

My Group Registration Date: _____ **Time:** _____

Group Registration-Fill in the Blanks

Introduction to Registration

How many classes should you register for? _____ classes

How many credits should you register for? _____ credits

Registration for the next quarter happens every _____ - _____ weeks into the current quarter

Winter quarter registration starts: _____

Student Restrictions

Every quarter your first year at SU you will have an _____ that will prevent you from registration.

Registration Appointments

Students who have the same number of completed credits are _____ assigned time slots to determine the order of registration.

Search for Classes

Schedule is available right now for both _____ and _____ quarters.

Troubleshooting Registration

Core Solution Center

Dates: _____

Times: _____

Location: _____

How to Sign Up for a Learning Specialist or a Tutor

Complete at Tutoring Needs Assessment on the 2nd floor of the library and then follow the steps below to schedule an appointment with a Learning Specialist or a tutor.

Learning Specialists are consultants that can help you to improve or develop study skills, time management strategies, or understand your unique learning style.

- Go to www.seattleu.edu/sas/learningassistance and click on the TutorTrac tab
- Log in using your SU credentials
- Select "Learning Assistance Programs" from the drop down menu for "Center"
- Leave the "Consultant" section blank (unless you have a specific person you want to work with)
- Select the "reason." Enter the appropriate date ranges, time frame and days on which you are available (the more open your options, the more likely you will find an available appointment)
- Click the "Search" button
- Click on preferred appointment time and fill in the necessary information. Be sure to change the appointment duration from 30 to 60 minutes. Your appointment will not be scheduled to begin any sooner than 48 hours from the time of your selection. *You may call or visit the front desk of the Learning Assistance Programs (2nd floor of the Library) if you would like something sooner.*
- You will receive the details (start date, consultant name and contact information) via your SU e-mail. Please read the e-mail for important information and to ensure accuracy.