Steps to Register

1. Go to [www.seattleu.edu](http://www.seattleu.edu)
2. Click on the SU Online button.
3. Select Login
4. Enter the first part of your SU email without the @seattleu.edu portion and your password.
5. Click Submit
6. Select Students
7. Select Search for Classes to look up classes offered or Register for Classes to add them to your schedule.

8. Select the term you are searching for classes (this will depend on what quarter you are registering for). To narrow your search to just Albers classes, select Albers Sch of Business under the School Drop down and Graduate under the Academic Level drop down.
9. Click Submit

10. Sometimes a Change Address page will pop up, confirm that all information is correct and click submit.

11. To select a class, check the box under the Column header select, scroll to the bottom of the screen and hit submit.

12. You’ll notice from this page you can access key information about the class, examples below.
   a. Term- this identifies which term the class is in, aka, what quarter
   b. Status- shows if a class is open or closed- you cannot add yourself once a course is closed
c. Section Name & Title: Class Name and Section
d. Meeting Information- shows you the dates the class meets, the day of the week, time and the room location. PIGT stands for Pigott, the main business building
e. Faculty- which professor is teaching the class
f. Available/Capacity/Waitlist- how many spots are left/how many spots the class has total/how many students are on the waitlist
g. Credits- number of credits for the course
h. Comment-If applicable, you will find specific information about prerequisites for the class, special notes on meeting times, etc.

13. Once your courses are selected, you’ll be taken to a Manage Courses page. Here you will confirm everything is correct and accept the agreement and click submit. Be sure to check RG in the first two boxes and check the accept box. The same process is used if you would like to drop or audit a class, except you choose AU-Audit or DR- drop.

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<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Section Name &amp; Title</th>
<th>Meeting Information</th>
<th>Core Section</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>WAT 400/403-01 Management Diversity</strong></td>
<td>03/01/17-05/17 Lecture Tuesday, Thursday 10:10AM-12:20PM, POGT, RM 204</td>
<td>In. Ferrari</td>
<td>0.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>WAT 400/403-01 Business Ethics &amp; Shopping</strong></td>
<td>03/01/17-05/17 Lecture Monday, Wednesday, Friday 2:20PM-4:05PM, POGT, RM 303</td>
<td>E. Rege</td>
<td>0.60</td>
</tr>
</tbody>
</table>

14. You can check to make sure your courses were added correctly by going back to the main Current Students-Students Menu page and selecting View Class Schedule. Select the term you’d like to view and click submit.

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<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Status</th>
<th>Meeting Information</th>
<th>Core Section</th>
<th>Credits</th>
<th>Pass/Audit</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WAT 400/403-01</strong></td>
<td>Added</td>
<td>03/01/17-05/17 Lecture Tuesday, Thursday 10:10AM-12:20PM, POGT, RM 204</td>
<td>030517</td>
<td>3.00</td>
<td>03/05/17</td>
<td></td>
</tr>
<tr>
<td><strong>WAT 400/403-01</strong></td>
<td>Added</td>
<td>03/01/17 Lecture Saturday 09:00AM-09:55PM, HUNT, RM 100, Lecture Saturday 09:00AM-09:55PM, HUNT, RM 100</td>
<td>030517</td>
<td>3.00</td>
<td>03/05/17</td>
<td></td>
</tr>
</tbody>
</table>

Click here to rent or purchase textbooks from the campus store.