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”.

![Image of Enter CRNs]

```
Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2022

CRN:

+ Add Another CRN  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.

![Image of Plans]

```
Register from a plan.
Term: Spring 2022

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Instructor</th>
<th>Grade Mode</th>
<th>Note</th>
<th>Course Sections</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>America's Diverse Cult</td>
<td>ANTH 262</td>
<td>3</td>
<td></td>
<td>Lecture</td>
<td></td>
<td></td>
<td></td>
<td>View Sections</td>
<td></td>
</tr>
<tr>
<td>Food, Fiber &amp; Nurt</td>
<td>ABE 204, 001</td>
<td>3</td>
<td>20342</td>
<td>Lecture</td>
<td>Rendler, Chest</td>
<td></td>
<td></td>
<td>View Sections</td>
<td></td>
</tr>
</tbody>
</table>
```

![Image of Add Course to Summary]

```
Records: 2
```

![Image of Summary]

```
Total Hours: 3 | Registered: None
```

```
Submit
```