

## 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**.

The screenshot displays the SalukiNet website interface. At the top, the SIU Southern Illinois University Carbondale logo is visible. Below the logo, the SalukiNet header includes a search bar with the text "What would you like to do?" and a search icon. A notification banner titled "Register for Spring Classes" is present, providing information about the registration process. The main content area is divided into "Featured" and "Most Popular" sections. In the "Featured" section, the "Register For Classes" task is highlighted with a red circle. The "Most Popular" section includes tasks such as "MyCourses", "View Your Class Schedule (Student View)", "SIU Email", and "Current Balance".

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

Student • Registration

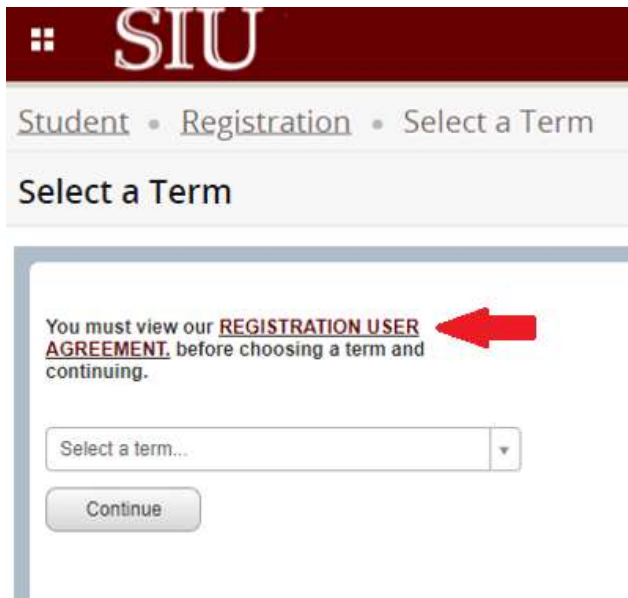
## Registration

What would you like to do?

- Prepare for Registration**  
View your registration status, academic status, and holds.
- Register for Classes**   
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**  
Search the schedule of classes here. To register, go to the Register for Classes link above.
- View Registration Information**  
View your current and past schedule details by semester.
- Browse Course Catalog**  
Search and view basic course information such as title, course number, description and more.

**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*.



SIU

Student • Registration • Select a Term

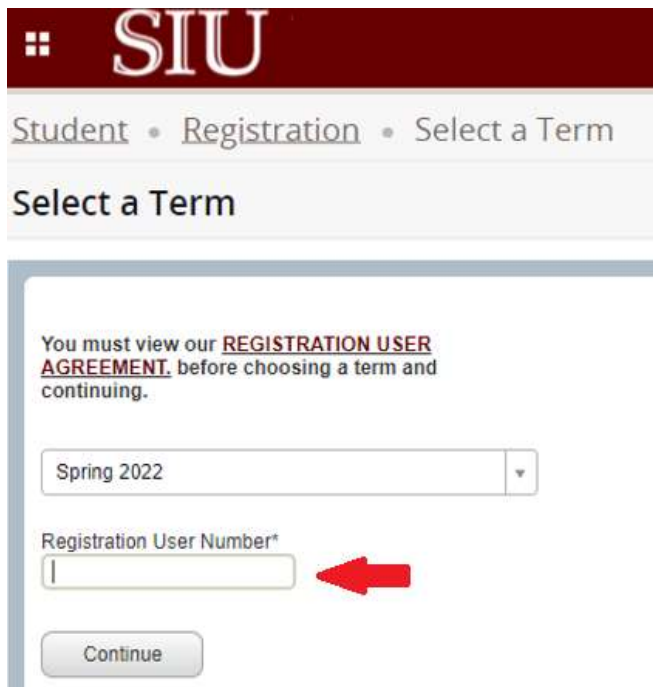
### Select a Term

You must view our **REGISTRATION USER AGREEMENT** before choosing a term and continuing. 

Select a term... ▼

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](#).




SIU

Student • Registration • Select a Term

### Select a Term

You must view our **REGISTRATION USER AGREEMENT** before choosing a term and continuing.

