

Spartan Self-Service Online Registration Instructions

Access to online registration is granted after students meet with their academic advisor to discuss course selection. Online registration will be available during designated periods as advertised by the Office of the Registrar.

Follow these easy steps to register online on Spartan Self-Service:

1. Access Spartan Self-Service on ChetNet through the Acorn icon.
2. Choose "Student Planning"
3. Select "Student Planning" at the top of the screen and select "Course Catalog".
4. Click one time on "Advanced Search".
5. Select the term using the drop down box.
 - o Select the subject; type in the course number.
 - o Enter one or more courses.
 - o Click Search. This will take you to Section Selection Results.
6. Click "View Available Sections" to see all times that the course is offered.
7. Select "Add Section to Schedule" and then click "Add Section" to add the course to your plan.

TIPS:

- o You may enroll for January and spring classes at this time – be sure to select the appropriate term.
- o Entering only the Subject will list all courses under that heading.
- o See the Self-Service Registration Visual Guide for examples.

To Finish:

1. Once you have added all of the courses to your Plan, click "Student Planning" at the top of the page and then select "Plan and Schedule" from that list.
2. Use the arrows to select the correct term.
3. Verify that all courses you want to register for are appearing on your Plan.
4. Select "Register Now" in the top right corner of your Plan. You can also click "Register" for each course individually in the list of the left side of the screen.

To Drop a Course:

1. Go to your Plan and Schedule.
2. Click the "x" in the top right corner of the course you want to remove from your schedule.

WHEN YOU ARE FINISHED (IMPORTANT)

1. **Review your schedule under "Plan and Schedule" to make sure you are enrolled correctly in the courses you want. Courses you are registered for will appear in a green box.**