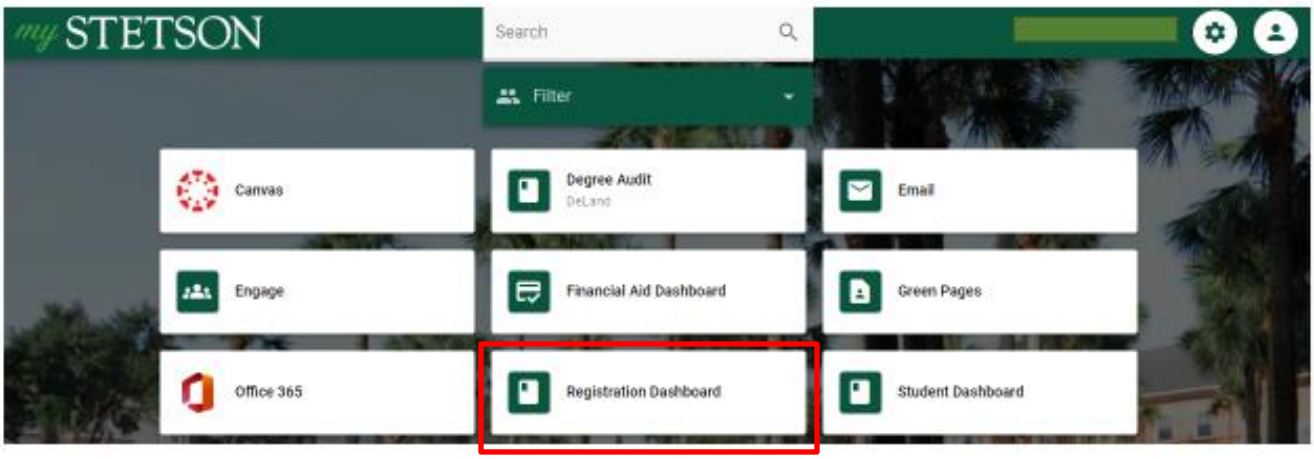
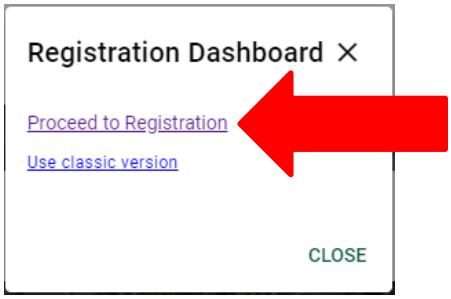
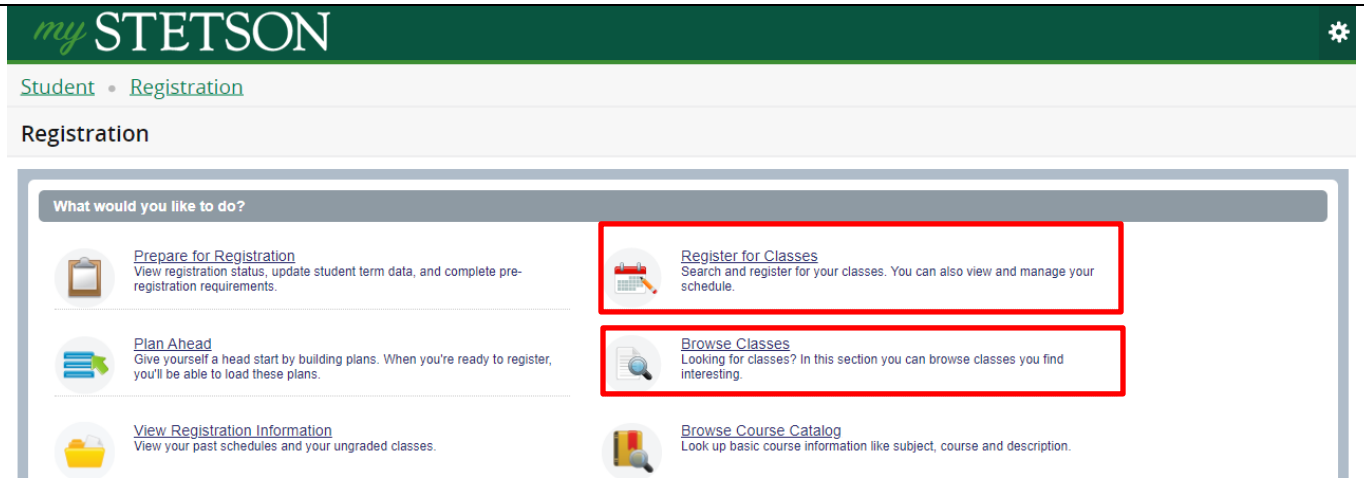
Registration Guide