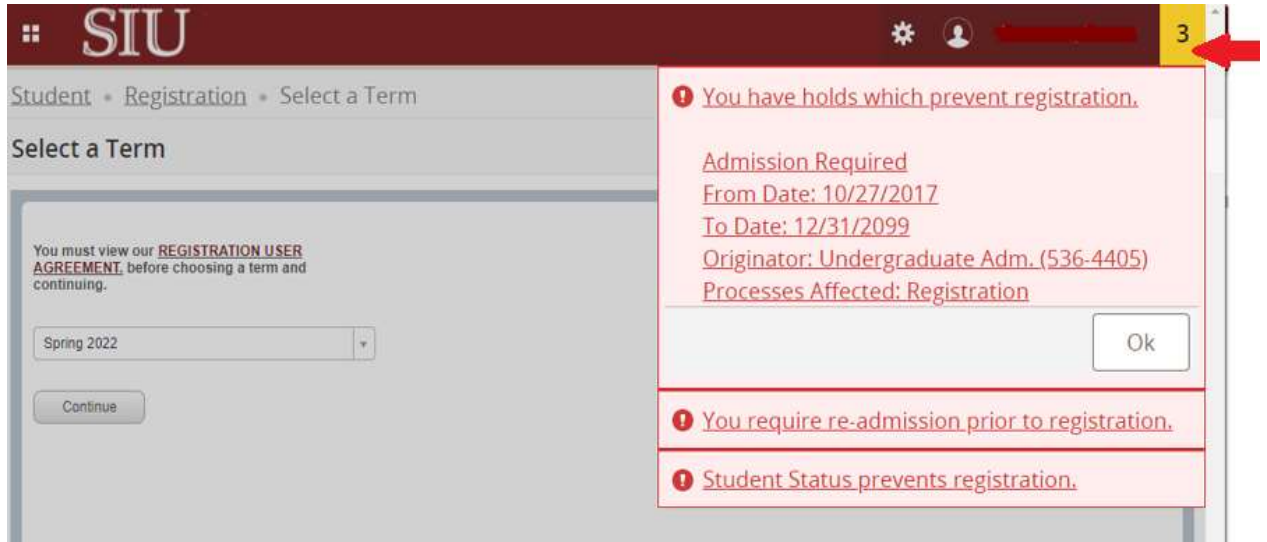
Spring 2022 ▼

Registration User Number\* 

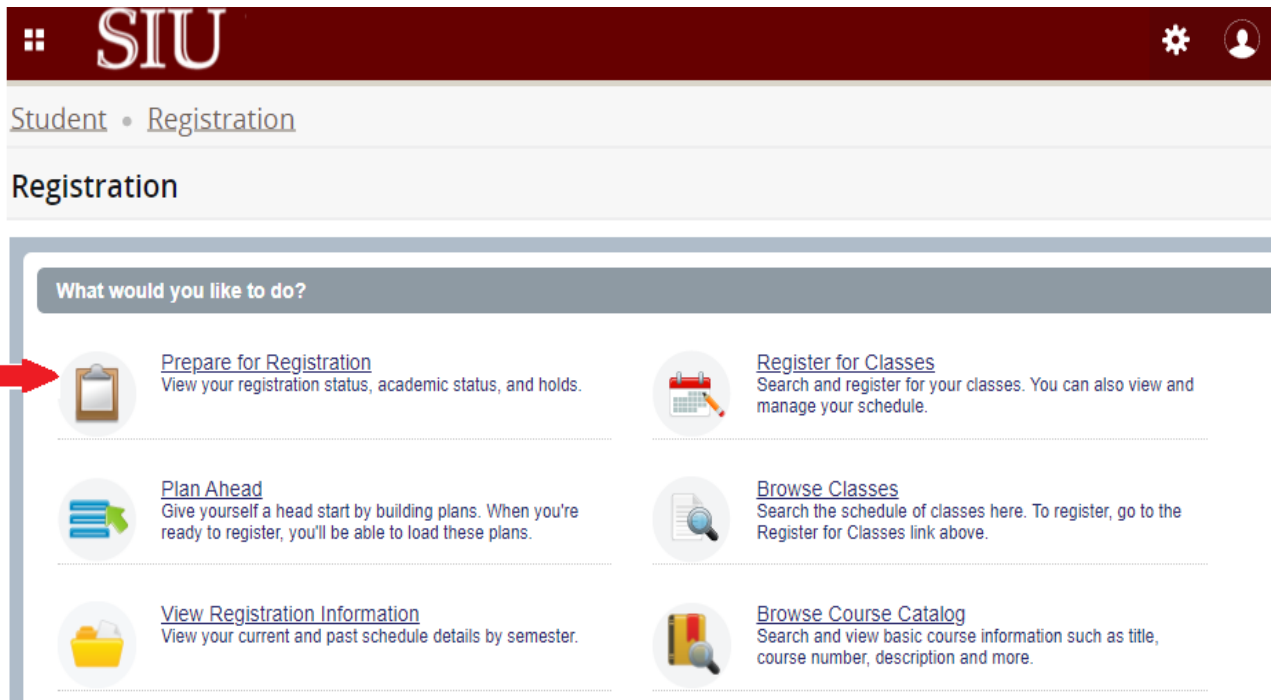
Continue

- 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.



