

## Self-Service Registration Instructions for Students

In Self-Service, select the **“Register”** tab. Choose **“Traditional Courses.”** Click on the term for which you wish to register (**May 2012, Summer 2012, and/or Fall 2012**).

The screenshot shows the PowerCAMPUS SELF-SERVICE interface. The user is logged in as Carrie (cshaw). The 'Register' tab is selected, and the 'Traditional Courses' section is active. The interface includes a navigation menu with options like Home, Register, Advising, Classes, Finances, Grades, Search, My Profile, and Administration. A 'Related Links' sidebar on the left contains links for Section Search, Academic Plan, and View Schedule. The main content area displays a progress bar with steps: Select Period, Review Schedule, Finalize, and Complete. Below the progress bar, a table lists registration periods and their status:

Period	Status
2011/Fall	OK to register.
2011/Summer	OK to register.
2011/May Term	Advisor authorization needed to register.

At the bottom of the page, it says: PowerCAMPUS® Self-Service 7.21 · © 2005 - 2009 SunGard. All rights reserved.

Click on one of the **“Section Search”** options.

The screenshot shows the PowerCAMPUS SELF-SERVICE interface after clicking on the 'Section Search' link. The 'Register' tab is still selected, but the 'Traditional Courses' section is now titled 'Traditional Courses - 2011/Fall'. The progress bar shows 'Select Period' as completed and 'Review Schedule' as the current step. Below the progress bar, a section titled 'Courses to Add' displays the message: 'Your cart is empty. You must add courses to your cart before proceeding with registration. Use the Section Search to find courses to add to your cart. You can review your degree requirements and find required courses using the Academic Plan.' There are 'Previous' and 'Next' buttons at the bottom right.

# Self-Service Registration Instructions for Students

Choose the term you want, enter criteria such as the **“course code,”** and click on **“Search.”**

By choosing just the prefix for the department, you will bring up all that departments courses.

Self-Service - Section Search

Home Register Advising Classes Finances Grades Search My Profile Administration

Course Catalog Section Search Directory

Related Links

Registration  
Academic Plan

### Section Search

[Back to Registration](#)

Basic Search Advanced Search

Keywords Course Code

Registration Type

Traditional  Continuing Education  Both

Period Session

2011 Fall

Search Clear

Results Per Page 10

When you find the course you want, choose **“Add”** to save it to your cart. Repeat this process to select additional courses.

Self-Service - Section Search

Welcome Carrie (cshaw) Cart Help Log Out Catalog Search

PowerCAMPUS SELF-SERVICE

Home Register Advising Classes Finances Grades Search My Profile Administration

Course Catalog Section Search Directory

Options

Open Sections Only  
New Search  
Refine Search

Sort By

Course ID Sort

Results Per Page

10 Show

Legend

Open Closed

Related Links

Registration  
Academic Plan

### Section Search

[Back to Registration](#)

Found 15 results for Course Code = 'CIS' and Registration Type = 'Traditional' and Period = '2011 Fall'.

Subtype

Showing 1 - 10 of 15

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
Information Systems Hardware CIS 201/Lecture/001	8/24/2011 - 12/15/2011	2011 Fall 01	3.00		MonWedFri 9:05 AM - 10:00 AM; Milligan College, Dertthick Hall, Room 300	Mrs. Teresa A. Carter	18 of 20	Add
Information Systems Hardware CIS 201M/Online/001	8/24/2011 - 12/15/2011	2011 Fall 01	3.00		Online 12:00 AM - 12:00 AM; Milligan College, Online, Room Online	Dr. Carolyn W. Carter Michael R. Lehrfeld	13 of 15	Add
Programming Logic CIS 211/Lecture/001	8/24/2011 - 12/15/2011	2011 Fall 01	3.00		MonWedFri 8:00 AM - 8:55 AM; Milligan College, Dertthick Hall, Room 300	Mrs. Teresa A. Carter	19 of 20	Add
Programming Logic CIS	8/24/2011 - 12/15/2011	2011 Fall 01	3.00		Online 12:00 AM - 12:00 AM; Milligan College, Online, Room	Dr. Carolyn W. Carter	14 of 15	Add

Trusted sites | Protected Mode: Off

## Self-Service Registration Instructions for Students

When your course list is complete, you may **“View Cart”** or **“Proceed to Registration.”**

Section Search

Course Added

Course CIS 211M/Online/001 was added to your shopping cart for period 2011/FALL/01.

