

## St. Vincent's College Online Registration Guide

Follow the steps below to register online for courses. Make sure to see the Business Office *first* if you have an account balance from a previous term. You will **NOT** be able to register if you have a past due account balance.

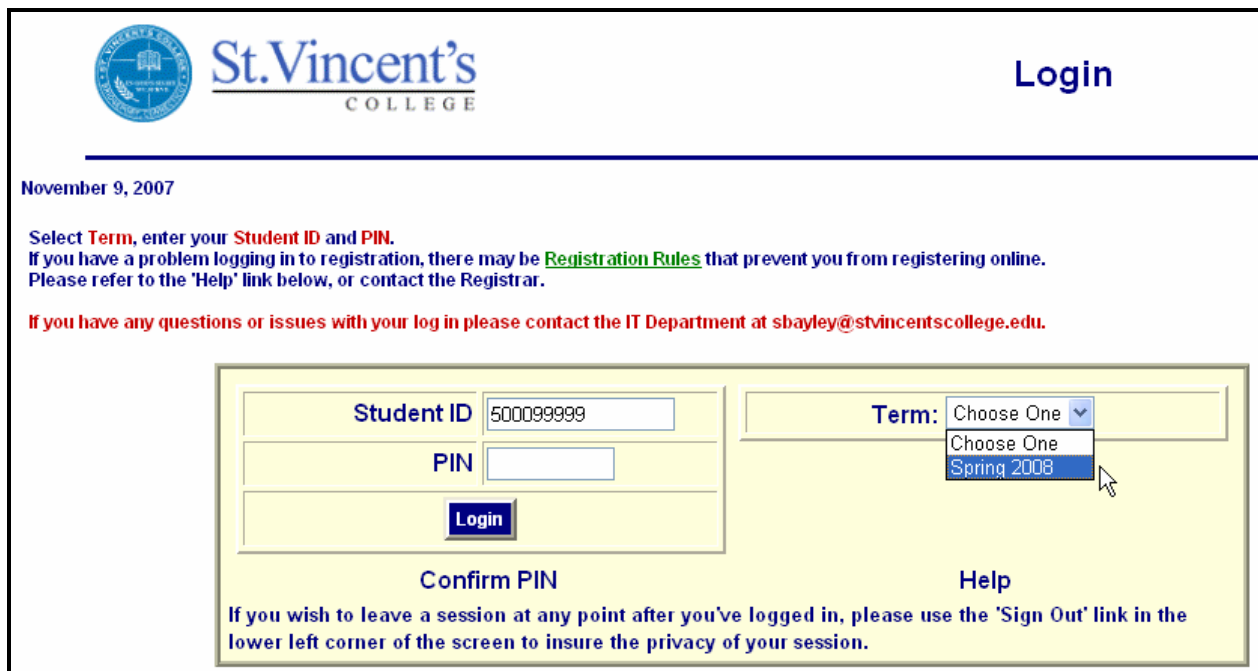
1. Go to the Online Student Services portal, either by accessing the link on the College website or by entering the following web address:

<https://www.campusanyware.us/studentservices/7597/crindex.cgi>

2. Once the home page is displayed, click on the "Registration" link on the left side under the Registration header.



3. When the window below appears, enter your Student ID and PIN. Then click the drop down arrow to select the term you want to register for. Click the "Login" button when done.

A screenshot of the St. Vincent's College online registration login page. At the top left is the college logo and name "St. Vincent's COLLEGE". At the top right is the word "Login". Below the header is the date "November 9, 2007". There are three lines of instructional text: "Select Term, enter your Student ID and PIN.", "If you have a problem logging in to registration, there may be Registration Rules that prevent you from registering online. Please refer to the 'Help' link below, or contact the Registrar.", and "If you have any questions or issues with your log in please contact the IT Department at sbayley@stvincentscollege.edu." The main form area has a yellow background and contains a "Student ID" field with "500099999", a "PIN" field, and a "Login" button. To the right is a "Term:" dropdown menu with "Choose One" selected and "Spring 2008" highlighted. Below the form are "Confirm PIN" and "Help" links. At the bottom, there is a note: "If you wish to leave a session at any point after you've logged in, please use the 'Sign Out' link in the lower left corner of the screen to insure the privacy of your session."

- The **first time** you access Online Registration, you will receive the following message, letting you know that you need to enter your Registration Access Code. This is the access code your Faculty Advisor gave to you after discussing and approving your course selections for registration. Click the "OK" button.