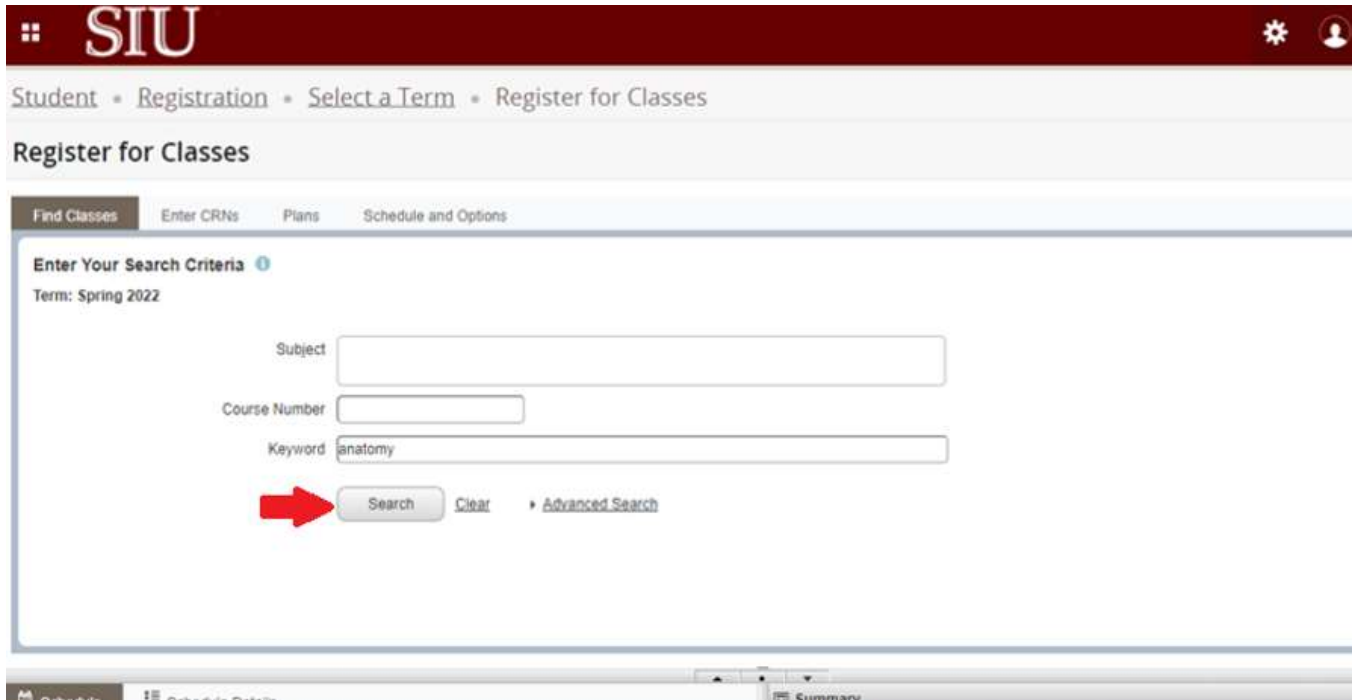
- 2) On the Registration page select **Prepare for Registration** to view your complete registration status. Here you will find holds on your account, student standing, earned hours and primary curriculum. Contact your advisor if you have questions about this information. Certain holds will list the department and phone number to contact in order to resolve the hold.



