

# HOW TO REGISTER ONLINE

1. Meet with your Advisor and they will authorize your registration
2. Log on to Self-Service (<https://selfservice.hilbert.edu/SelfService/Home.aspx>)
3. Select the **Register** tab



4. Select **Traditional Courses** menu item



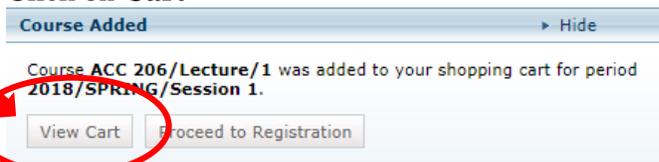
5. Select **Section Search** menu item



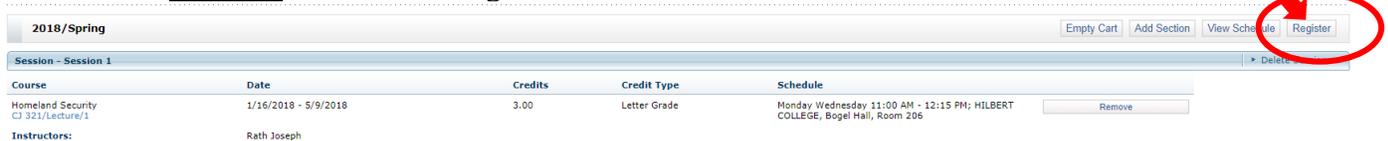
6. Find the section you want and click **Add**

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
Managerial Accounting ACC 206/Lecture/1	1/16/2018 - 5/9/2018	2018 Spring Session 1	3.00		Tuesday Thursday 12:25 PM - 1:40 PM; Hilbert College, Paczesny Hall, Room 203	20 of 20	Add

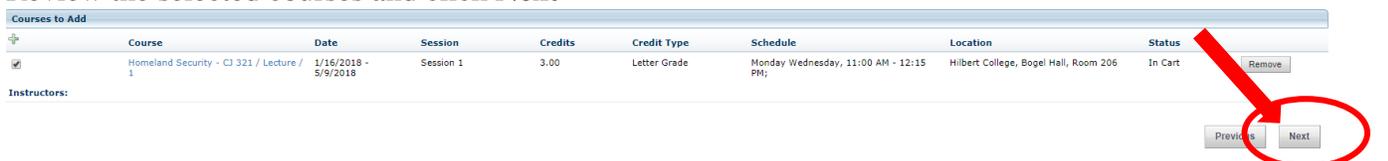
7. Click on **Cart**



8. Click on the **Register** button on the right side of the screen.



9. Review the selected courses and click **Next**



10. You will receive notification when you have successfully submitted your schedule.
  - a. Your advisor will be notified of the pending schedule and it will hold your seat in the class until your advisor approves it.