- When the screen below appears, type in your PIN again and the Registration Access Code that was provided by your Faculty Advisor. The code is not case sensitive. Then click on the "Login" button.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 150px;"><b>Student ID</b></td> <td><input type="text" value="500022965"/></td> </tr> <tr> <td><b>PIN</b></td> <td><input type="password" value="....."/></td> </tr> <tr> <td colspan="2" style="text-align: center;"><input type="button" value="Login"/></td> </tr> </table> <p style="text-align: center;"><b>Confirm PIN</b></p>	<b>Student ID</b>	<input type="text" value="500022965"/>	<b>PIN</b>	<input type="password" value="....."/>	<input type="button" value="Login"/>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Term:</b></td> <td><input type="text" value="Spring 2008"/> <input type="button" value="v"/></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Registration Access Code</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><input type="password" value="....."/></td> </tr> </table> <p style="text-align: center;"><b>Help</b></p>	<b>Term:</b>	<input type="text" value="Spring 2008"/> <input type="button" value="v"/>	<b>Registration Access Code</b>		<input type="password" value="....."/>	
<b>Student ID</b>	<input type="text" value="500022965"/>												
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<b>Registration Access Code</b>													
<input type="password" value="....."/>													

If you wish to leave a session at any point after you've logged in, please use the 'Sign Out' link in the lower left corner of the screen to insure the privacy of your session.

- The top of the screen shows your course registrations. If this is your first time registering for the term, no courses will be listed.









Previously registered courses: Further explanation of Campus/Bldg/College Codes is available by clicking on the code itself.

Course - Section (Session) Title	Instructor Campus/ Bldg /Room	Meeting Days Begin/End Dates Begin/End Time	Credit Hrs. Fee
No previous courses			

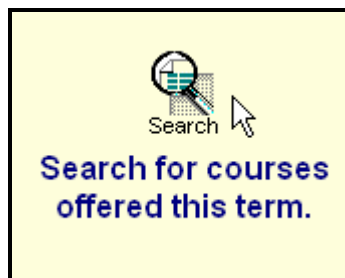
The student must complete an Add/Drop Course Form, have the request signed by a faculty advisor and return it to the Registrar's Office. After two weeks, a fee of \$25 will be charged to add/drop a course. The refund policy applies to dropping a course.

Now you will make your course(s) selections. *These are the courses that you have previously discussed and agreed upon with your Faculty Advisor.*

If you know the course number(s), you may enter it (them) directly in the field(s) on the left side on the screen.


<b>Enter the Course Code(s) below for which would like to register (without hyphens).</b>	
1. <input type="text" value="BIO100VAA"/> Enroll as: <input type="text" value="Regular"/> 	2. <input type="text"/> Enroll as: <input type="text" value="Regular"/> 
3. <input type="text"/> Enroll as: <input type="text" value="Regular"/> 	4. <input type="text"/> Enroll as: <input type="text" value="Regular"/> 
5. <input type="text"/> Enroll as: <input type="text" value="Regular"/> 	6. <input type="text"/> Enroll as: <input type="text" value="Regular"/> 
7. <input type="text"/> Enroll as: <input type="text" value="Regular"/> 	8. <input type="text"/> Enroll as: <input type="text" value="Regular"/> 
<input type="button" value="Continue"/>	

If you don't know the course number, use the "Search feature" on the right side of the screen, by clicking on the "Search" icon.



The window below will appear with options to narrow down your course search. If you don't change any options, all courses offered will be displayed when you search. When you are done selecting the options, click on the "Start Search" button. There will be a delay while the courses are being searched in the system.

### Course Lookup

 [Help with Search](#)

**Session:** All

**Department:**

- All
- Art
- Biology
- Cardiopulmonary Resuscitation
- Central Service Technician
- Chemistry
- Diagnostic Medical Sonography
- English

**College/Program:** All

**Course Level :** All

**Instructor Lookup:** Any

**Meet on Day(s) :**

Any day    M  T  W  Th  F  S  Su

ONLY meets on chosen days

Meets on chosen days AND other days

**Courses meet between :**

Any time    [ ] : [ ] [ ] and [ ] : [ ] [ ]

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**Start Search**    **Clear**

Hold Ctrl key while selecting to select up to 8 depts.

A window similar to the one below will appear. The list will vary depending on the selections made on the search screen. To register for a particular course, click in the "Select" box on the right side of the window. Make as many course selections as appropriate.

