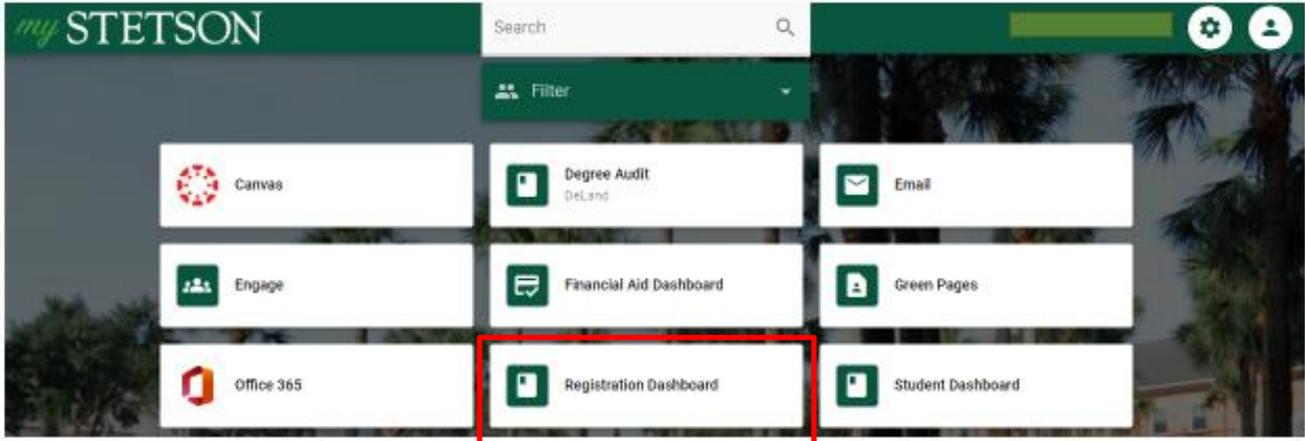
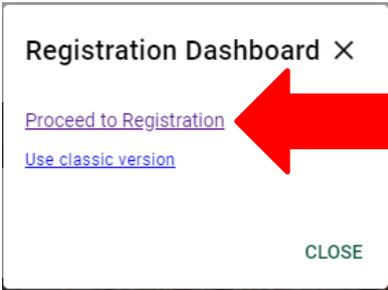


Registration Guide

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Process:

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

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mySTETSON

Student • Registration

Registration

What would you like to do?

- [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
- [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
- [View Registration Information](#)
View your past schedules and your ungraded classes.
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

If you select “Register for Classes” you’ll then want to select your term and click “continue”:

Select a Term

Terms Open for Registration

Fall 2022-DeLand

[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.

Register for Classes

[Find Classes](#) [Enter CRNs](#) [Plans](#) [Schedule and Options](#)

Enter Your Search Criteria

Term: Fall 2022-DeLand

Subject **Counseling**

Course Number

Keyword

Instructor

[Search](#) [Advanced Search](#)

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

The screenshot displays the 'Register for Classes' interface. At the top, there are navigation links: 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this is a 'Register for Classes' header and a 'Find Classes' tab. The main area shows 'Search Results — 34 Classes' for 'Term: Fall 2022-DeLand' and 'Subject: Counseling'. A table lists search results with columns for Title, Subject, Course, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, Linked Sections, and Add. A red arrow points to a down arrow icon in the table's header row. Below the search results is a 'Schedule' section with a 'Class Schedule for Fall 2022-DeLand' table showing days of the week and times (6am to 10am). To the right of the schedule is a 'Summary' table with columns for Title, Details, Hour, CRN, Schedule Type, Status, and Action. The summary table lists three courses: 'Addictions Counseling' (Registered), 'Counseling Childre...' (Waitlisted), and 'Marriage_Couple_a...' (Registered). At the bottom of the schedule section, there is a 'Total Hours' summary and a 'Submit' button.

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

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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.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 34 Classes
Term: Fall 2022-DeLand Subject: Counseling

Title	Subject De	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Linked Sections	Add
Evaluation and A... Lecture/Discussion	Couns...	501	30	3	61...	F...	Fox_Jesse (...)	S M T W T F S 04:00 PM - 0...	M...	FUL... 46 of...			Add
Evaluation and A... Lecture/Discussion	Couns...	501	31	3	63...	F...	Fox_Jesse (...)	S M T W T F S 06:45 PM - 0...	M...	1 of 18 s... 50 of 50...			Add
Evaluation and A... Lecture/Discussion	Couns...	501	VC1	3	64...	F...	Staff_Approv...	S M T W T F S 06:45 PM - 0...	S...	10 of 18 ... 50 of 50 ...			Add
Group Counseling Lecture/Discussion	Couns...	504	30	3	61...	F...	Russell_Beth...	S M T W T F S 04:00 PM - 0...	M...	FUL... 50 of...			Add

7. WAITLIST Instructions

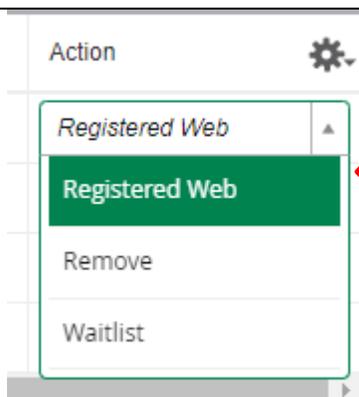
If the class and section you want is showing “full” and you would like to be added to the waitlist, click “add” as if the class weren’t full and notice the class is added to your Summary Block as a “Pending” item. Next to where it says “Pending” there’s a drop-down option – change the option from “registered web” to “waitlist” and then click “Submit” at the bottom of the page.

Summary

Title	Details	Hou	CRN	Schedule Typ	Status	Action
Evaluation and Ass...	COUN 501...	3	6163	Lecture/Di...	Pending	Registered Web
Addictions Counseling	COUN 516...	3	6164	Lecture/Di...	Registered	None
Counseling Childre...	COUN 521...	0	6157	Discussion...	Waitlisted	None
Marriage_Couple_a...	COUN 511...	3	6165	Seminar	Registered	None

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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."

Summary

Title	Details	Hour	CRN	Schedule Typ	Status	Action
Evaluation and Ass...	COUN 501...	3	6163	Lecture/Di...	Pending	Waitlist
Addictions Counseling	COUN 516...	3	6164	Lecture/Di...	Registered	None
Counseling Childre...	COUN 521...	0	6157	Discussion...	Waitlisted	None
Marriage_Couple_a...	COUN 511...	3	6165	Seminar	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 17

Submit

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