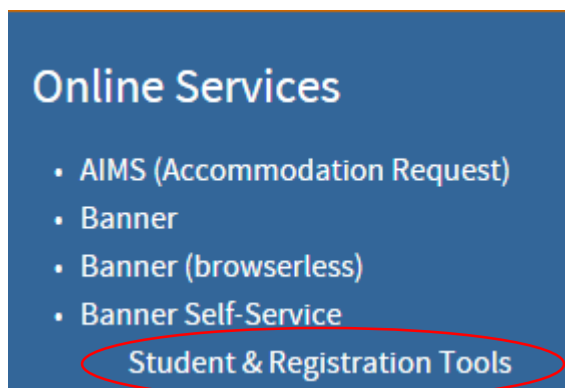


How to Register for Classes

1. Log into your **INSIDESOU** account.
2. To search for classes select **Class Schedule** on the top of the screen.
3. Select the term, select the subject, and click **Search**.
→ There is also an **Optional Filters** function you may use. This is the best option when you need to narrow down your search criteria or to find University Studies requirements.
4. Write down the CRN (course reference number) for the classes you want to register for on the reverse side of this sheet.
5. Go back to INSIDESOU and click on Student & Registration Tools located under:



6. To register for classes click on **Add or Drop Classes** under Registration Tools.
7. Select the term and click **Submit**.
NOTE: You may not be able to register if:
 - It is not your registration time (Check the **registration time tables** – under Registration Tools.)
 - You have a hold – (Select **Holds** - under Academic Profile.
8. Scroll to the bottom of the page and enter all the CRNs that you provided in the boxes above.
9. Click on **Submit Changes**.
10. The next screen will show you which classes you successfully registered for, or any courses in which there were errors. If you encounter registration errors, go to sou.edu/advising and click on FAQs on the left-hand side of the page. Select "About Registration" to find information about common registration errors.