

# To Self-Register for Spring 2018 Courses at SIU, Go To SalukiNet

- Step 0 Before you begin, make sure that you have an active, unlocked Network ID and password.
- ▶ You need to know your DAWG Tag first. See <https://sisweb.eis.siu.edu/sis/dawgtag/>.
  - ▶ What is a Network ID? See <http://oit.siu.edu/salukitech/tutorials/net-id.php>.
  - ▶ Where do I get a Network ID? You must claim your Network ID at <http://netid.siu.edu/>.
  - ▶ What if my Network ID is locked or I have forgotten my Network ID's password? Go to <http://netid.siu.edu/> and choose the Existing Network ID option, or else contact the I.T. "Help Desk" Computer Support Center (see the end of this document for contact info).
- Step 1 Sign into <http://salukinet.siu.edu> using your Network ID and password.
- Step 2 Type "251" in the search bar to find the Registrar's Office task centers. Open the [Registration & Tuition/Fee Assessment](#) task center. Launch the first task there to get to the SalukiNet Self-Service Main Menu.
- Step 3 You may see a page to **Update Ethnicity and Race**. If so, complete it and click the **Continue** button. If you have previously registered, you may also see a page saying **It's time to choose your SIUC E-mail address** if you haven't done that. If so, follow the instructions that will take you to the Network ID Management System, then return to SalukiNet Self-Service and click the **Continue** link to proceed.
- Step 4 Click on the **Student** menu, then on **Registration**, then on **Select Term**. (Or you could go directly to **Add or Drop Classes** and be prompted.) Choose *Spring 2018* and click the **Submit** button.
- Step 5 Return to the **Registration** menu and click on **Add or Drop Classes**.
- ▶ What if I'm a new student and can't seem to register for this term? If you were admitted for Fall 2017 but did not attend then, contact the appropriate Admission office (see the end of this document). **If you were admitted for Summer 2017 but did not attend then or in Fall 2017, the same advice is true.**
  - ▶ I'm not necessarily a new student but I get a specific error message at this point. What then? Here are five main error messages that you could see at this point (and what they mean):
    1. You are not permitted to register at this time:
      - \* the registration starting date/time for your level, classification, and last name is in the future
    2. You may not add or drop classes due to holds on your record:
      - \* you have holds (which you can view) that must be dealt with before you can register (the exception to that rule is the "Registration is not open" hold, which is not a student-specific hold but is designed to temporarily stop most registration for administrative purposes)
    3. You require readmission prior to registration:
      - \* you haven't taken SIUC classes lately, so you must apply for readmission
    4. Student status prohibits registration:
      - \* you are currently coded as an inactive student, so you may need to apply for readmission
    5. Enrollment status prohibits registration:
      - \* you are otherwise not permitted to register (check with the Registrar's Office)Messages 2 thru 5 will not appear until the date/time for you to be able to register has arrived, though you can always check for holds at any time prior to that. If you know that you aren't now a current student, or that you were suspended when you were last here, you should try to get that situation taken care of ASAP, starting either with your advisement unit or the appropriate Admission office.
- Step 6 Most undergraduates will be asked for a 6-digit **RUN** (Registration User Number), as will many other students. If so, enter your RUN and click the **Submit** button.
- ▶ What's a RUN, where do I get it, and what if I forget it? See <http://registrar.siu.edu/students/runnum.php>.
  - ▶ It doesn't like the RUN I entered? First make sure that you've chosen the correct term (i.e., return to the **Registration** menu, click **Select Term**, and choose the desired term), then go back and try the RUN.
- Step 7 Next, a **Payment Agreement** will appear. You must click the **Agree** button before continuing to register.