**Course Offering data as of 11/9/2007 @ 12:01 PM**

Course - Section (Session) Title	Instructor Campus/ Bldg /Room College	Meeting Days Begin/End Dates Begin/End Time	Credit Hrs. Fee	Status AVL=Available FLD=#Filled	Register for this course
ART101VAA (1 ) ART APPRECIATION	Dahl, P. - / ON / - 01	09/04-12/19 ONLN	3.00 \$35.00	AVL= 20 FLD= 9	Select <input type="checkbox"/>
BIO010VAA (1 ) ANAT&PHYS I&II REVIE	Capasso S - / ON / - 05	09/04-12/19 ONLN	0.00	AVL= 50 FLD= 2	Select <input type="checkbox"/>
BIO010VBB (1 ) ANAT&PHYS I&II REVIE	Capasso S - / ON / - 05	09/04-12/19 ONLN	0.00	AVL= 50 FLD= 3	Select <input type="checkbox"/>
BIO020VAA (1 ) MICROBIOLOGY REVIEW	Capasso S - / ON / - 05	09/04-12/19 ONLN	0.00	AVL= 50 FLD= 1	Select <input type="checkbox"/>

When you are done selecting the courses you need to register for, click on the "Add to Schedule" button at the bottom of the window. You will have to scroll down the screen to see it.

SOC101VBB (1 ) INTRO. TO SOCIOLOGY	McReynolds - / ON / - 01	09/04-12/19 ONLN	3.00 \$35.00	AVL= 20 FLD= 19	Select <input checked="" type="checkbox"/>
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66 courses found.

**Add to Schedule**

7. Whether you entered the courses manually or selected them from the search window, the following window will appear next. It displays your tentative schedule. If you want to make a change (for example, remove a course), click on the "Update Tentative Schedule" button. If the schedule is correct, click on the "Submit for Registration" button.

**Tentative course schedule:**

To remove one of the following tentative courses, click on the 'Remove' box, then click on 'Update Tentative Schedule' to review change(s).  
When satisfied, click on 'Submit for Registration' to process the selection(s). Registration will NOT be completed if error codes are present.  
To add more courses to the 'Tentative Schedule', click on 'Additional Search'.

**Further explanation of the Campus/Bldg/College Codes and Error Codes is available by clicking on the code itself.**

Course - Section (Session) Title	Instructor Campus/ Bldg /Room	Meeting Days Begin/End Dates Begin/End Time	Credit Hrs. Fee	Error Code	Remove this Course
SOC101VBB (1 ) INTRO. TO SOCIOLOGY	0114 - / ONLN / -	/-/ Online Course	3.00 \$35.00		Remove <input type="checkbox"/>

**Additional Search**
**Update Tentative Schedule**
**Submit for Registration**

If there is a problem with the schedule, such as time/day conflicts, you will need to resolve them first. Click on the error code to get a description of the error.

- The last window to be displayed is the following. It shows the courses in which you have a reserved seat. **Remember, your registration is NOT FINAL until the Business Office, the Financial Aid Office and the Registrar's Office have reviewed your courses and financial arrangements.**

**you have been registered and have been approved for these courses:**  
**has been registered for these courses:**

**Further explanation of Campus/Bldg/College Codes is available by clicking on the code itself**

Course - Section (Session) Title	Instructor Campus/ Bldg /Room	Meeting Days Begin/End Dates Begin/End Time	Credit Hrs. Fee
ART101VAA (1 ) ART APPRECIATION	0128 - / <b>ONLN</b> / -	- / - Online Course	3.00 \$35.00
ENG101VAA (1 ) ENGLISH COMPOSITION	0129 - / <b>ONLN</b> / -	- / - Online Course	3.00 \$35.00

- At the bottom of the screen, it will show if there are any courses that could not be added to your course schedule. Click on Error code for an explanation of why the course could not be added to your schedule. If you are done registering, click on the "Finished" button.

