' window will pop up.
3. Enter the Authorization Code provided to you in the appropriate field under the **Authorization Code** column.
4. Click **Confirm** to add the course to your **Summary**.

Title	Subject	Course	CRN	Section	Hours	Authorization Code Message	Authorization Code
Authorization Code is Required: To register for a section, enter your authorization code.							
International Trade Law Journal A	LAW	423	10113	A	1	Authorization required: Closed Section	<input type="text"/>

Cancel Confirm

5. Then click **Submit** in the **Summary** section. The Registration Status will update to *Registered*.
-



COURSE REGISTRATION INSTRUCTIONS

DROPPING CLASSES

1. In the **Summary** section, select the drop down button under the **Action** column next to the course you wish to drop.
2. Select **DROP Web**.
 - Select '**Drop During Refund Period**' if you are dropping a course after classes have started.

Registration Status	Action
Registered	<div style="border: 1px solid blue; padding: 5px;"><p>None</p><p>None</p><p>DROP Web</p></div>

3. Click **Submit**.
 - If you try to withdraw from the semester by dropping all of your classes, you will receive an error message, as the system will not allow you to drop your last class online. Complete and submit a [Withdrawal/Exit](#) form to studentservices@stcl.edu if you wish to withdraw from classes for the semester.
-



COURSE REGISTRATION INSTRUCTIONS

PLAN FUTURE SCHEDULES

1. Log in to [STANLEY](#).
2. Click on the **Campus Life** tab (left-hand side).
3. Scroll down to the **Student Self-Service** section.
4. Click **Registration**.
5. Click **Plan Future Classes**.

Registration

What would you like to do?

- View Registration Status**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Future Classes**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- View Your Schedule**
View your past schedules and your ungraded classes.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

6. Select the applicable term under **Term Open for Planning**.
7. Click **Continue**.

Select a Term

Terms Open for Planning ⓘ

Spring 2022 ▼

Continue

(STEPS CONTINUE ON NEXT PAGE)



COURSE REGISTRATION INSTRUCTIONS

8. Click **Create a New Plan**.

Select A Plan

Plans you have created for this term: 0

Term: Spring 2022

You are allowed a maximum of 3 plans for this term.

+ Create a New Plan

9. Click **Search** after entering the applicable search criteria for the class(es) you want to take.
- In this case, search by 'First Year Required' in order to see your schedule for next semester.

Enter Your Search Criteria

Term: Spring 2022

Schedule Type

Course Number

Keyword

Attribute

Credit Hour Range

- Bar Related Course
- First Year Required**
- Second Year Required
- Skills Requirement
- Substantial Writing Requiremen

10. Click **View Sections** once you have identified a course to add to your plan to see class and exam days and times.

Prerequisite: To

(STEPS CONTINUE ON NEXT PAGE)



COURSE REGISTRATION INSTRUCTIONS

- Click the **Add** button when you identify a section you wish to add to your plan.
 - In this case, select the section you are currently assigned to (A, B, C, or D).

Course	Professor	Class and Exam Day/Time/Room	Campus	Status	Attribute	Linked Sections	
Tort...	A1	<u>Browne-Barbour, Vanessa (Pri...</u> S M T W T F S 09:00 AM - 10:30 AM Type: Class Building: N S M T W T F S 10:00 AM - 01:00 PM Type: Final Exam Buildi	Main	45 of 45 seats remain. Restriction!	First Year Required		Add

- Click **Save Plan** when you are done adding classes to your plan.

Hour	CRN	Title	Section	Registration Status	Schedule Type	Action	Note
3	20025	<u>Torts II</u>	LAW 206, A1	Pending	Lecture	Add	

Total Planned Hours: 0

Save Plan

- Name your plan in the pop-up window and click **Save**.

Name Your Plan

Plan Name

Close **Save**

- Click **Select A Plan** (at the top of the page) to view, delete, or edit your created plan(s).

Student • Registration • Select a Term • Select A Plan • Plan Ahead
Plan Ahead



COURSE REGISTRATION INSTRUCTIONS

REGISTER FOR A PLANNED SCHEDULE

1. Log in to [STANLEY](#).
2. Click on the **Campus Life** tab (left-hand side).
3. Scroll down to the **Student Self-Service** section.
4. Click **Registration**.
5. Click **Register for Classes**.

Registration

What would you like to do?

- [View Registration Status](#)
View registration status, update student term data, and complete pre-registration requirements.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
- [Plan Future Classes](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
- [View Your Schedule](#)
View your past schedules and your ungraded classes.
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

6. Select the applicable term from the drop down menu under **Terms Open for Registration**.
 - **Intersession Courses:** Select the applicable term to register for intersession courses (i.e., select 'Spring' to sign up for spring intersession).
7. Click **Continue**.

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Fall 2021

Continue

(STEPS CONTINUE ON NEXT PAGE)



COURSE REGISTRATION INSTRUCTIONS

8. Click the **Plans** tab.

Register for Classes

Find Classes Enter CRN: **Plans** Schedule and Options

Register from a plan.
Term: Spring 2022

▼ Plan: TEST

Hours	CRN	Course Title	Section	Professor
3	20103	<u>Wills, Trusts & Estates</u>	LAW 228, B	<u>Festa, Matthew (Primary)</u>

9. On the far right, click **Add All** to add all classes in your plan to your schedule, OR click **Add** next to each course to add one at a time.

Created by: You

+ Add All

+ Add

+ Add

+ Add

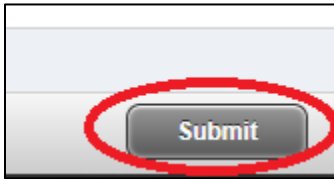
Records: 3

(STEPS CONTINUE ON NEXT PAGE)



COURSE REGISTRATION INSTRUCTIONS

- Click **Submit**, to register for the classes added to your schedule. The course Registration Status will change to *Registered*.



Hours	CRN	Title	Section	Schedule Type	Registration Status	Action
3	10060	Family Law	LAW 234, B	Lecture	Registered	None <input type="button" value="v"/>

- [Click here if you received an error message that indicates a class is closed but has an available waitlist](#)

Schedule Type	Registration Status	Action
Lecture	Errors Preventing Regis...	! Closed - 0 Waitlisted <input type="button" value="v"/>

Hover cursor over error message to see the reason for the error.