NEW Self Service Registration

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

1. In SalukiNet select “Register for Classes”
   (Hint: If it doesn’t appear among the tasks, you can search for it in the search field.)

2. Select “Register for Classes”
NOTE: If you have not logged into your SIU account you will be prompted to sign in with your SIU email and account 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 first.

FYI: If you selected “Register for Your Classes” on SalukiNet, you may see this page (below). Select the “Register for Classes *NEW* (SSB 9)” link.

3. After selecting Register for Classes on the Registration menu page, you will need to view the “Registration User Agreement”, then choose the appropriate term and click Continue.
Hint: If you see a request for a “Registration User Number” (RUN), this will be obtained from your advisor. You can learn more about RUN numbers [here](#).

NOTE:

a) If you see alert messages, you will have to select “OK” and then click on the gold-colored square in the upper right corner and then “OK” again until all of the alert messages have been cleared. At that point, you can go back to the main page of Registration.
b) On the main page select “Prepare for Registration” to view your complete registration status. Here you will find your student standing, holds on your account, earned hours and primary curriculum. Contact your advisor if you have any questions about this information. Some holds will list the department and phone number to contact about the specific hold.

4. On the Register for Classes page you can add a course to your Summary three different ways: a) Find Classes, b) Enter CRNs (course request number), and c) Plans.

a) Find Classes
   1) Search for courses by subject, keyword or other additional 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) Confirm registration was successful - “Save Successful” will display in the upper right and Status will indicate “Registered” for the added course.
b) **Enter CRNs** – Another option to register is if you know the Course Request Number, you may enter it directly and select “Add to Summary”.

c) **Plans** – If you have a saved “Plan” 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 can click on View Sections to choose one and then add it to your Summary. After adding, select “Submit” in the lower right corner.
For additional information about self-registration, please visit [https://registrar.siu.edu/webreg/](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/](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/](https://netid.siu.edu/)

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

For the registration start schedule ……… Go to [https://registrar.siu.edu/students/advancereg.php](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](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](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](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](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](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](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/](https://netid.siu.edu/)

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

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