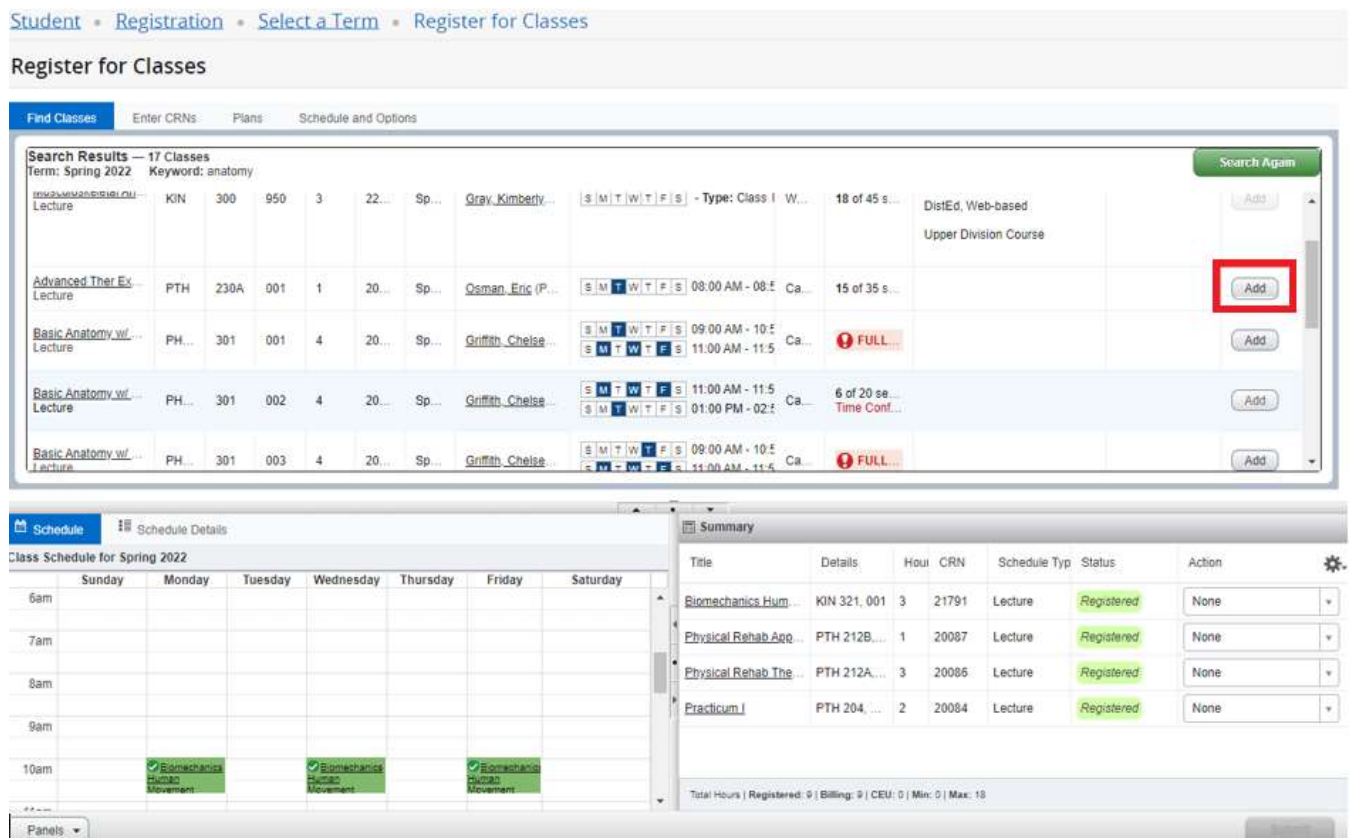
4. Once on the **Register for Classes** page, you can add a course to your schedule (“Summary”) in three different ways: a) **Find Classes**, b) **Enter CRNs**, and c) **Plans**.

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.

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below this is a search results table for 'Spring 2022' with the keyword 'anatomy'. The table lists several courses, including 'Advanced Ther Eye' (PTH 230A 001), 'Basic Anatomy of Lab' (PH 301 001), and 'Basic Anatomy of Lab' (PH 301 002). The 'Advanced Ther Eye' course is highlighted with a red border. Below the search results is a 'Schedule' section showing a class schedule for Spring 2022. To the right of the schedule is a 'Summary' table with columns for Title, Details, Hour, CRN, Schedule Typ, Status, and Action. The 'Advanced Ther Eye' course is also highlighted in the summary table. A red arrow points to the 'Submit' button at the bottom right.

