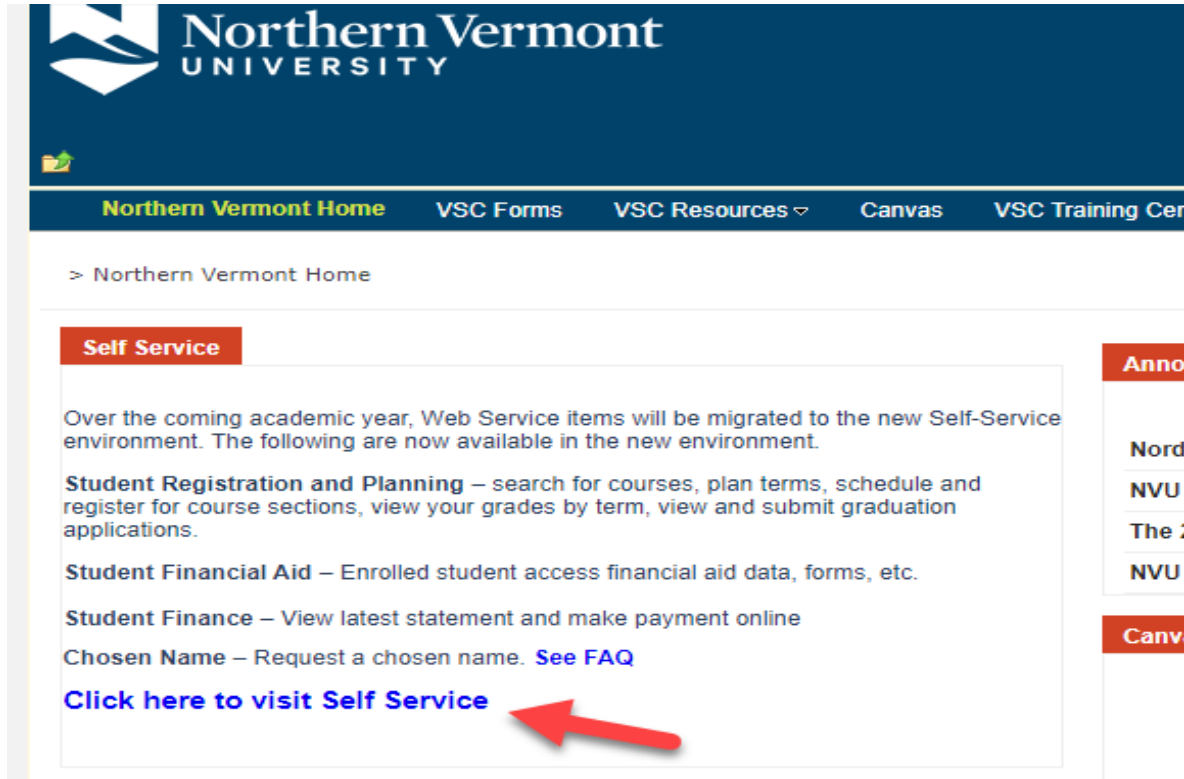


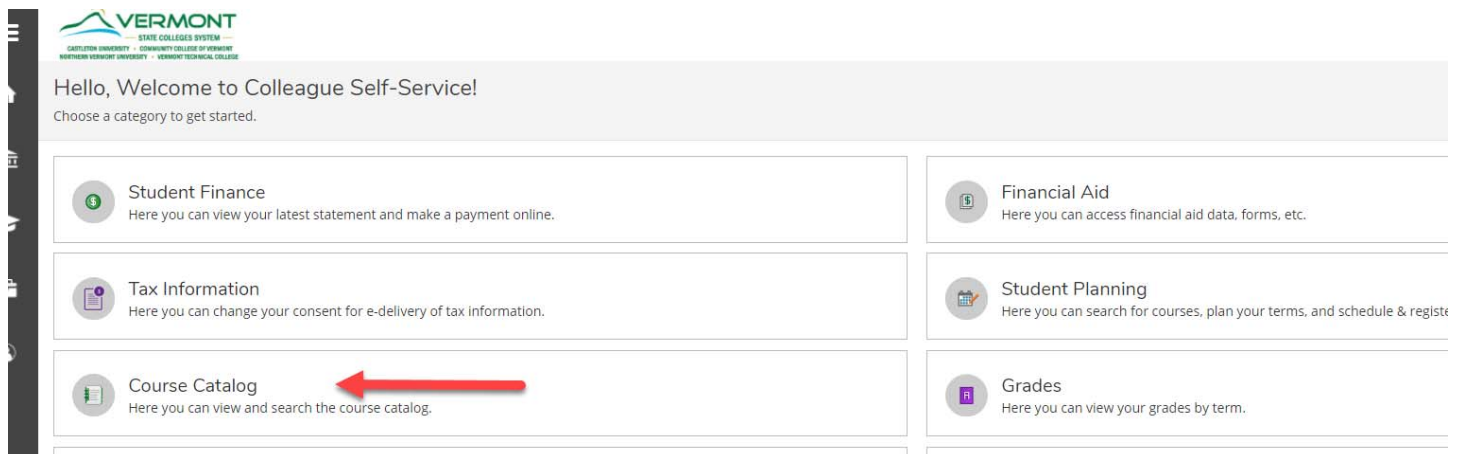
# How to Search and Register for Classes

