E Salem ISTATERSITY

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Student Navigation Center

How to: Register for Classes

1. Log into Navigator.

& Salem STATE	▼ Gu	lest		£ £
Sign In	Create Account	Account Help	Class Search	

2. Once at the Student Homepage, click on "Manage Classes".



3. Next, click on "Class Search and Registration". Then select the term you wish to register for and click "Continue".

< Student Homepage		Enrollment Shopping Cart				
Class Search and Registration	Select a term then sel	ect Continue.				
olas obuloi alla hogialalloit	Term	Career	Institution			
	Summer 2019	Undergraduate	Salem State University			
My Weekly Schedule	Fall 2019	Undergraduate	Salem State University			
Enrollment Dates			Continue			
Make a Payment	In a second sec					
Course Catalog						
Online University Catalog						

4. If you know the four-digit class number of the class you are registering for, enter it in the box found under "Add to Cart". Or, under "Find Classes", click on the "Search" button to search for classes.

3	< Manage Classe	s	_	_	_	Enrolimen	t: Add	Class	es
5	Salem State Student	ID: 09	10012						
	Search Enroll								
1	My Class Schedule Ad	d <u>D</u> rop	Swap Term Info	rmation					
A	Add Classes				1-2-3				
1	1. Select classes	s to add	b						
	To select classes for with your class select	another ter tions, proc	rm, select the term and eed to step 2 of 3.	d select Change. When	you are satisfied				
F	all 2019 Undergradua	te Salem	n State University		Chang	ge Term			
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P	Add to Cart	Fall 201	9 Shopping Cart						
E	Enter Class Nbr	Delete	Class	Days/Times	Room	Instructor	Units	Status	
	Enter	Î	HST 101-T1 (1909)	Mo 8:00AM - 10:40AM	тва	D. Seger	3.00		
F	Find Classes								
	Class Search								
	Search								
					Proceed to Step 2	of 3			
	🔻 My Fall 2019 Class	Schedul	e						
			You are not n	egistered for classes in	this term.				

5. Select a course subject by typing in the three-letter abbreviation next to "Select Subject". If the abbreviation is not known, click on the "Select Subject" button and find the abbreviation listed alphabetically.

i.e. English = ENL

Type the course number in the blank box next to "Course Number". If you are unsure of the course number, you may complete the search without it if you are generally searching for classes within a subject, rather than a specific class.

Choose your "Academic Group" to determine undergraduate day, undergraduate continuing education, or graduate classes.

Use additional search criteria such as "Course Attributes" and "Course Attribute Values" to select for specific types of classes like personal growth & responsibility or human past.

statution Salem State University erm 2022 Spring Select at least 2 search criteria. Select Search to view your search results. Class Search Subject select subject Course Number is exactly What is course career Undergraduate What is course career? Show Open Classes Only Academic Group Undergraduate Day What is academic group? Session Winter Session - First Additional Search Criteria Meeting Start Time greater than or equal to Meeting End Time less than or equal to Ourse Numburity greater than or equal to Mon Tues Wel Days of Week include only these days Course Keyword greater than or equal to Maximum Units greater than or equal to Maximum Units less than or equal to Maximum Units less than or equal to Course Component Y Mode of Instruction Y Mode of Instruction Y Locatie General Education Course Attribute<	Enter Search Crit	eria
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Pers Growth & Responsibility	Course Attribute	General Education
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6. Scroll through the search results and click "Select" next to the class that you would like to register for. Pay close attention to the meeting days and times, as well as meeting dates. To learn more information about any particular class section, click on the four digit number listed under the "Class" heading.

	0						
Add	Classes				[1-2-3	1
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Sea	Irch Rest	lits					
Use th	e class sectio	on links to access a	dditional class de	tail			
Salen	n State Univer	sity 2019 Fall					
My CI	ase Schedule	a		Shonni	an Cart		
	ass concoun	- 		Choppin			
You a	are not registe	ered for classes in ti	his term.	Your sh	iopping cart is empt	у.	
exact	ly ' 110 ', Cours	ses match your sea se Career: Undergra	aduate, Show Op	en Classes On	ly: Yes	umberis	
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Go to top

7. Review the enrollment information. Then, click "Next" to add the class to your shopping cart.

🔇 Shopp	ing Cart			Enrollment: A	dd Classes
Jenny Stuc Search My Class Sch	lent ID: 0900015	Swap Term Information			
1. Selec	et classes to add	I - Enrollment Prefe	erences	1-2-3	
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Class Pref	erences				
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Ses Car	sion Continuing and G eer Undergraduate	raduate Study		Units 3.00	
Enrollment	Information				
• Writt • Tran	en Communication-Lev sitional Mod Written Cor	el I mmunication I			
				Cancel	Next
Section	Component	Days & Times	Room	Instructor	Start/End Date
S	1 Lecture	We 4:30PM - 6:50PM	Meier Hall room 205	Leslie Smith	09/04/2019 - 12/20/2019

Go to top

8. To complete your registration, click the button that reads "Proceed to Step 2 of 3".

Shopping Cart				Enrollme	ent: Add C	lasses	
Jenny Student ID: 0	900015						
My Class Schedule Add	Drop S	wap Term Information					
Add Classes							
To select classes for a with your class selection	nother term ons, procee	, select the term and s d to step 2 of 3.	elect Change. When you	u are satisfied			
🖌 ENL 110 has been	n added to y	our Shopping Cart.					
Fall 2019 Undergraduate	Salem St	ate University		Change Open	Term		
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Enter Class Nbr		ENL 110-S1 (1847)	We 4:30PM - 6:50PM	Meier Hall room 205	L. Smith	3.00	
Find Classes							

9. Confirm the classes that you would like to register for. Then, click "Finish Enrolling".

Shopping Cart	Enrollment: Add Classes	â
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Search Enroll		
My Class Schedule Add	Drop Swap Term Information	
Add Classes	1-2-3	
2. Confirm classe	s	
Select Finish Enr listed. To exit with	olling to process your request for the classes out adding these classes, select Cancel.	
Fall 2019 Under	graduate Salem State University	
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FOUNDATIONS OF WRITING (Lecture)	30PM - 6:50PM 205 ENth 3.00 ENth 110-S1 (1847)	
	Cancel Previous Finish Enrolling	
Go to top		

10. A green check mark indicates successful enrollment. A red "X" indicates the registration was not successful. If you received a red "X", please read then message and then take appropriate action.

Shopping Cart	Enrolln	ent: Add Classes 🏫
Jenny Student ID: 0900015		
Search Enroll		
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3 View results		
View the following status in Fall 2019 Undergraduate Second	aport for enrollment confirmations and errors alem State University	
Clase	Massaga Statu	
ENI 110	Success: This class has been added to your schedule.	