

## How to Register for JSU Classes

Go to <http://my.jsu.edu>

Enter Username and ID

Username – JSU email without the @jsu.edu

Password

- Set to your birthdate in the format: MMDDYY (ex. Student’s birthday is February 17, 1991 the password would be 021791)
- Upon logging in the first time the system will prompt you to create a new password.

Go to Featured Links and Select **Registration**

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### To Register:

- In Self Service on the **Student and Financial Aid** page select **Registration**.
- Select **Add or Drop Classes**
- Select the appropriate **Term** from the drop-down menu and click **Submit**
- The **Add Classes Worksheet** comes up. Enter the 5-digit Course Reference Number(s) (**CRN**) directly if known, or use the **Class Search** function.

### To Register using Class Search

1. Click on the **Class Search** button
2. Choose the department from the **Subject** window and enter the course number in the **Course Number** box (ex. For LS 104 highlight Learning Skills (LS) in the **Subject** window and type 101 in the **Course Number** box. (Several other filters are available for advanced searches, skip these for now.)
3. All of the scheduled sections for the course you searched for should appear on the next screen. To the left of each section is a box to place a check in to select that section for registration. Choose the section you wish to enroll in, place a check in the box to the left of the desired section. Scroll down to the bottom of the page and click **Register**.
4. You will now be back at the **Add Classes Worksheet**. Repeat steps 1-3 until you have registered for all of the classes you want.
5. If there is a capital “C” instead of a check-box that means there are no open seats in that section and that section is closed. If all of the sections for the class you wish to register for are closed you will need to contact the department and ask if they can open a seat for you. If the department cannot open a seat for you, contact your academic advisor.
6. If you are registering for a course that has a required lab the process is a little different.

### Registering for lab classes that have separate course numbers for lecture and lab.

1. Use the **Class Search** for the lecture section,
2. Place a check in the box for the desired section
3. Scroll down and click on Add to the Worksheet
4. Repeat steps 1-3 for the lab section
5. When both lecture and lab have been added to the worksheet, click on **Update Changes**.

### Registering for lab classes with same course number for lecture and lab

1. Use the **Class Search** for the desired course
2. Place a check in the box for the desired lecture section
3. Place a check in the box for the desired lab (labs will have 0 (zero) hours)
4. Scroll down and click on **Register**

### Troubleshooting Registration

- If you try to register and you get a message requesting a “PIN” see your academic advisor. Student cannot register for classes unless they have discussed their proposed course schedule with their academic advisor. This advisement is required prior to registration every time, in other words if you were cleared to register for fall you have to see your advisor again prior to registering for the following spring.
- Holds – Examples of holds are:
  - Admissions Hold – Please contact the Admissions Office.
  - Account Receivable Hold – Please Contact the Bursar’s Office
- Prerequisite and Test Score Error – Your records do not reflect that you have completed the required prerequisite(s) for this course, or you do not meet the test score requirement for the course.
- Restrictions – Your records do not reflect that you meet the college, level, class, degree, or program requirements for this course.
- Permission of Instructor, Advisor, Department Head, or Director – for the course you have selected there is a requirement for special permission in order to enroll in the class. Contact the instructor or your academic advisor.
- Time conflict with [5-digit CRN] – the scheduled time for the class you attempted to register for conflicts with a class you’ve already register for. The 5-digit CRN tells you which class is the conflict.
- Link Error or Co-requisite Error. The class requires another class to be added with it. See information about how to register for lab classes above.
- All error messages can be found at <http://www.jsu.edu/registration/regerrormessages.html>