## Log in to Self Service

Navigate and log in to Self Service from your NVU Portal page (your Self Service login information is the same as your Portal login):



### 1. Select "Course Catalog" from the options on the home screen:



2. In the Catalog Advance Search, select the NVU Online term you are registering for and click “Submit”:

### Search for Courses and Course Sections

Subject Search   Advanced Search

#### Catalog Advanced Search

Results View

- Catalog Listing
- Section Listing

Term: NVU Online Spring 2021  Meeting Start Date: M/d/yyyy Meeting End Date: M/d/yyyy

Courses And Sections

Subject:  Course number:  Section:

Subject:  Course number:  Section:

Subject:  Course number:  Section:

+ Add More...

Days Of Week

Sunday    Monday    Tuesday    Wednesday

Thursday    Friday    Saturday

3. From this screen, you can view all of the NVU Online course offerings for the semester or you can narrow your search by selecting a specific subject:

Search for Courses and Course Sections

Filters Applied: NVU Online Spring 2021

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Meeting Information	Faculty
<input type="button" value="Add"/>	NVU Online Spring 2021	Open	ACC-2122-N021	Managerial Accounting		2/1/2021-5/7/2021	NVU NVU-Online	T 2/1/2021 - 5/7/2021 NNOA NONA (ONL)	Strong, T
<input type="button" value="Add"/>	NVU Online Spring 2021	Open	ACC-2202-N021	Intermed Accounting II		2/1/2021-5/7/2021	NVU NVU-Online	T 2/1/2021 - 5/7/2021 NNOA NONA (ONL)	Jordan, O
<input type="button" value="Add"/>	NVU Online Spring 2021	Open	ACC-3050-N021B	Computerized Accounting		3/29/2021-5/14/2021	NVU NVU-Online Accelerated	M 3/29/2021 - 5/14/2021 NNOA NONA (ONL)	Chmiel, A
<input type="button" value="Add"/>	NVU Online Spring 2021	Open	ACC-4050-N021	Audit & Assur Services		2/1/2021-5/7/2021	NVU NVU-Online	T 2/1/2021 - 5/7/2021 NNOA NONA (ONL)	Jordan, O
<input type="button" value="Add"/>	NVU Online Spring 2021	Open	AHS-1010-N021A	Health Issues		2/1/2021-3/19/2021	NVU NVU-Online Accelerated	T 2/1/2021 - 3/19/2021 NNOA NONA (ONL)	Cowan, W

4. When you find the course section you want to take, click the blue “Add” button and then the “Add Section” option in the pop-up:

The screenshot shows a table of course sections on the left and a 'Section Details' pop-up window on the right. The pop-up window contains the following information:

- Section Details**
- CRJ-2410-NO21B Race, Class, Gender, and Crime**
- NVU Online Spring 2021
- Instructors:** Lear, A (ajl07170@ccv.vsc.edu)
- Meeting Information:** M, 3/29/2021 - 5/14/2021, NVU NVU-Online Accelerated, Nvu Online Accelerated NONA (Online)
- Dates:** 3/29/2021 - 5/14/2021
- Seats Available:** 15 of 22 Total
- Credits:** 3
- Grading:** Graded (dropdown menu)
- Requisites:** None
- Course Description:** This course examines the issues and theories relating to the administration of justice in a culturally diverse society. Topics may include the challenges of navigating the criminal justice system and the opportunities and challenges of providing criminal justice services within a multicultural society.
- Additional Information:** Online Accelerated: Module B; Course open to NVU Online students only
- Topic:** Unique
- Books Total:**

At the bottom of the pop-up, there are two buttons: 'Close' and 'Add Section'. A red arrow points to the 'Add Section' button.

