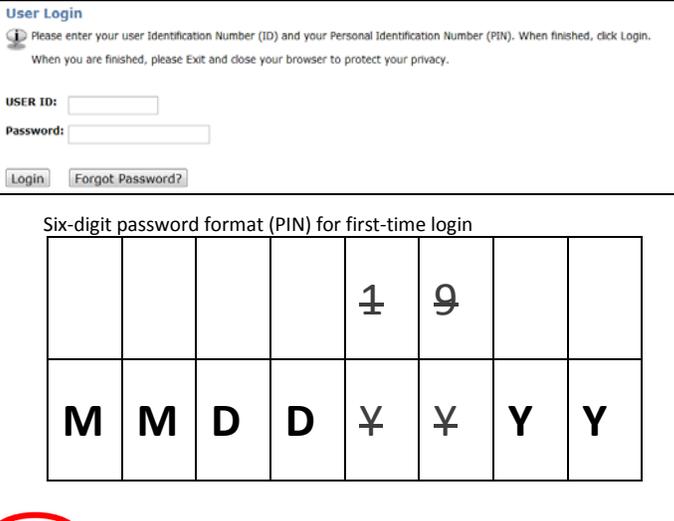
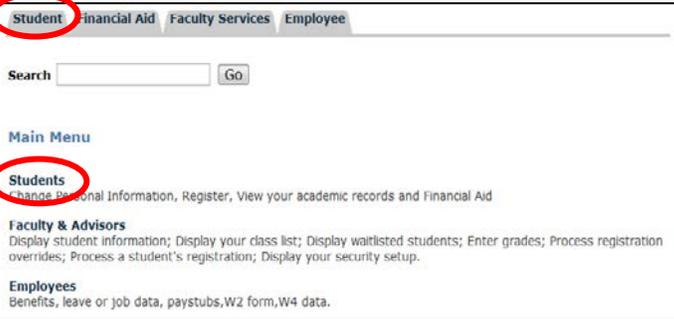
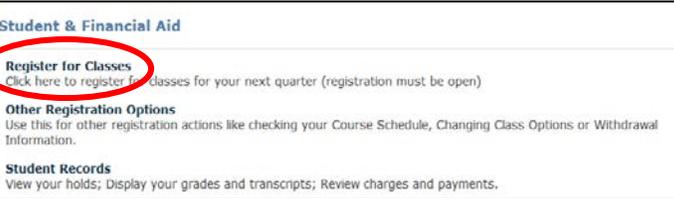
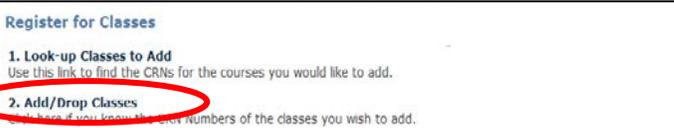


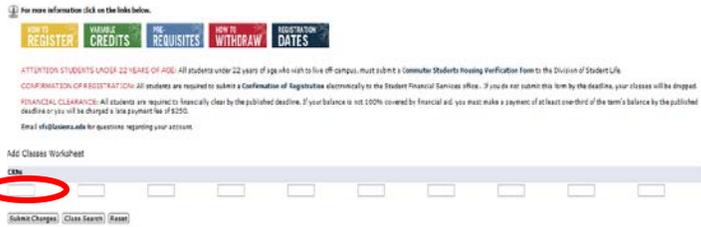
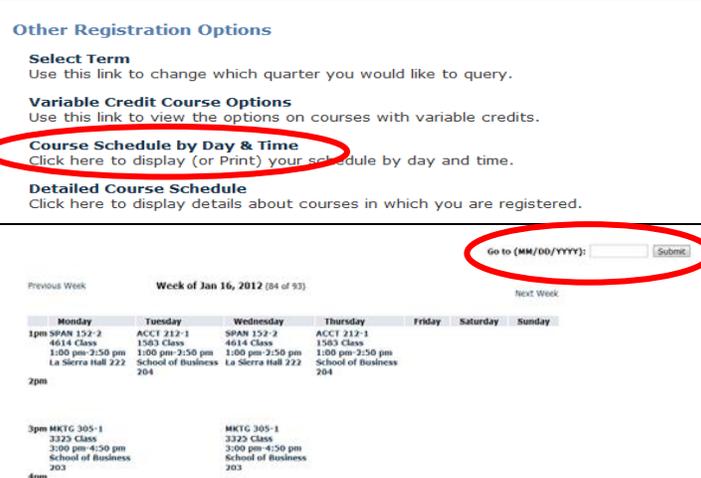
# Web Registration