View Cart Proceed to Registration

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Information Systems Hardware CIS 201/Lecture/001	8/24/2011 - 12/15/2011	2011 Fall 01	3.00		MonWedFri 9:05 AM - 10:00 AM; Milligan College, Derthick Hall, Room 300	Mrs. Teresa A. Carter	18 of 20
Information Systems Hardware CIS 201M/Online/001	8/24/2011 - 12/15/2011	2011 Fall 01	3.00		Online 12:00 AM - 12:00 AM; Milligan College, Online, Room Online	Dr. Carolyn W. Carter Michael R. Lehrfeld	13 of 15
Programming Logic CIS 211/Lecture/001	8/24/2011 - 12/15/2011	2011 Fall 01	3.00		MonWedFri 8:00 AM - 8:55 AM; Milligan College, Derthick Hall, Room 300	Mrs. Teresa A. Carter	19 of 20
Programming Logic CIS 211M/Online/001	8/24/2011 - 12/15/2011	2011 Fall 01	3.00		Online 12:00 AM - 12:00 AM; Milligan College, Online, Room Online	Dr. Carolyn W. Carter	14 of 15

My Cart

Cart Items

CIS 211M/001 3.00 Cr.  
8/24/2011 - 12/15/2011  
Online, 12:00 AM - 12:00 AM  
Dr. Carolyn W. Carter ,  
Mrs. Teresa A. Carter

Here you may review your schedule. If you are satisfied, click **“Next”**. If you want to remove something, click **“Remove”**.

Traditional Courses - 2011/Fall

Select Period Review Schedule Finalize Complete

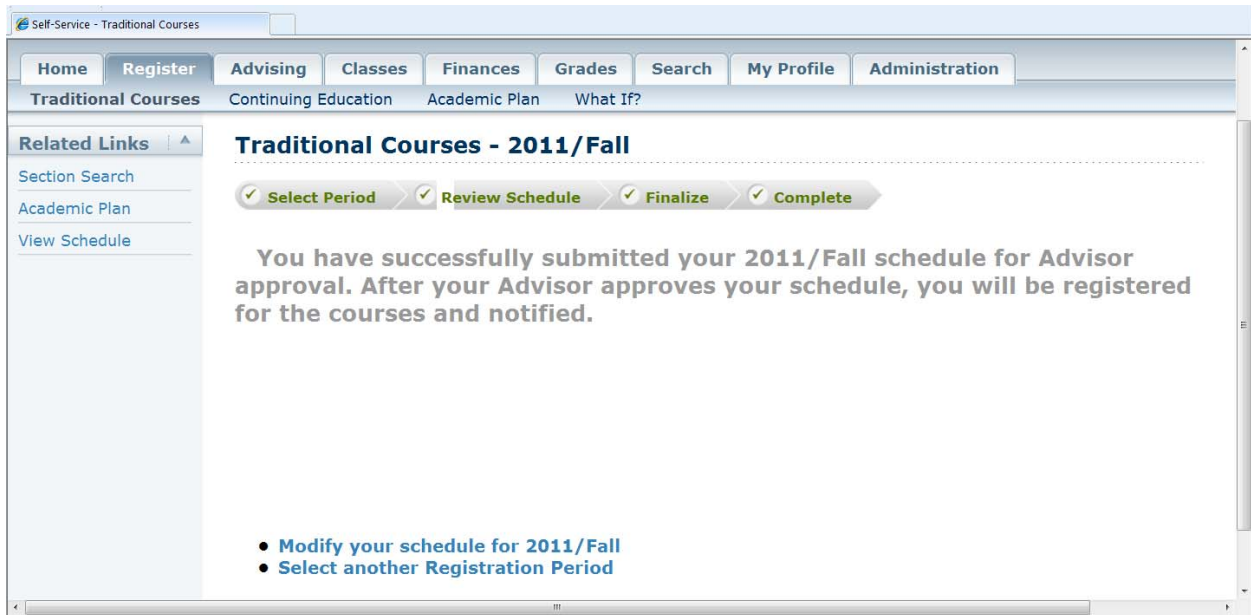
Courses to Add

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Info Sys Hardware - CIS 201M / Online / 001	8/24/2011 - 12/15/2011	01	3.00	Credit	Online, 12:00 AM - 12:00 AM;	Milligan College, Online, Room Online	Dr. Carolyn W. Carter , Michael R. Lehrfeld	In Cart
Programming Logic - CIS 211M / Online / 001	8/24/2011 - 12/15/2011	01	3.00	Credit	Online, 12:00 AM - 12:00 AM;	Milligan College, Online, Room Online	Dr. Carolyn W. Carter , Mrs. Teresa A. Carter	In Cart

Previous Next

## Self-Service Registration Instructions for Students

You will see this screen when the course selection process is complete.



The screenshot shows a web browser window titled "Self-Service - Traditional Courses". The navigation menu includes "Home", "Register", "Advising", "Classes", "Finances", "Grades", "Search", "My Profile", and "Administration". Below the navigation menu, there are sub-links for "Traditional Courses", "Continuing Education", "Academic Plan", and "What If?". On the left side, there is a "Related Links" section with "Section Search", "Academic Plan", and "View Schedule". The main content area is titled "Traditional Courses - 2011/Fall" and features a progress bar with four steps: "Select Period", "Review Schedule", "Finalize", and "Complete", all of which are marked as completed with green checkmarks. Below the progress bar, a message states: "You have successfully submitted your 2011/Fall schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified." At the bottom, there are two bullet points: "• [Modify your schedule for 2011/Fall](#)" and "• [Select another Registration Period](#)".

You will receive an email notification when your adviser has reviewed and acted on your proposed schedule of classes. You may then login to Self-Service and view your approved schedule of classes.