- Step 8 This will take you to **Add or Drop Classes**. This page allows you to register for classes in two different ways: by directly entering the **CRN** (a 5-digit Course Reference Number) for each of your already-known desired classes and then clicking the **Submit Changes** button, or by clicking the **Class Search** button to do a class search to find your desired classes. Step 9 discusses the former method and Step 10 the latter.
- Step 9 On the **Add or Drop Classes** page is a section labeled “Add Classes Worksheet.” Assuming that you looked up your desired classes ahead of time and noted their CRNs, you can type those CRNs into the boxes in this section. When you click the **Submit Changes** button at the bottom of the page, the page will be refreshed, and you will see the results of your submission: either being registered in the class(es) or receiving an error message for problems with the registration attempt. (Skip to Step 11.)
- Step 10a If you decided to search for classes rather than type in CRNs, The **Look up Classes** page should appear. To conduct a basic search, you should choose a **Subject** (press the first letter of the desired Subject on your keyboard to speed up your Subject search), then click on the **Class Search** button. If you would like to limit your search further, you can specify the course number, days of the week, start and end times, etc., then click on the **Class Search** button. You have the ability to search on multiple Subjects at once by clicking on each Subject while holding down the CTRL key.
- ▶ What if I can’t find the course subject my advisor told me about? [The Class Search page has a “Subject Help” link that will list out course subjects and recent changes to them.](#)
- Step 10b The results of the class search should hopefully list out a number of courses. To make a choice from the results, click in the square box under the **Select** column (the first column) next to the desired course and either press the Enter key or scroll to the bottom of the page and click on the **Register** button. If you would rather wait and assemble all of your classes before actually hitting the **Register** button, you can click the **Add to Worksheet** button instead and continue to look up more classes.
- ▶ What if there is no square box? [A “C” under the Select column means that section is closed, an “NR” means that it is not available for registration at this time \(e.g., it’s too early or too late to register for it\), and an “SR” means that it is not available to you at this time. If there is no letter code and no square box present, then you are already registered for this section.](#)
- Step 11 Whichever of the two registration methods you chose, you ended up on the **Add or Drop Classes** page and submitted a selection of CRNs. If there were course restrictions that were discussed when you met with your advisor, he/she should hopefully have entered appropriate overrides before you attempted to register. If he/she did not, and if you received a **Registration Add Error** due to a course restriction when you attempt to register, please contact your advisor and tell him/her the error message (though if the error was a matter of a time conflict or a class being full, you may just choose an alternate section). Unfortunately, if you have multiple errors on one class section, only one of the errors will display at a time for that section.
- ▶ What is the best advice to deal with registration errors? [First, take the time to understand the error message. Second, do not keep submitting the same set of class requests over and over. Instead, try doing one class at a time. That way, you can isolate the errors and have a better idea what the problem really is.](#)
  - ▶ What are some of the registration error messages that I might get at this point (and what do they mean)?
 

<a href="#">Closed Section</a>	* this class section has reached its maximum enrollment and is already full
<a href="#">Time conflict with CRN __</a>	* you are already registered for class section __ that meets at the same time
<a href="#">Prerequisite or Test Score error</a>	* you haven’t satisfied a prereq. course or some minimum test score requirement
<a href="#">Corequisite __ required</a>	* you are required to also be registered in course __ during the term
<a href="#">SA __ Approval Required</a>	* a __ type of special approval is required of everyone wishing to take this course
<a href="#">Class Restriction</a>	* your classification (FR, SO, etc.) is restricted from being able to take this course
<a href="#">College Restriction</a>	* your college is restricted from being able to take this course
<a href="#">Level Restriction</a>	* your level (undergrad, Masters, etc.) is restricted from taking this course
<a href="#">Program Restriction</a>	* your program of study (basically, your major) is restricted from taking this course
<a href="#">Field of Study Restriction</a>	* your major or minor is restricted from being able to take this course
<a href="#">Duplicate __ with Section __</a>	* this course is basically the same as another course you are already registered for
<a href="#">Repeat hours exceed __</a>	* trying to repeat this course would put you over the maximum repeat hours
<a href="#">Repeat count exceeds __</a>	* trying to repeat this course would put you over the maximum repeat attempts
<a href="#">Maximum hours exceeded</a>	* you are trying to exceed your maximum permitted registration hours for the term
<a href="#">Minimum hours restriction</a>	* you are trying to drop below your minimum permitted number of registration hours
<a href="#">Section status prohibits registr.</a>	* this class section is not currently active and so it cannot be registered for now