## Undergraduate students may register if the following conditions exist:

- **Student is admitted to the university.** ID# and Self-Service password (web PIN) is sent to student along with acceptance letter.
- **Student's registration holds have been removed.** To view holds on Self-Service [www.lasierra.edu/selfservice](http://www.lasierra.edu/selfservice), log into account and from the Main Menu choose Students > Student Records > View Holds. To learn about a specific hold, contact the department listed beside the hold by adding the listed four-digit campus phone extension to (951) 785-####.
- **Student has been advised by an academic advisor.** Undergraduate students must consult an academic advisor to select courses and receive a Registration PIN (i.e. Alternate Pin). To locate an advisor, contact the Center for Student Academic Success at (951) 785-2452 or [advising@lasierra.edu](mailto:advising@lasierra.edu). To view the Online Course Schedule, go to [www.lasierra.edu/courseschedule](http://www.lasierra.edu/courseschedule).

## The procedure for web registration is as follows:

1	<p><b>SELF-SERVICE</b></p> <p>Go to <a href="http://www.lasierra.edu/selfservice">www.lasierra.edu/selfservice</a>, or from the La Sierra University homepage at <a href="http://www.lasierra.edu">www.lasierra.edu</a> select SELF-SERVICE from the Quick Links pull-down menu located near the top right-hand corner.</p>																										
2	<p><b>USER ID &amp; PASSWORD (PIN)</b></p> <p><b>For Continuing Users</b>, your USER ID and PASSWORD can be one of the following two options:</p> <table border="0" data-bbox="154 934 803 1039"> <tr> <td></td> <td style="text-align: center;"><u>Option 1</u></td> <td style="text-align: center;"><u>Option 2</u></td> </tr> <tr> <td>USER ID</td> <td>La Sierra ID#</td> <td>Digital Username</td> </tr> <tr> <td>PASSWORD</td> <td>All-number password</td> <td>Digital (Email) Password</td> </tr> </table> <p><b>For First-time Users</b>, your USER ID is your La Sierra ID# and your PASSWORD (PIN) is your six-digit birthday in MMDDYY format. For example: May 18, 1990 becomes 051890.</p> <p>After successfully entering your initial birthday password (PIN), you will be prompted to enter it again (OLD PIN) and create a <i>new</i> six-digit PASSWORD (NEW PIN).</p> <p>If multiple incorrect logins lock your account, contact the Center for Student Academic Success at (951) 785-2452.</p>		<u>Option 1</u>	<u>Option 2</u>	USER ID	La Sierra ID#	Digital Username	PASSWORD	All-number password	Digital (Email) Password	 <table border="1" data-bbox="893 1060 1494 1312"> <tr> <td></td><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">9</td><td></td><td></td> </tr> <tr> <td style="text-align: center;">M</td><td style="text-align: center;">M</td><td style="text-align: center;">D</td><td style="text-align: center;">D</td><td style="text-align: center;">¥</td><td style="text-align: center;">¥</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td> </tr> </table>					1	9			M	M	D	D	¥	¥	Y	Y
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PASSWORD	All-number password	Digital (Email) Password																									
				1	9																						
M	M	D	D	¥	¥	Y	Y																				
3	<p><b>MAIN MENU</b></p> <p>From the Main Menu, select STUDENTS, either at the tab on the top left-hand corner or from the list of portals further down the screen.</p>																										
4	<p><b>REGISTER FOR CLASSES</b></p> <p>From the Students menu, select REGISTER FOR CLASSES.</p>																										
5	<p><b>ADD/DROP CLASSES</b></p> <p>From the Register for Classes menu, select ADD/DROP CLASSES.</p>																										