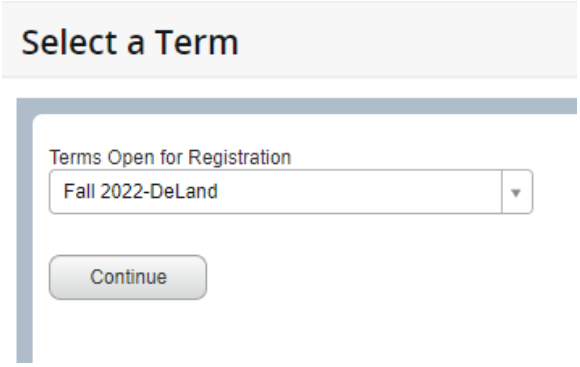
April 20, 2022

Process:

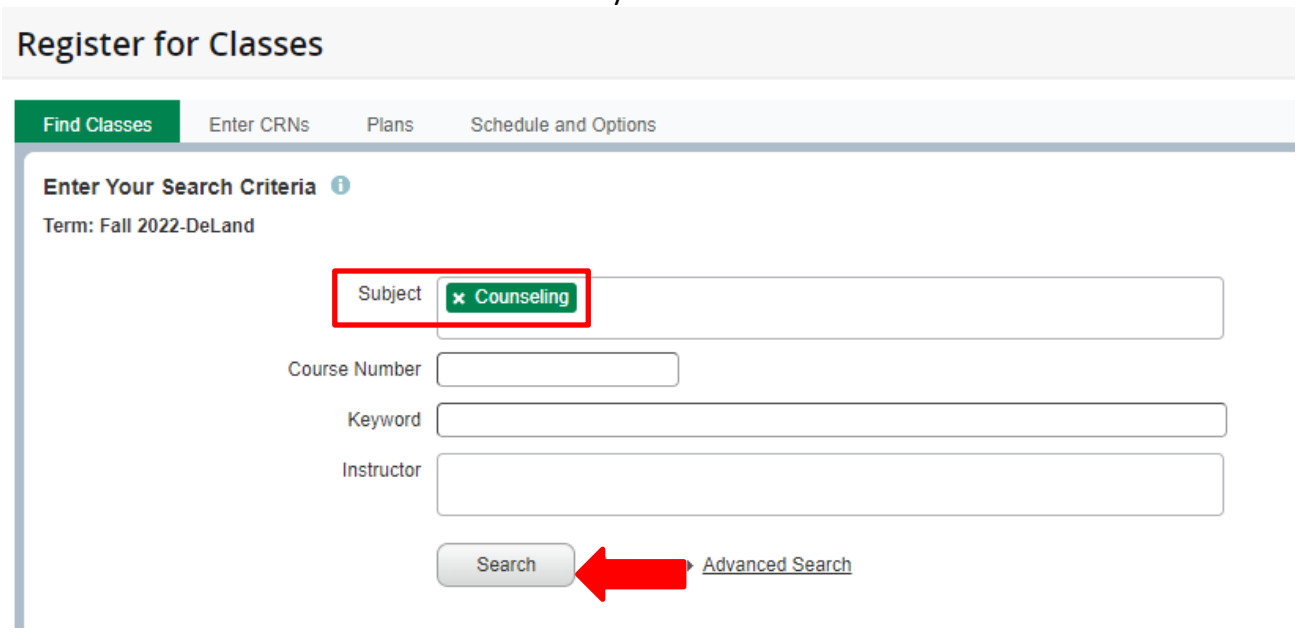
Step	Action
1.	Navigate to https://start.stetson.edu/#/
2.	The following tiles will appear for you to select from – click on the tile named "Registration Dashboard"  Click on "Proceed to Registration" 
3.	From this page, you can Browse Classes and/or Register for Classes:



