



COURSE REGISTRATION INSTRUCTIONS (Fall 2021 Part-Time Starts)

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.







Click on the applicable link to view instructions for the following:

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

VIEW YOUR CLASS SCHEDULE ([click here if you wish to register for a full-time load \[12 to 16 hours\]](#))

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**.

The screenshot shows the 'Registration' section of the Stanley College website. It features a header 'What would you like to do?' followed by six options arranged in a 3x2 grid. Each option includes an icon, a title, and a brief description. The 'View Your Schedule' option, which includes a folder icon and the description 'View your past schedules and your ungraded classes.', is circled in red.

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.

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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 and Detail** 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 (Fall 2021 Part-Time Starts)

ADDING COURSES ([Click here for instructions on how to drop a course from 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

8. Select the **Enter CRNs** tab.
 - [Click here if you do not know the CRNs for the courses you want to add.](#)
9. 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)

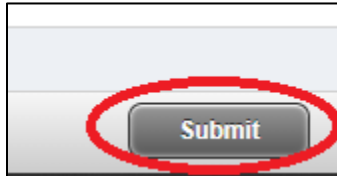


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10. When you have finished adding CRNs, click **Add to Summary** and the course(s) will populate in the **Summary** section with a *Pending* Registration Status.

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

11. Click **Submit**. 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 ▼

- 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 ▼

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



COURSE REGISTRATION INSTRUCTIONS (Fall 2021 Part-Time Starts)

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: Intercession

Course Number: [empty]

Keyword: Main

Attribute: [empty]

Search Clear 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.

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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](#)

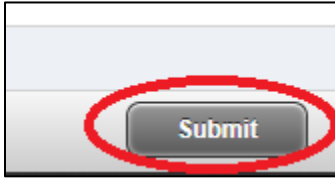
Main	90 of 90 seats remain. 25 of 25 waitlist seats ...	Bar Related Course	Add			
Hours	CRN	Title	Section	Schedule Type	Registration Status	Action
3	10060	<u>Family Law</u>	LAW 234, B	Lecture	Pending	**Web Registered** ▼

(STEPS CONTINUE ON NEXT PAGE)




COURSE REGISTRATION INSTRUCTIONS (Fall 2021 Part-Time Starts)

5. Click **Submit**. 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 ▼

- 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...	<div> Closed - 0 Waitlisted ▼</div>

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



COURSE REGISTRATION INSTRUCTIONS (Fall 2021 Part-Time Starts)

WAITLIST REGISTRATION

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**.

The screenshot shows a web interface with a tab labeled "Tuition and Fees". Below it is a table with an "Action" column. A dropdown menu is open for the "Action" column, showing options: "Wait List", "**Web Registered**", "Remove", "Wait List" (highlighted with a red circle), "None", and "None". At the bottom of the interface, there is a checkbox for "Conditional Add and Drop" and a "Submit" button.

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

The screenshot shows a web interface with a tab labeled "Schedule Details". Below it is a section titled "Class Schedule for Fall 2021". It contains a course entry for "Professional Sport Law Seminar" with details: "Law 554 Section A | Class Begin: 08/17/2021 | Class End: 12/13/2021". The status "Waitlisted" is shown. Below this, there is a message: "Message: Wait List | Hours: 0 | Level: Law | Campus: Main | Schedule Type: Lecture | Instructional Method: TR | Grade Mode: Standard Letter". The "Waitlist Position: 1" is highlighted with a red circle.

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.

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8. Select ****Web Registered****.
9. Click **Submit**. The Registration Status will update to *Registered*.

The screenshot displays a web application for course registration. At the top, there is a 'Summary' tab and a 'Tuition and Fees' link. Below this is a table with the following columns: Hours, CRN, Title, Section, Schedule Type, Registration Status, and Action. The table contains one row with the following data: Hours: 0, CRN: 10090, Title: Texas Trial & Appellate Pr..., Section: LAW 233, A, Schedule Type: Lecture, Registration Status: Waitlisted. The 'Action' column for this row has a dropdown menu open, showing options: None, DROP Web, Incomplete Exam Removal (ONLY), and **Web Registered** (highlighted in blue). At the bottom of the interface, there is a 'Submit' button and a checkbox for 'Conditional Add and Drop'.

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 (Fall 2021 Part-Time Starts)

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>None</div> <div>None</div> <div>DROP Web</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 registrar@stcl.edu if you wish to withdraw from classes for the semester.
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COURSE REGISTRATION INSTRUCTIONS (Fall 2021 Part-Time Starts)

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*.