**Courses that could not be added to your schedule:**

**Further explanation of the Error Codes is available by clicking on the code itself.**

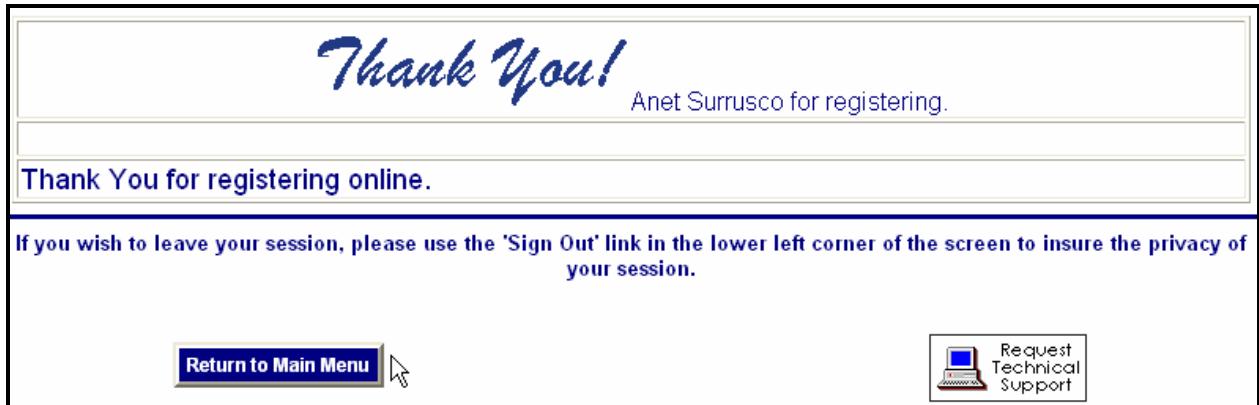
Course - Section (Session) Title	Error Code	Error Reason
No new course errors		

Registered for **1** new course(s).  
 Term credit hours now total **15.00**.

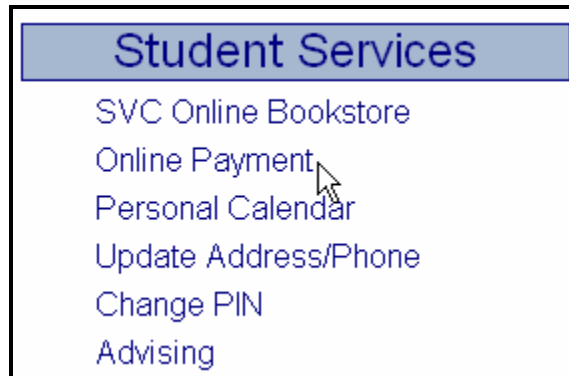
We recommend that you retain a copy of your course schedule.  
 Please print a copy of this page by using the **Print** button on your browser.

[View Personal Calendar](#)
[Additional Search](#)
[Finished](#)

10. A Thank You window will appear. You can now click on the “Return to Main Menu” button.

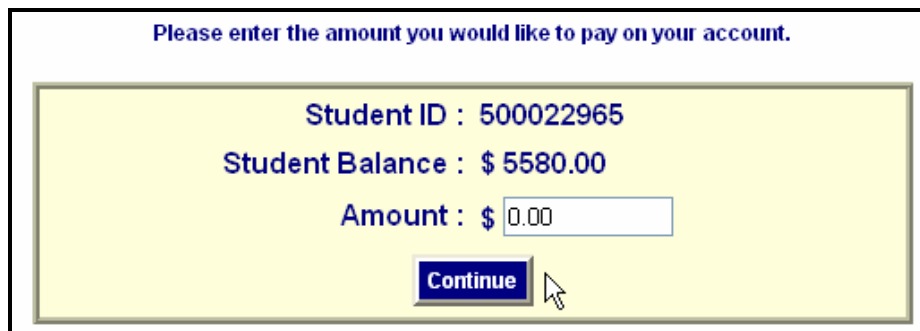


11. If you are ready to make a payment via a credit card to your student account, click on the “Online Payment” link under the Student Services banner.



12. The window below will appear displaying your current Student Balance. Any estimated Financial Aid amount for the term will be factored into your Student Balance. Any questions about your Student Balance, please contact the Financial Aid or Business Office.

Enter the amount you want to charge to a credit card and click the “Continue” button.



13. A new browser window will open up. Enter the information in the Payment form, **filling in all required fields**. Then click the "Submit" button at the bottom of the payment form.

St. Vincent's College



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**Order Information** \* Required Fields

Description: Payment on Account  
**Total: US \$10.00**

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**Payment Information**



Card Number: \* (enter number without spaces or dashes)  
Expiration Date: \* (mmyy)

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**Billing Information**

First Name: \* Last Name: \*

Company:

Address: \*

City: \*

State/Province: \* Zip/Postal Code: \*

Country:

Email: \*

Phone: \*

Fax:

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**Security Code**




Please enter the security code above.

[I cannot read the code, please provide a new one.](#)

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14. A Payment confirmation screen will appear.



Thank you for your order!

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You may print this receipt page for your records. A receipt has also been emailed to you.

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<b>Merchant:</b>	St. Vincents College
<b>Description:</b>	Payment on Account
<b>Date/Time:</b>	20-Nov-2007 09:56:45 AM

15. A confirmation e-mail from Alfreda Mozdzer will also be sent to your e-mail that we have on file in the student information system. Any questions about your balance or payment, you can reply to the confirmation e-mail.