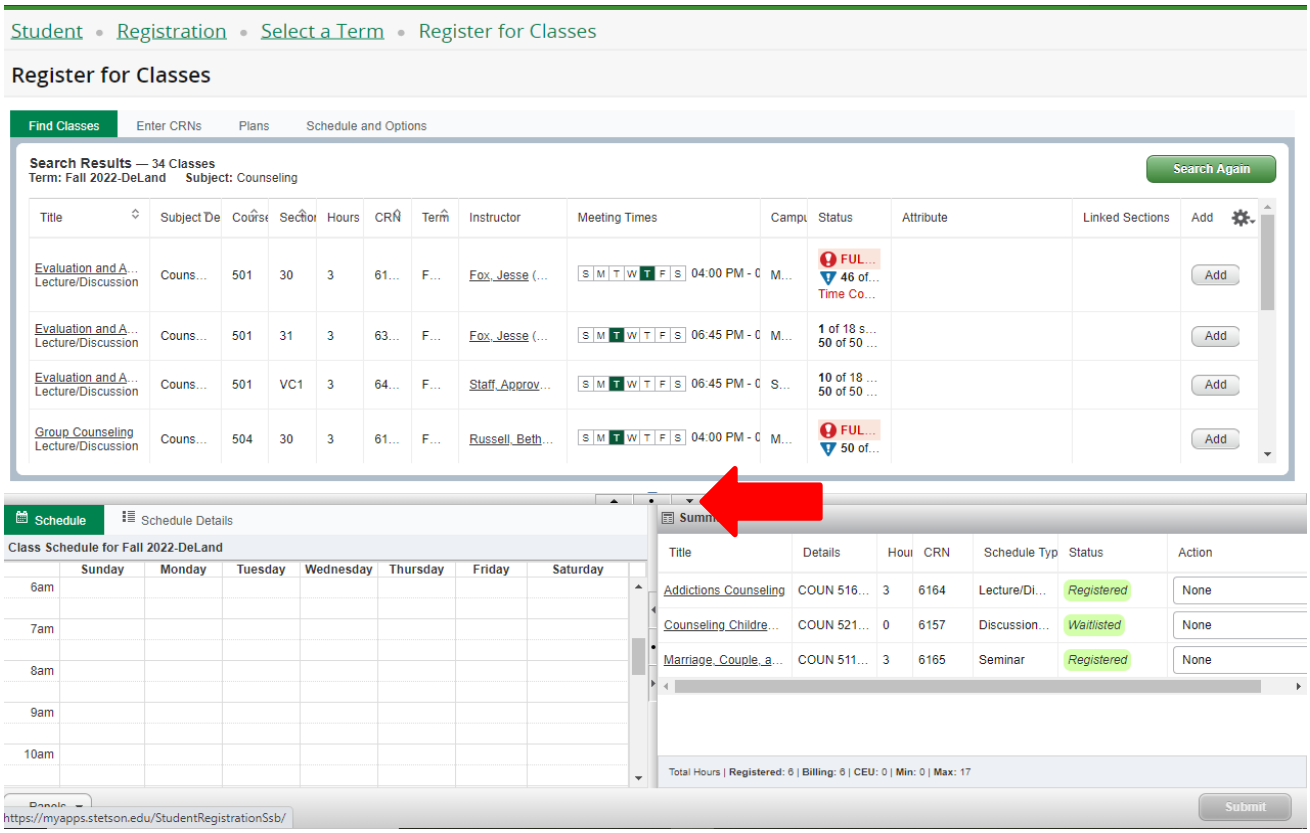
If you select "Register for Classes" you'll then want to select your term and click "continue":