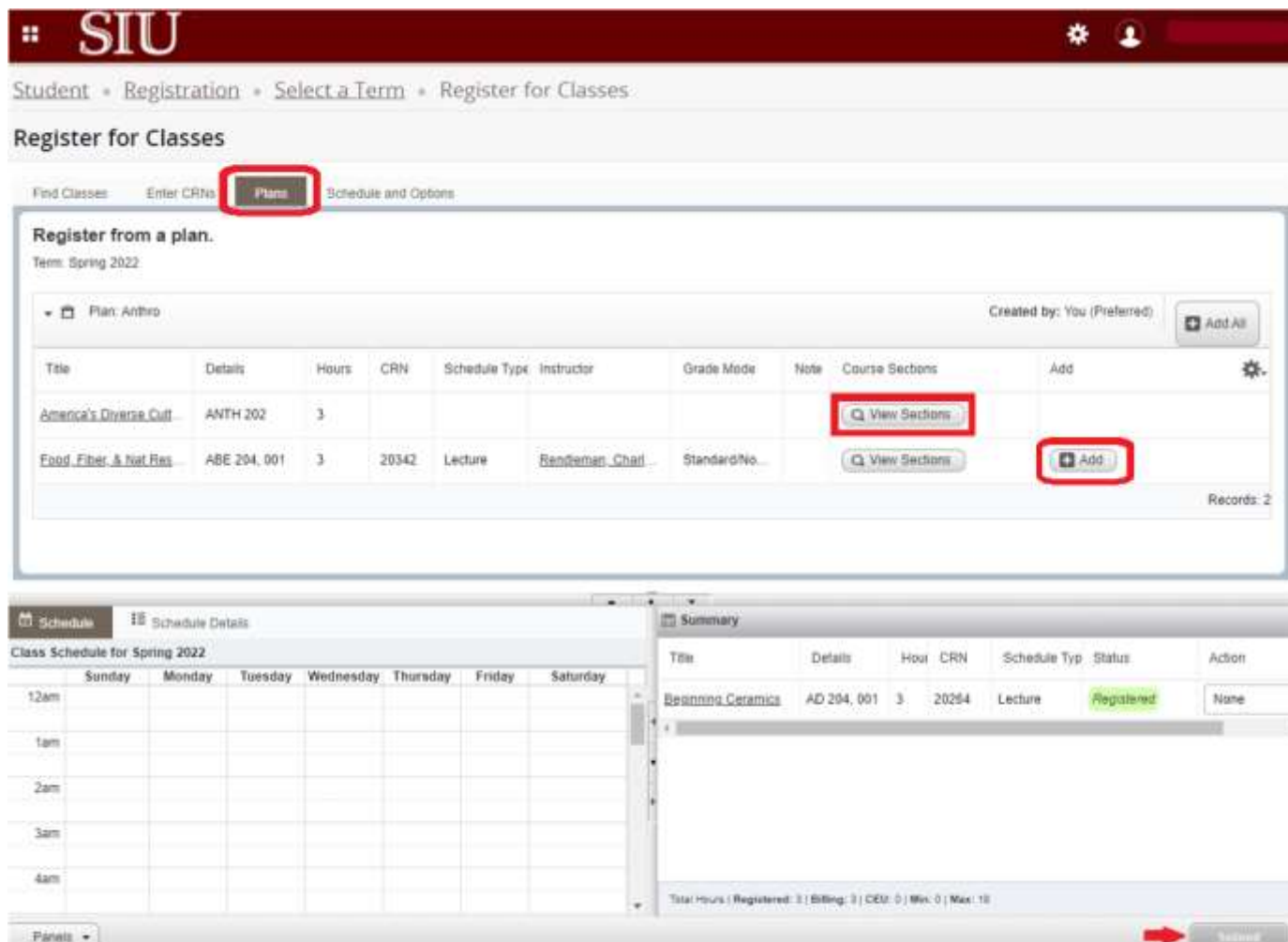
4) Confirmation message, "Save Successful" will display in the upper right and Status indicates "Registered" for the added course.

The screenshot shows the 'Register for Classes' interface after successful registration. At the top, there is a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. A green message 'Save Successful' is displayed in the upper right corner, circled in red. Below this is the same search results table as in the previous screenshot. The 'Advanced Ther Eye' course is now listed with a status of 'Registered' in the summary table. The 'Status' column in the summary table is circled in red. The 'Submit' button is still visible at the bottom right.

- b) **Enter CRNs** – Another option is to enter the Course Request Number directly in the **Enter CRNs** tab and select **Add to Summary**.



- 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.


