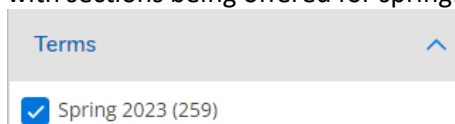## Self-Registration Instructions

Students who need to **self-register** can do so using **Student Planning Self-Service** located within the Rush University Portal. Self-registering students are strongly encouraged to review their class schedule with their advisor/program coordinator/program director before attempting to register.

You are also encouraged to review this video tutorial before attempting to register.

Self-registering students should follow these steps to register for classes:

1. Go to Self-Service (log in required).

2. Courses must be <u>planned</u> before you can <u>register</u> for them – the process of doing this is covered in the video tutorial, above, but we will summarize it here. Your college or program may have pre-planned your coursework for you.
   - If your courses <u>were pre-planned</u> by your college or program, skip to step 5, below.
   - If your courses <u>are not pre-planned</u>, you can plan the courses you would like to take in several ways. Please continue on to step 3 to plan sections to your schedule.

3. The quickest way to plan your sections is to access the Course Catalog and select the Subject of your course. Check the box for "Spring 2023" in the left-hand navigation to view those courses with sections being offered for spring.

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   Find the Course Number of the course you would like to take, select "View Available Sections," and click "Add Section to Schedule" next to the section you'd like to add.

   Add Section to Schedule

4. When the "Section Details" window pops up, select the "Add Section" button. This section is now planned, and you can register for it. Repeat as necessary to add all sections you need to register for to your plan for Spring 2023.
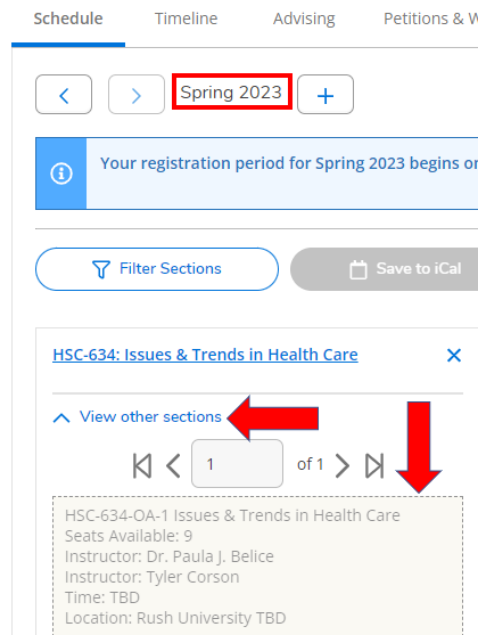
   Add Section

5. After your sections are planned, select the Student Planning button from the Self-Service home page, and select "Plan your Degree & Register for Classes."
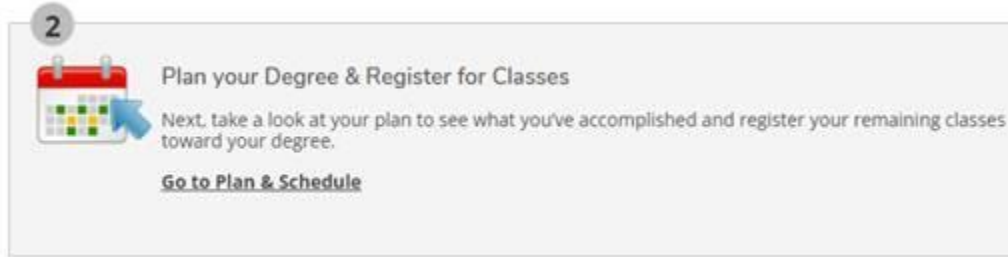
6. Be sure you are looking at Spring 2023.
   - If you have already selected the right section of each course you need to register for, skip to step 7.
   - If you still need to select a section of a course, you can do so here. To do that, click "View other sections" for each planned course and select the section you would like to add.

From the "Section Details" window, click "Add Section." The section is now planned on your schedule. Repeat for each course you need to add.
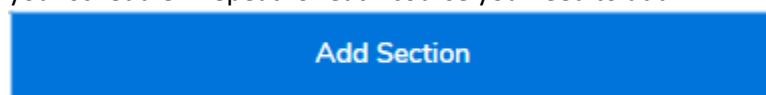
7. The "Register" button will appear after you have planned a section. Click it to add the course to your schedule. You can also use the "Register Now" button at the top of the screen to add all sections at once (after each has been planned.)

8. You will receive a confirmation email at your Rush account when you have successfully registered.