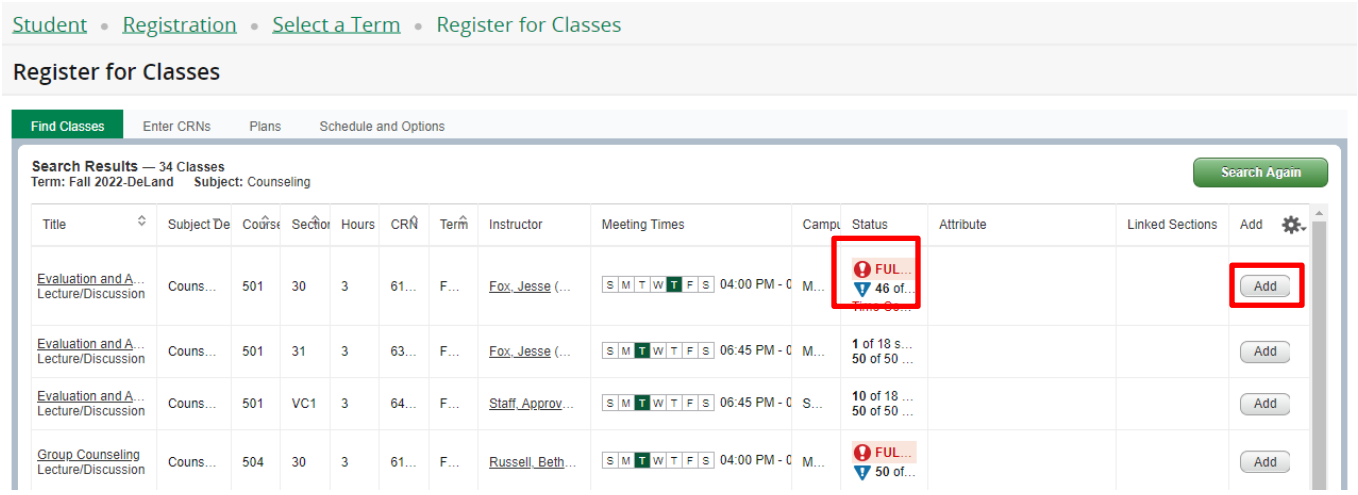
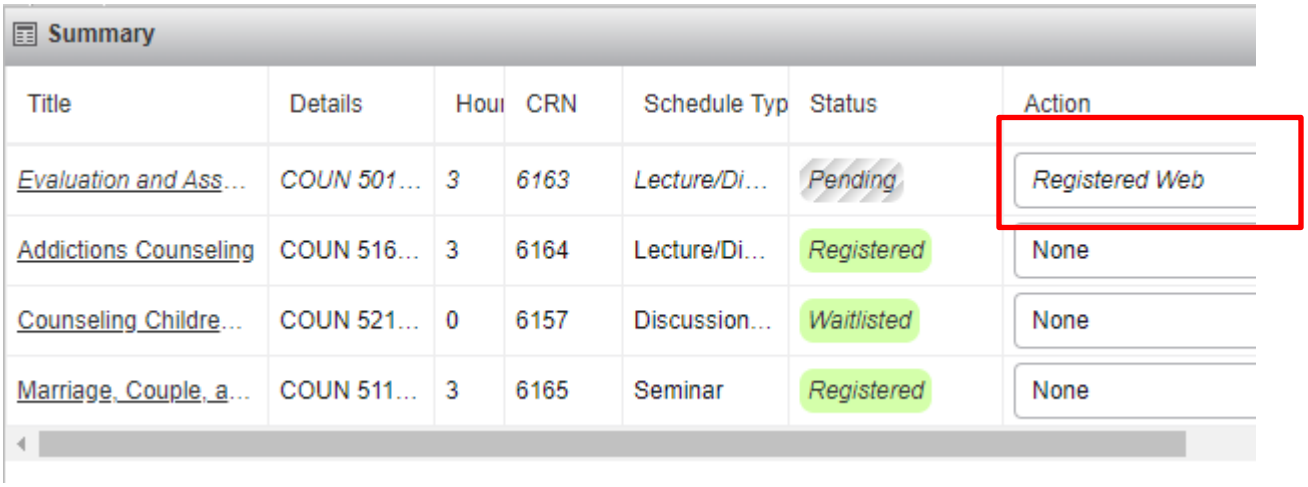
4. If you hover over the Subject Line and Type in the Subject (example – Counseling) and then click "Search". You can also click on "Enter CRN's if you have that information available.

