



## SU Online Registration Instructions

Approximately two weeks before registration begins, you will be notified via your SU email account of your appointment time.

### When you receive your appointment time:

1. Go to <http://suonline.seattleu.edu>.
2. Select 'Students.'
3. Click on the 'Log In' tab.
4. In the box for User ID, type in your Seattle University email alias (without the *@seattleu.edu*).
5. Enter your 6-9 character password.
6. Click the 'Submit' button.
7. View your appointment time and any holds or restrictions on your account by selecting 'My Registration Dates' and 'Student Restrictions.'
8. Clear all holds and restrictions prior to your registration appointment by contacting the office indicated.
9. Choose 'Search for Classes' to find courses that will fit into your schedule.
  - a. Select the appropriate quarter (only the Law School is on semesters) using the 'Term' drop down box.
  - b. Use as few variables as possible to obtain the most results.
  - c. Click 'Submit.'
10. Complete the SU Online worksheet.
11. Meet with your advisor if required or desired.

### How to register or add a course:

1. When your appointment time arrives, log-on to <http://suonline.seattleu.edu> (see 1 to 6 above).
2. Select the 'Register/Add Classes' link.
3. This brings up a class search engine similar to Search for Classes but listing only open courses.
4. Search for the course you want to add. A listing of available courses will appear.
5. Choose the course(s) you want by clicking in the white box under the heading 'Select Course(s).'
6. Choose your grading option using the drop down menu under the heading 'Take For.'
7. For variable credit courses, enter the number of credits under 'Credits.'
8. Scroll to the bottom of the page and click the 'Submit' button. A confirmation screen will appear.
9. Click the white box under 'Accept' after reading the Agreement.
10. Click 'Submit' to confirm.
11. A 'Registration Results' screen will appear indicating the courses you are registered for.
12. Select the 'My Schedule' option at the top of the page and review your schedule for accuracy.

### How to drop a course:

1. Select the 'Drop/Withdraw from Classes' link.
2. A menu will appear of the courses you are currently registered for.
3. Select the course(s) you wish to drop by clicking in the white box under the heading 'Select Course(s)' associated with that course.
4. Click on the 'Submit' button when you have made your choices.
5. A 'Registration Results' screen will appear indicating your current courses.
6. Select the option 'My Schedule' at the top of the page and review your schedule for accuracy.

### To add a closed course:

1. Core course: Go to the Core Solution Center in the University Services Building.
2. Non-core course: Go to the department which offers the course.

### To add a course when you are missing the pre- or co-requisites:

1. Go to the department which offers the course.

### To get assistance with using SU Online:

1. Contact the Help Desk via email or phone (296-5571).