

HOW TO ENTER YOUR CLASSES INTO THE COMPUTER

Step	Instructions and Comments
1	Open Your Web Browser - Netscape or Internet Explorer for example
2	Go to URL http://www.spsu.edu/registration/ OR from SPSU's Home Page click on <u>Student Services</u> and follow the links.
3	Click the appropriate button if you've been advised <i>If you haven't been advised, see your department for instructions</i>
4	Log in Your User ID is your student number (<i>see the registrar's office if you do not know your number</i>) Your PIN is your birth date in MMDDYY format - Ex: 071162 is July 11, 1962 (<i>You should change your pin as soon as you log in.</i>)
5	Select Student menu
6	Select Registration menu
7	Select Add/Drop menu
8	Select and submit the term for which you are registering – Spring 2003 for example
9	<p>Add classes by typing in the CRN (course reference number) found in your Registration Bulletin</p> <p>Press the submit tab near the bottom of the page when you are finished adding classes</p> <p>Drop a class by pressing the tab under the action column that corresponds with the class you want to drop</p> <p>Change your schedule by selecting the appropriate action</p> <p>Submit your change by pressing the submit tab near the bottom of the page</p> <hr/> <p>Note: You can search for classes using several variables just press the Class Search button near the bottom of the screen</p>
10	Exit when finished

Note: If you get an error message, or for some reason cannot register, see your academic department office for help. You can check the status of holds and several other administrative functions in the web site. Experiment with the various links. It is in your best interest to become very familiar with what is available.