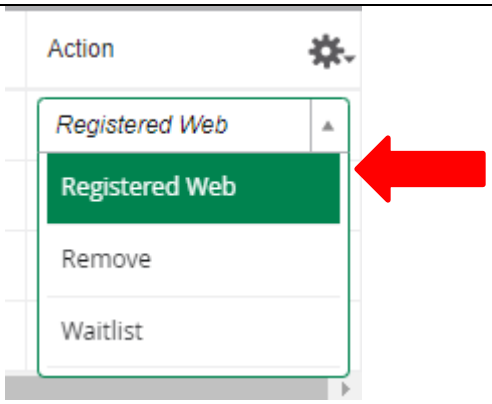


5.	To enlarge your view, click on the down arrow shown mid-page. From there, you can scroll through the available courses.

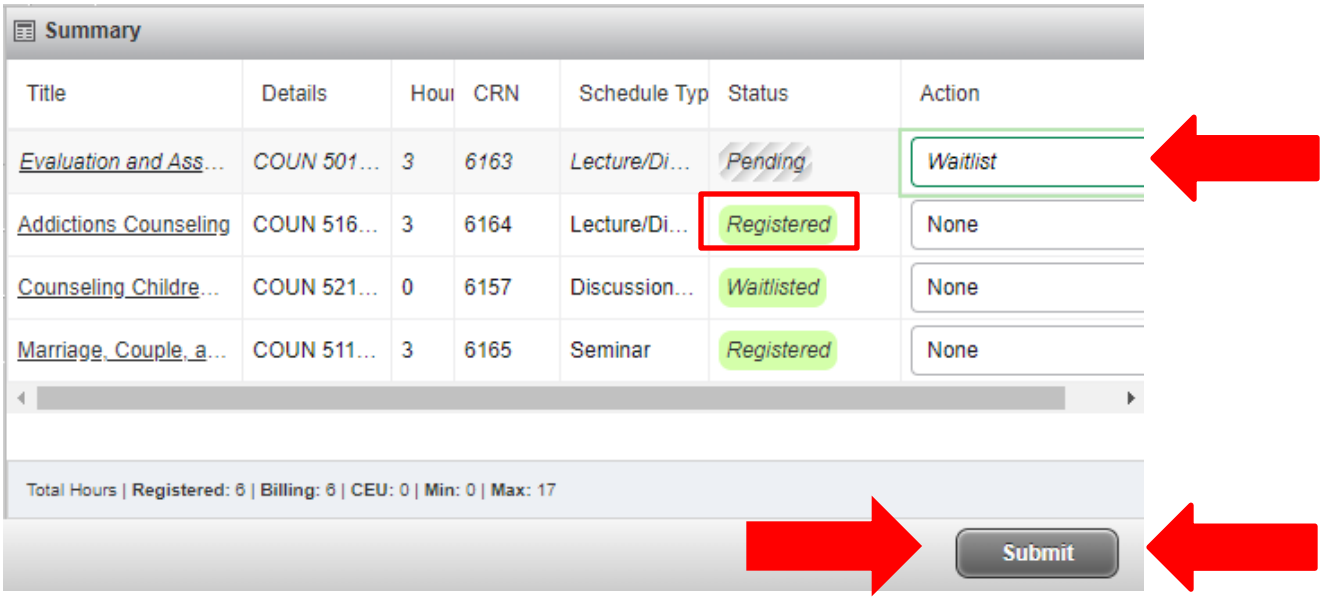


To enlarge your view, click on the down arrow shown mid-page. From there, you can scroll through the available courses.

6.	Once you find the course(s) and section(s) you want, click “add” on the right side of the page. By clicking “add” you’ll be adding the courses to your shopping cart. Once you’ve added all your courses, click “submit” at the bottom of the page. **Note: once you add your classes, you MUST click Submit at the bottom of the page to finish the process. If you don’t click submit, you will NOT be registered.** 
7.	WAITLIST Instructions If the class and section you want is showing “full” and you would like to be added to the waitlist, click “add” as if the class weren’t full and notice the class is added to your Summary Block as a “Pending” item. Next to where it says “Pending” there’s a drop-down option – change the option from “registered web” to “waitlist” and then click “Submit” at the bottom of the page. 



Don't forget to click Submit to finalize your registration! To confirm you are finished with the Registration Process, confirm that your Status has been updated to "Registered."



8.	End of Process
9.	Registrar Office – 386-822-7140 – registrar@stetson.edu
10.	Bursar Office – 386-822-7050 – stuaccts@stetson.edu
11.	Student Financial Planning – 386-822-7120 – finaid@stetson.edu