

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 <u>www.lasierra.edu/selfservice</u>, 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. To view the Online Course Schedule, go to www.lasierra.edu/courseschedule.

The procedure for web registration is as follows:

1	SELF-SERVICE Go to <u>www.lasierra.edu/selfservice</u> , or from the La Sierra University homepage at <u>www.lasierra.edu</u> select SELF-SERVICE from the Quick Links pull-down menu located near the top right-hand corner.		A SERIA > ACA	ADMINISTER FACING	Laston CALL	enous reevents of the with the second of the	a Events of the second of the	CAMPUS SERVICES Production Notification bach bach bach bach to to to to to to to to to to to to to	Data Subas - Electronic Control - Control - Co	CONTRACTOR QUICK LINKS CURRENT CURRENT CURRENT Studiet. Savy Statistics Savy Savy Savy Savy Savy Savy Savy Savy	T US P
2	USER ID & PASSWORD (PIN) For Continuing Users, your USER ID and PASSWORD can be one of the following two options: <u>Option 1</u> <u>Option 2</u> USER ID La Sierra ID# Digital Username PASSWORD All-number password Digital (Email) Password For First-time Users, 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	User Login Pease enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, cick Login. When you are finished, please Exit and close your browser to protect your privacy. USER ID: Password: Login Forgot Password? Six-digit password format (PIN) for first-time login 1 Q									
	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). If multiple incorrect logins lock your account, contact the Center for Student Academic Success at (951) 785-2452.		Μ	Μ	D	D	¥	¥	Y	Y	-
3	MAIN MENU 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.	Student Hinancial Aid Faculty Services Employee Search Go Main Menu Students Students Shance Bornal Information, Register, View your academic records and Financial Aid Faculty & Advisors Display student information; Display your class list; Display waitlisted students; Enter grades; Process registration overrides; Process a student's registration; Display your class list; Display your security setup. Employees Benefits, leave or job data, paystubs.W2 form,W4 data.									
4	REGISTER FOR CLASSES From the Students menu, select REGISTER FOR CLASSES.	Student & Financial Aid Register for Classes Click here to register for classes for your next quarter (registration must be open) Other Registration Options Use this for other registration actions like checking your Course Schedule, Changing Class Options or Withdrawal Information. Student Records View your holds; Display your grades and transcripts; Review charges and payments.									
5	ADD/DROP CLASSES From the Register for Classes menu, select ADD/DROP CLASSES.	Register for Classes 1. Look-up Classes to Add Use this link to find the CRNs for the courses you would like to add. 2. Add/Drop Classes Statistics of your boost for Numbers of the classes you wish to add.									

6	SELECT TERM Select the applicable TERM then select SUBMIT.	Select Term Select a Term: Spring of 2012 Submit					
7	ENTER REGISTRATION (ALTERNATE) PIN 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 advising@lasierra.edu.						
8	ENTER CRNs 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	Contract distance with an excitation with an excitation of the second of the seco					
	will result in an incorrect registration.	Selectings) Class Section					
9	FINANCIAL ACCOUNT SUMMARY 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	CONFIRMATION OF REGISTRATION 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	VARIABLE CREDIT COURSE OPTIONS 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.	Other Registration Options Select Term Use this link to change which quarter you would like to query. Variable Credit Course Options Use this link to view the options on courses with variable credits. Course Schedule by Day & Time Click here to display (or Print) your schedule by day and time. Detailed Course Schedule Click here to display details about courses in which you are registered.					
12	COURSE SCHEDULE BY DAY & TIME 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 Worships. For dates, times, and attendance policies, visit <u>www.lasierra.edu/spirituallife</u> .	Other Registration Options Select Term Use this link to change which quarter you would like to query. Variable Credit Course Options Use this link to view the options on courses with variable credits. Course Schedule by Day & Time Click here to display (or Print) your get edule by day and time. Detailed Course Schedule Click here to display details about courses in which you are registered. (which were Veck of Jan 16, 2012 (84 of 53) Next Were Metric Sub-1 100 pm 2:30 pm 100 pm 2:30 pm Start Mark 25:2 Metric 205-1 Mark 25:2					
13	CHECK YOUR REGISTRATION 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 <u>www.lasierra.edu/bulletin</u> 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 <u>www.lasierra.edu/parking</u>. Students must already have a La Sierra University student ID card.
- Purchase Textbooks Visit <u>www.lasierra.edu/bookstore</u> or the La Sierra Bookstore beneath the Dining Commons (DC).
- **Residence Halls** Visit <u>www.lasierra.edu/residential</u> or call (951) 785-2166 to learn more about undergraduate campus housing.
- Important Dates Visit <u>www.lasierra.edu/calendar</u> to track important university events, dates, and deadlines.
- Orientation for New La Sierra University Students To register, visit <u>www.lasierra.edu/newstudents</u>.

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