- ▶ **What if a registration error message mentions the word “Waitlisted”?** Some classes (but not all classes) have a waitlist attached to them. Getting on a waitlist allows you to be in line for a spot in a currently-closed class should an opening occur in the future (due to, for example, someone else dropping the class), but it does not guarantee that you will get in the class. If you receive a message like this, and you wish to get on the waitlist, then click on the drop-down arrow next to the course under the Action column, select the “Waitlisted” choice, then click on the **Submit Changes** button. If successful, the class will be shown as Waitlisted with today’s date, but with zero credit hours (since you are not actually registered in it yet). Then, on your **Student Detail Schedule**, you will be able to see your Waitlist Position for the class (lower numbers are better).
- ▶ **So what happens after I get on a waitlist?** You can monitor your Waitlist Position to see if you are getting closer to the top (which is Position # 1). Once at # 1, the next spot in the class that opens up will be made available exclusively to you for a short amount of time (not less than 24 hours), and you will be notified of this opening via an e-mail sent to your SIUC e-mail address within an hour after the opening occurs.
- ▶ **Now that I’ve been notified that my waitlisted class has an opening for me, what’s next?** The e-mail will tell you exactly how long you have to do something (as will the **Student Detail Schedule** at that time), and will give you more details about what to do. If you have been on the waitlist for a long time and are not sure if you should still get into the class, you should check with your advisor. Basically, if you still want to register for the class, you should return to the **Add or Drop Classes** page in SalukiNet Self-Service, click the drop-down arrow next to the course under the Action column, select the “Registered” choice, then click on the **Submit Changes** button. If successful, only then will you be officially registered in the class, and your class will be shown with an actual number of credit hours (no longer zero hours).
- ▶ **Help, I’m getting a registration error message on the waitlisted class.** The error messages listed at the bottom of the previous page could be applicable to this registration transaction. You should deal with this error in the same way you would deal with such an error for a normal registration transaction.
- ▶ **Even worse, I’m not allowed to get to the Add or Drop Classes page to deal with the waitlisted class.** It sounds like a registration hold has been placed on your account since you waitlisted the class, so you’ll need to take care of that hold before you can do anything with the waitlisted class. It’s a good idea while you are on a waitlist to check the **View Holds** page regularly so that, if a new hold pops up, you can get it taken care of before you’re under a tight waitlist notification deadline.
- ▶ **What happens if I fail to register for the class during the waitlist notification period?** You will be dropped from the waitlist and no longer affiliated with the class. If you still want to try to get in the class, you will have to get on the waitlist again and, if you do, you will then be at the bottom of the waitlist.
- ▶ **How long will waitlists continue?** For most classes, the waitlist will be purged about a week before the start of the term. If you are still on the waitlist when the waitlist is purged, you will be sent an e-mail letting you know that it was purged and that you are no longer affiliated with the class. If the class is still closed at that time, you will not be able to register for it unless you are given permission by the instructor (which will require an override entered by the instructor or your advisor).

Step 12 The CRNs for which you successfully registered will then be displayed in the **Current Schedule** section of the **Add or Drop Classes** page. If you registered for a variable hour course, the minimum number of hours for that course will initially be shown in blue under the **Cred** column. That blue number is a link for you to click on to get to the **Change Class Options** page where you can locate that course, enter a new number of hours in a box next to the course, and click **Submit Changes** to finish the changing of hours.

Step 13 To see or print a detailed schedule once you are done, click on **Return to Menu** near the top of the page and click on **Student Detail Schedule**. Better yet, there’s a **Concise Student Schedule** that you can use, especially for printing. You can also view the Week at a Glance feature (on the main Registration menu) by clicking on **Week at a Glance**. In Week at a Glance, you can navigate by clicking on the **Next Week** and **Previous Week** links, or you can use the Go To date feature to enter a specific date.

