Click Log In

Select the **Students** tab
Click Register for Classes. You will be prompted to update your address or supply emergency contact information.

Once your address information and emergency contact information has been updated Click on the Search/Register for Classes link.

Select the appropriate term (18RSC for Summer 2018 Continuing). Click the **SUBMIT** button. SU Online will return all courses for the selected semester.
Select the classes you would like to register for. To select a course click the checkbox in the select column. Be sure to note course times, enrollment status, and prerequisites and preference notes in the comment column before making your selections.

Once you've selected your classes, hit the SUBMIT button.

Once you hit SUBMIT, you will be brought to the Manage Classes page.
There are two ways to select registration actions for the courses you selected.

You can select the Register option from the drop down menu to register for all of the courses you have selected at once.

You can select an action for each individual course.

NOTE: If you have an Action for All selected AND individual actions for one or more classes selected at the same time your registration will fail. Use only ONE method at a time when registering.

Once you have selected the registration actions you want for each course, you will need to make sure to click Accept Agreement check box.

Click Submit.
If you’ve made any mistakes in your selection, your request will be rejected and you will see an error message. Common errors are:

- Trying to register for too many credits
- Choosing classes without any necessary prerequisites.
- Choosing classes with overlapping meeting times
- Choosing closed classes (you can waitlist for these classes)

You will then be taken to the Registration Results Screen.

You are now registered! If you do not see the Registration Results Screen you have not successfully registered.

Click OK to go back to the Main Student Menu
To view your Class schedule:
1. Click Student Menu after you log in to SU Online.
2. Click the link – View Class Schedule.
3. Select the term you are looking for from the drop down menu.
4. Click Submit

Schedule

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Status</th>
<th>Meeting Information</th>
<th>Core Section Code</th>
<th>Credits</th>
<th>Pass/Aud</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIN-300-E</td>
<td>Added</td>
<td>05/29/18-07/25/18, Lecture Monday, Tuesday, Thursday, 06:00PM-07:40PM, SLL# RM 329 M. Mayer</td>
<td>300</td>
<td>3.00</td>
<td></td>
<td>05/29/18</td>
</tr>
</tbody>
</table>

Click here to rent or purchase textbooks from the campus store

5. Click OK or Main Menu to return to the Main Menu