Self-Service Registration

How to register for classes using the new Self-Service Registration website (SSB-9)

1. Go to SalukiNet and select the task, Register for Classes.

Hint: If the task is not displayed, enter “register” in the search field and click on the magnifying glass to search.
2. On the main Registration page select **Register for Classes**. If you have **not** logged into your SIU network account you will be prompted to sign in with your SIU email and password. To manage your account (reset password, lookup email address and more), click here. If you don’t know your Dawg Tag (student ID #) look up your [Dawg Tag here](#).

![SIU Registration Page](image)

**Caution**: If you open **multiple browser tabs** while on the Registration page, there is a known issue which causes information to display incorrectly or to appear “blank” when viewing search results. This occurs after a sequence of steps is performed utilizing more than one browser tab. We suggest using only **one tab** while registering for classes.
3. After selecting **Register for Classes** on the Registration menu page, you will need to view the “Registration User Agreement”. Next, choose the appropriate **term** and click **Continue**.

➢ You *may* encounter a request for your **Registration User Number** or an alert about **Holds** preventing registration:

- **Registration User Number (RUN)** - This is obtained from your advisor. You can learn more about RUN numbers [here](#).

![Image of Select a Term](#)
• **Holds**

1) If you see alert messages, you will have to click “OK”, then select the gold square in the upper right corner and then click “OK” again until all of the alert messages have been cleared. At that point, you can go back to the main page of Registration.

2) On the Registration page select **Prepare for Registration** to view your complete registration status. Here you will find holds on your account, student standing, earned hours and primary curriculum. Contact your advisor if you have questions about this information. Certain holds will list the department and phone number to contact in order to resolve the hold.
4. Once on the **Register for Classes** page, you can add a course to your schedule ("Summary") in three different ways: a) **Find Classes**, b) **Enter CRNs**, and c) **Plans**.

a) **Find Classes**

1) Search for courses by subject, keyword or other attributes listed under “Advanced Search”.

2) Select **Add** to include the course in your schedule summary.
3) Click Submit to register for the course.

4) Confirmation message, “Save Successful” will display in the upper right and Status indicates “Registered” for the added course.
b) **Enter CRNs** – Another option is to enter the Course Request Number directly in the **Enter CRNs** tab and select **Add to Summary**.

![Image of Enter CRNs section](image)

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![Image of Plans section](image)

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c) **Plans** – If you have saved a “Plan” (in the **Plan Ahead** page) you may add courses directly from the **Plans** tab by clicking on the **Add** button listed for courses that already have a specific section saved. If the **Add** option is not present you will need to select **View Sections** to choose a section and add it to your Summary. After adding, select “Submit” in the lower right corner.
Help with Variable Hour & Waitlisted Courses:

- **Variable Hours Classes** - To adjust credit hours on a variable hour course follow these steps:
  
  1. Register for the class as you would a normal class. The system will automatically default to the lowest available credit hours (typically “1”).
  
  2. Go to the **Schedule and Options** tab on the **Register for Classes** page and click on the number listed under the Hours column for your variable hour course.

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![Register for Classes](image-url)
3. Enter the correct number of hours and select Submit to save your selection.

- **Waitlisted Courses** - Find your waitlisted course status on the *Register for Classes* page in the Schedule Details tab.
  
  1. Click on the small arrow to the left of the class name.
2. View Waitlisted information in the Message section that appears below the course details.
For additional information about self-registration, please visit https://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 a Network ID or to manage it, go to https://netid.siu.edu/

For the main Schedule of Classes ………. Go to https://registrar.siu.edu/schedclass/

For the registration start schedule ………. Go to https://registrar.siu.edu/students/advancereg.php

For advisement questions ………………. Contact your academic advisor (if you don’t know who that is, see https://registrar.siu.edu/students/advisors.html or look in DegreeWorks within SalukiNet)

If you need a RUN number …………… Contact your academic advisor to get your RUN (for more info, go to https://registrar.siu.edu/students/runnum.php)

If you have a Bursar hold ………………. Contact the Bursar’s Office, Mon-Fri 8:00 AM to 4:30 PM Central time, 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 https://registrar.siu.edu/luminis/holdshelp.php for more info

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 see the class instructor

For other registration issues …………. Contact the Registration Office, Mon-Fri 8:00 AM to 4:30 PM Central time, at 618-453-2993 (or go to the Student Services Building room 0251)

For Network ID and password issues ….. Follow instructions at https://oit.siu.edu/salukitech/tutorials/net-id.php, or else contact the I.T. “SalukiTech” Help Desk in person in the Morris Library first floor, or else contact them via phone or e-mail or chat (contact info is at https://oit.siu.edu/salukitech/solution-center.php)

For admission questions ………………. Undergraduate: 618-536-4405, joinsiuc@siu.edu, Stu Srvcs Bldg 0181
International: 618-536-7771, intlinfe@siu.edu, Woody Hall 025
Graduate: 618-536-7791, gradschl@siu.edu, Stu Srvcs Bldg 0310
Law: 618-453-8858, lawadmit@siu.edu, Lesar Law Bldg Welcome Ctr

To withdraw from all of your classes ….. See https://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 without informing a campus official first … and please do NOT simply try to drop all of your classes in SalukiNet Self-Service)

You need to get an SIU e-mail address …… To get one after you register for the first time, go to https://netid.siu.edu/

To check your SIU e-mail account …….. Go to https://siu.edu/webmail/

For SIU e-mail help and tips ………………… Go to https://oit.siu.edu/salukitech/self-help/o365-faq1.php