**To Drop** If you need to **Drop** a course, you should click on the drop-down arrow next to the course under the Action column. Then, choose the appropriate option from those provided and click on the Submit Changes button at the bottom of the page. (After the drop deadline, the choice will be noted as a course withdrawal and will result in a permanent “W” grade.) Otherwise, leave the Action as “None” to leave things as they are.

- ▶ **What if I just need to change sections because I chose the wrong section?** You will need to first drop the wrong section and then go back and add the correct section.

**For additional information about self-registration, please visit <http://registrar.siu.edu/webreg/>. Remember:**

- You need to know your Dawg Tag ..... If you don't, go to <https://sisweb.eis.siu.edu/sis/dawgtag/>
- You must have a Network ID ..... To get one or to manage it, go to <http://netid.siu.edu/>
- You need to get an SIU e-mail address .... To get one **after you register for the first time**, go to <http://netid.siu.edu/>
- To check your SIU e-mail account ..... Go to <http://siu.edu/webmail/>
- For SIU e-mail help and tips ..... Go to <http://oit.siu.edu/salukitech/tutorials/o365-faq.php>
- For the main Schedule of Classes ..... Go to <http://registrar.siu.edu/schedclass/>
- For advisement questions ..... Contact your academic advisor (if you don't know who that is, see <http://registrar.siu.edu/students/advisors.html> or look in DegreeWorks)
- For the registration start schedule ..... Go to <http://registrar.siu.edu/students/advancereg.php>
- If you need a RUN number ..... Contact your academic advisor to get your RUN (though some non-undergraduates will not need a RUN)
- If you get a registration error message .... If you believe that you should be permitted to register for that particular class, see your academic advisor (in some cases they are permitted to supply an override that will allow you to successfully register for that class) or possibly the class instructor
- If you get a Minimum Hours error ..... Go to <http://registrar.siu.edu/luminis/minimumhourshelp.php> for help
- If you have a Bursar hold ..... Contact the Bursar's Office, Mon-Fri 8:00-4:30, at 618-453-2221 (or go to the Student Services Building room 0280)
- If you have "Registration is not open" hold .... This is a universal hold applied **temporarily** to most students in order to administratively prevent them from registering (the reason shown with this hold will indicate the anticipated duration of it [usually 1 day]), so there is nothing you can do about this hold except wait for it to expire
- If you have some other hold ..... Contact the office or department that originated the hold (which should be noted when you select **View Holds** in SalukiNet Self-Service), or see <http://registrar.siu.edu/luminis/holdshelp.php> for more info
- For other registration issues ..... Contact the Registration Office, Mon-Fri 8:00-4:30, at 618-453-2993 (or go to the Student Services Building room 0251)
- For Network ID and password issues .... Contact the I.T. "SalukiTech" Help Desk, at 618-453-5155 or toll-free at 1-866-718-HELP (or go to **Morris Library room 161-A**) or via e-mail at [salukitech@siu.edu](mailto:salukitech@siu.edu) or at <http://helpdesk.siu.edu/> (see expanded hours of operation at <http://helpdesk.siu.edu/>)
- For admission questions ..... Undergraduate: 618-536-4405, [joinsiuc@siu.edu](mailto:joinsiuc@siu.edu), Stu Srvc Bldg 0181  
International: 618-536-7771, [intlinfe@siu.edu](mailto:intlinfe@siu.edu), Woody Hall 025  
Graduate: 618-536-7791, [gradschl@siu.edu](mailto:gradschl@siu.edu), Stu Srvc Bldg 0310  
Law: 618-453-8858, [lawadmit@siu.edu](mailto:lawadmit@siu.edu), Lesar Law Bldg Welcome Ctr
- To withdraw from all of your classes .... See <http://registrar.siu.edu/students/withdraw.php> for what you need to do in order to completely and properly withdraw from the University (please do NOT simply stop attending class and just leave)