**\*This will only add the section to your plan. You will not be registered for the class. (See steps below)**

5. When you have added the section, the search screen should look like this:

<b>Add</b>	NVU Online Spring 2021	Open	<a href="#">CRJ-2210-NO21</a>	The Death Penalty	2/1/2021-5/7/202
<b>Add</b>	NVU Online Spring 2021	Open	<a href="#">CRJ-2410-NO21B</a>	Race, Class, Gender, and Crime	3/29/2021-5/14/2
<b>Add</b>	NVU Online Spring 2021	Open	<a href="#">CRJ-3085-NO21</a>	IS: Research Design/Analysis	2/1/2021-5/13/20
<b>Add</b>	NVU Online Spring 2021	Open	<a href="#">CRJ-3310-NO21</a>	Applying Restorative Justice	2/1/2021-5/7/202

The second row of the table shows a yellow box with a checkmark and the word 'Planned' next to the 'Add' button, indicating that the section has been successfully added to the user's plan.

6. Once you have added the course(s) you plan to take, click on the “Academics” tab in the menu on the left:

Academics · Course Catalog

Alert! We are currently experiencing delays in displaying...

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Results [Hide](#)

Availability [^](#)

Open and Waitlisted Sections

Open Sections Only

Subjects [^](#)

Accounting (4)

Allied Health Science (1)

7. On the schedule page, be sure you are seeing the correct NVU term you planned to register:
- Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > NVU Online Spring 2021 - +

Filter Sections Save to iCal Print

\*Use the arrows to find the correct location and term.

8. If you only registered for NVU Online courses, the sections will only be listed below the schedule view:

8am						
9am						
10am						
11am						
12pm						

Sections with no meeting time

✓ ANT-3020 Religion, Culture & Alt Realit Section NO21 Faculty: Thompson, N	✕
✓ BUS-1210 Intro Bus Software & Info Sys Section NO21B Faculty: Haney, J	✕
✓ CRJ-2410 Race, Class, Gender, and Crime Section NO21B Faculty: Lear, A	✕
✓ HUM-3170 Pop Cult in Amer Section NO21 Faculty: James, A	✕

9. You can register for your classes one of two ways:

a. Click the “Register” button on the individual section

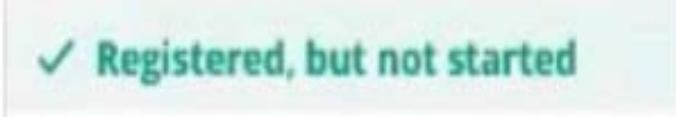
The screenshot shows a user interface for course registration. At the top, there are buttons for 'Filter Sections' and 'Save to iCal'. Below this is a detailed view for the course 'ANT-3020-NO21: Religion, Culture & Alt Realit'. The course is marked as 'Planned'. Details include: Credits: 3 Credits, Grading: Graded, Instructor: Thompson, N, Dates: 2/1/2021 to 5/7/2021, and Seats Available: 5. A 'Meeting Information' section is collapsed. A prominent grey 'Register' button is shown at the bottom of the course details, with a red arrow pointing to it. Below the 'Register' button is a link for 'View other sections'. To the right of the course details is a vertical time slot selector with options from 12am to 7am.

b. Register for all sections at once with the “Register Now” button above the schedule

The screenshot shows the registration interface with a 'Remove Planned Courses' button and a 'Register Now' button. The 'Register Now' button is highlighted with a red arrow. Below the buttons, the status is shown as 'Planned: 12 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. At the bottom, there is a weekly schedule grid with columns for Tue, Wed, Thu, Fri, and Sat.

\*The “Register” and “Register Now” buttons will be blue. If it is grey you will not be able to register, yet.

10. When you have successfully registered, you will receive a confirmation email and see this message below each course section:



✓ Registered, but not started

*If at any time you are having difficulty registering or choosing the best courses, you can contact your advisor directly via their phone or email or you can contact the NVU Online Advising Office at 1-802-635-1275 or [NVUOnlineAdvising@northernvermont.edu](mailto:NVUOnlineAdvising@northernvermont.edu)*