Select the **Students** tab in yellow

Click Search/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 (12FS for Fall Semester 2012). Click the **SUBMIT** button. SU Online will return all courses for that 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 ADD or DROP 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 invalid grading options
- 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.

To view your Confirmed Class schedule:
1. Click Main Menu and then select My Class Schedule.
2. Select the term 12FS – Fall Semester from the drop down menu
3. Click Submit.
4. Click OK or Main Menu to return to the Main Menu