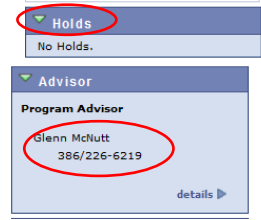


Self Service Registration

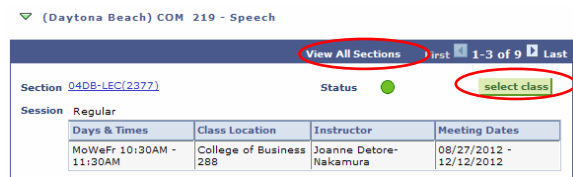
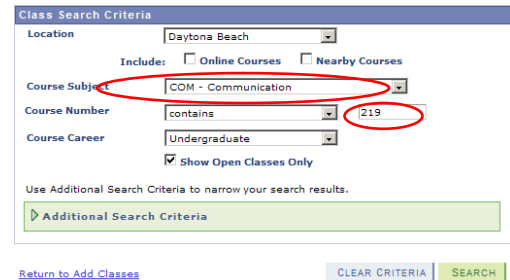
1. Login to **ERNIE**.
2. Select the **CS Student Center** under **ERAU Tools**. If it is not there, select **Personalize**, and check the box for **CS Student Center** under **Web Applications**. Select **OK** and the icon should appear in your ERNIE.
3. Check the right side of the Student Center and make sure there are no holds listed under **Holds**. If there are any holds listed, each will need to be released prior to registration. You will also find you advisor assignment with contact information.



- Search
- Plan
- Enroll**
- My Academics

4. If you have no holds, select **Enroll** on the left side of the Student Center in the **Academics** section.

5. You are now viewing your **Shopping Cart**.
 - a. If you know the 4 digit class number for your class
 - i. Enter the number
 - ii. Double check class information
 - iii. Select Next
 - iv. Repeat
 - b. If you do not know the 4 digit number
 - i. Select **Search**
 - ii. Select the Course Subject (ex. COM) and the class number (ex. 219)
 - iii. Click Search
 - iv. Select **View All Sections** (Note: Closed sections will not appear and are not available for Self Service Registration)
 - v. Click **select class**
 - vi. Double check class information
 - vii. Select Next
 - viii. Repeat



6. At this point all of your classes should be in your shopping cart. Note that any classes with a ■ status are closed, and are not available for Self Service Registration. Select **Proceed to Step 2 of 3**.
7. Check that the course selections are correct, and that they are all open sections. If there is a mistake, hit **Previous**. If not, select **Finish Enrolling**.
8. If all of your classes are listed with a ✔, congratulations, you are enrolled. If any of your classes have an ✘ please contact your advisor for assistance.
9. When you are finished please **Sign Out of both Campus Solutions and ERNIE**.