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.

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.