Who may register for classes on the web?
All current traditional undergraduate students may register on the web. Since web registration will take place through Self-Service, students will need an active Self-Service account. Contact the University Technology Services Department (215.702.4554) if you do not know your user name or password.

When can I register on the web?

<table>
<thead>
<tr>
<th>Summer &amp; Fall 2017 (by class level):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 27 – 5th year Seniors/Seniors (beginning at 7:00 a.m.)</td>
</tr>
<tr>
<td>Tuesday, March 28 – add Juniors (beginning at 7:00 a.m.)</td>
</tr>
<tr>
<td>Wednesday, March 29 – add Sophomores (beginning at 7:00 a.m.)</td>
</tr>
<tr>
<td>Thursday, March 30 – add Freshmen (beginning at 7:00 a.m.)</td>
</tr>
<tr>
<td>Friday, March 31 to Friday, April 7 – Web registration continues for all students</td>
</tr>
<tr>
<td>Web registration closes at 4:00 p.m. on Friday, April 7</td>
</tr>
</tbody>
</table>

**Note: Registration for Applied Music courses (music lessons) is done online as well. See below.**

Where can I register?
With web registration, students can register anywhere they have a computer with an internet connection.

When and how will academic advising take place?
All students must meet with their advisors prior to registering for fall classes. Students will not be permitted to register online unless authorized (on Self-Service) by their advisor. Students should contact their individual school (Liberal Arts & Sciences, Divinity, Business, etc.) about the advising procedure being used in that school.

Note: An updated Fall 2017 roster will be posted on the Registrar’s web page of the Cairn website on or about February 27. Final Summer & Fall 2017 rosters will be posted on March 20.

How will I go about registering on the web?
The Registrar’s Office has included specific instructions (click by click) below.

Do I need a faculty advisor’s signature on a form in order to web register?
No course request form or signature is required for a student to get on the web and register. However, students must meet with their advisors prior to web registration in order to be authorized to register online.
How do I know what class level (senior, junior, etc.) I am?

Your class level is listed at the bottom of your current semester’s schedule on Self-Service. It is very important that you know your class level, since the date you can register for Summer & Fall will be based on it. Class level is based on completed credits. The computer system automatically assigns your class level according to the chart found in the catalog and student handbook. The system will not permit you to web register before your assigned date.

What about adding or dropping classes (after initial registration)?

During the web registration period, adds and drops may be done on Self-Service. Once web registration closes, paper Add/Drop forms (with advisor’s signature for adds) will be required.

What if I need help?

At the opening of web registration for each group, the Registrar’s Office will be open to assist students. In general, questions about registration should be addressed to the Registrar’s Office (215-702-4293) while technical questions about Self-Service should be addressed to the Technology Services Department (215-702-4554).

What happens if I don't register during the web registration period?

Students who do not register during the web registration period may register subsequently using paper forms.

How do I register for Applied Music courses (music lessons)?

Students should register for their applied music courses online. A list of applied music courses is available in the School of Music office.

Do I need to register for my student ministry?

No, all you need to do is complete and submit your Ministry Covenant to the University Ministry Center by the stated deadline. The Student Ministry course will be added to your registration automatically based on submitted covenants.
How to Register Online Using Self-Service - Undergraduate

Log in to the Self-Service system at https://selfservice.cairn.edu/selfservice/home.aspx using your login ID and password. (If you do not have a Self-Service account, contact the Technology Services Department.)

Click the Register tab.

Click the Traditional Courses sub-tab.

Select the desired Period by clicking the open book next to the proper Year/Term (“2017/Summer” or “2017/Fall”).

Click Section Search from the menu on the left to begin finding your courses.

Enter either a keyword or the course code and then click the Search button.

- A partial course code (only the 3 letter prefix) can be used to see all courses in that subject area.
- If using the entire course code, remember that there is a space in between the letters and numbers.

The courses meeting your criteria will be displayed. If more courses are found than will fit on a page, click the page number button or the Next button at the bottom to see the next page of results.

Click the Add button to the right of the course(s) you wish to add to your shopping cart.

Click New Search again and repeat the process until all of your courses have been placed into your shopping cart.

- In subsequent searches, make sure the proper Period (2017/Summer or 2017/Fall) is selected from the drop down menu.

Once all of your courses are in your shopping cart, click Proceed to Registration.

Double check your courses.

- Click the Remove button next to any course you want to remove.
- Only courses with a check in the box under the green plus sign will be registered as you proceed.

Click the Next button. The screen will register you and also show your registered classes.

Click the Next button to confirm your registration was successful.

IMPORTANT: As you go through this process, DO NOT use the web browser’s “Back” button. It could undo your registration (and then you would lose your classes)!

To make adjustments to your schedule during the web registration period, you can return to the registration screen and add more courses or drop those you do not want to take. If are going to drop, be careful only to click the “Drop” box of the class(es) you want to drop. If you mistakenly drop a class, you will not be able to get back in if it has closed!

Remember, in addition to registering online, you must...

Pay the $100 Confirmation Deposit (to the Business Services Office) by April 15.

If you fail to do this, your Fall 2017 schedule will be dropped.