6	<b>SELECT TERM</b> Select the applicable TERM then select SUBMIT.	
7	<b>ENTER REGISTRATION (ALTERNATE) PIN</b> Input your unique 5-digit PIN provided by your advisor. Need an advisor? Contact the Center for Student Academic Success at (951) 785-2452 or <a href="mailto:advising@lasierra.edu">advising@lasierra.edu</a> .	
8	<b>ENTER CRNs</b> For each course you wish to register, enter the course's unique CRN in one of the available fields. After you finish inputting all CRNs, select SUBMIT CHANGES.  Note: Ensure the CRN you input is correct. Incorrect CRNs will result in an incorrect registration.	
9	<b>FINANCIAL ACCOUNT SUMMARY</b> After your successful submission, a summary of your financial account will appear. If you have any questions about this summary, contact Student Financial Services at (951) 785-2175 or visit them in person on the first floor of the Administration Building (AD 107). When you are ready to proceed to the next screen, select CONFIRMATION OF REGISTRATION.	
10	<b>CONFIRMATION OF REGISTRATION</b> Complete the three questions and click the CONFIRM button. Failure to confirm by midnight of the day you reserve your classes will result in automatic withdrawal from classes. If changes to this page need to be made, contact Student Financial Services at (951) 785-2175 or visit them in-person on the first floor of the Administration Building (AD 107).	
11	<b>VARIABLE CREDIT COURSE OPTIONS</b> If one of your registered courses allows for variable units, select SITE MAP or RETURN TO MENU to return to the STUDENTS menu. Select OTHER REGISTRATION OPTIONS then VARIABLE CREDIT COURSE OPTIONS.	
12	<b>COURSE SCHEDULE BY DAY &amp; TIME</b> To view your registered courses in a weekly calendar format, select SITE MAP or RETURN TO MENU to return to the STUDENTS menu. Select OTHER REGISTRATION OPTIONS then COURSE SCHEDULE BY DAY & TIME.  If the courses shown are from the wrong term, or if no classes are displayed, you may need to input a date that lies within the quarter for which you wish to view classes.  Note: Most students are required to attend University Assemblies and Worship. For dates, times, and attendance policies, visit <a href="http://www.lasierra.edu/spirituallife">www.lasierra.edu/spirituallife</a> .	
13	<b>CHECK YOUR REGISTRATION</b> It is recommended that students check their Self-Service registration 24 hours after the initial registration to ensure that the process was completed correctly. If an error is found, please contact the Office of Records at (951) 785-2006.  Note: Students are responsible for the accuracy of their registration and are expected to know their academic program's requirements as outlined in their University Bulletin. To view bulletins, visit <a href="http://www.lasierra.edu/bulletin">www.lasierra.edu/bulletin</a> and select the bulletin that matches the year you entered La Sierra University. For readmitted students, the bulletin year is the year of re-entry.	

## Post-registration activities may include the following:

- **Student ID Card** Visit Student Life in the Administration Building, Second Floor, Room 202.
- **Parking Permit** Visit [www.lasierra.edu/parking](http://www.lasierra.edu/parking). Students must already have a La Sierra University student ID card.
- **Purchase Textbooks** Visit [www.lasierra.edu/bookstore](http://www.lasierra.edu/bookstore) or the La Sierra Bookstore beneath the Dining Commons (DC).
- **Residence Halls** Visit [www.lasierra.edu/residential](http://www.lasierra.edu/residential) or call (951) 785-2166 to learn more about undergraduate campus housing.
- **Important Dates** Visit [www.lasierra.edu/calendar](http://www.lasierra.edu/calendar) to track important university events, dates, and deadlines.
- **Orientation for New La Sierra University Students** To register, visit [www.lasierra.edu/newstudents](http://www.lasierra.edu/newstudents).

**QUESTIONS?** Call the Center for Student Academic Success (C-SAS) at (951) 785-2452, visit [www.lasierra.edu/csas](http://www.lasierra.edu/csas), e-mail us at [advising@lasierra.edu](mailto:advising@lasierra.edu), or go to Sierra Vista Hall (SVH) Room 114 for assistance. For campus maps, visit [www.lasierra.edu/campusmap](http://www.lasierra.edu/campusmap).