[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)



### Register for Classes

Find Classes   Enter CRNs   Plans   **Schedule and Options** 

#### Summary

Term: Fall 2021

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level
<a href="#">Business Communications</a>	MGMT 202, 940	3	61499	Lecture	Standard/Normal	Under
<a href="#">Independent Study in AFR</a>	AFR 399, 720	<input type="text" value="3"/>  Must be from 1 to 6	60197	Lecture	Standard/Normal	Under
<a href="#">Marketing Research &amp; Analysis</a>	MKTG 480, 001	3	64459	Lecture	Standard/Normal	Under
<a href="#">Mktg Channels &amp; Logistics</a>	MKTG 329, 001	3	60006	Lecture	Standard/Normal	Under
<a href="#">Production-Operations Mgmt</a>	MGMT 318, 001	3	60027	Lecture	Standard/Normal	Under

 **Schedule**    Schedule Details



3. Enter the correct number of hours and select Submit to save your selection.

The screenshot shows the 'Schedule and Options' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below this is a 'Summary' section for 'Term: Spring 2022' with a table of selected classes:

Title	Hours	CRN	Grade Mode	Level	Study Path
ANS Instruction	4	21704	Satisfactory/Unsat./Defe...	Graduate, Masters	None
Companion Anim Clin Nutr	4	21348	Standard/Normal	Graduate, Masters	None
Inferential Statistics	4	22307	Standard/Normal	Graduate, Masters	None
Nutrition Biochemistry	3	20529	Standard/Normal	Graduate, Masters	None

Below the summary is a 'Schedule' section with a grid for 'Class Schedule for Spring 2022'. The grid shows class times from 10am to 1pm across days of the week. 'Nutrition Biochemistry' is scheduled for 10am on Monday, Wednesday, and Friday. 'Inferential Statistics' is scheduled for 1pm on Tuesday and Thursday. A 'Submit' button is circled in red at the bottom right.

- 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.

The screenshot shows the 'Register for Classes' page. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below this is a search section titled 'Enter Your Search Criteria' with fields for 'Subject', 'Course Number', and 'Keyword'. A 'Search' button is present. Below the search section is a 'Class Schedule for Spring 2022' section. The 'Schedule Details' tab is circled in red. Below this is a list of courses with a small arrow pointing to the first entry, 'English Composition I', which is also circled in red. The course details are:

English Composition I | English 101 Section 026 | Class Begin: 08/16/2021 | Class End: 12/10/2021 | 08/16/2021 - 12/10/2021 | 12:35 PM - 01:50 PM Type: Class Location: Carbondale Campus Building: Faner Hall Room: 2525 No specified Instructor CRN: 61335

Below the course list is a 'Summary' section with a table of course details:

Title	Details	Hours	CRN	Schedule Typ	Status
English Composition I	ENGL 101...	0	61335	Lecture	Waitlisted
First Aid and CPR	PH 334, 969	3	62861	Lecture	Withdrawn
Human Experience	ANTH 104...	3	61362	Lecture	Registered

2. View Waitlisted information in the *Message* section that appears below the course details.

## Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2021

Subject

Course Number

Keyword

[Advanced Search](#)

Schedule | **Schedule Details**

Class Schedule for Fall 2021

English Composition I | English 101 Section 026 | Class Begin: 08/16/2021 | Class **Waitlisted**  
End: 12/10/2021  
08/16/2021 – 12/10/2021 **SMTWTFSS** 12:35 PM - 01:50 PM Type: Class Location: Carbondale  
Campus: Building: Faner Hall Room: 2525  
No specified instructor  
CRN: 61335

**Message:** Waitlisted | Hours: 0 | Level: Undergraduate | Campus: Carbondale Campus | Schedule Type: Lecture | Instructional Method: Lecture | Grade Mode: Standard/Normal/PR | Waitlist Position: 1 | Notification Expires: None

First Aid and CPR | Public Health 334 Section 989 | Class Begin: 08/16/2021 | Class **Withdrawn**  
End: 12/12/2021  
08/16/2021 – 12/12/2021 **SMTWTFSS** - Type: Class Location: Off Campus Building: Off

**Summary**

Title	Details	Hour	CRN	Schedule Typ	Status
English Composition I	ENGL 101, ...	0	61335	Lecture	Waitlisted
First Aid and CPR	PH 334, 989	3	62861	Lecture	Withdrawn
Human Experience: ...	ANTH 104, ...	3	61362	Lecture	Registered
Intro to Black America	AFR 109, ...	3	60193	Lecture	Registered
Introduction to PT	PTH 107, ...	3	60301	Lecture	Withdrawn
Medical Terminology	AH 105, 943	2	62657	Lecture	Withdrawn

**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](mailto:joinsiuc@siu.edu), Stu Srvcs 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 Srvcs 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 <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>