# Registering for Classes

Be sure to meet with your advisor to develop your course plan before registering for any classes. You can search for classes through the Class Schedule on the SOU website or through SISWeb, as explained below. For assistance with registration procedures, contact:

Enrollment Services ◆ (541) 552-6600 ◆ esc@sou.edu

1. Click on the **Student SISWeb** tab in MySOU.
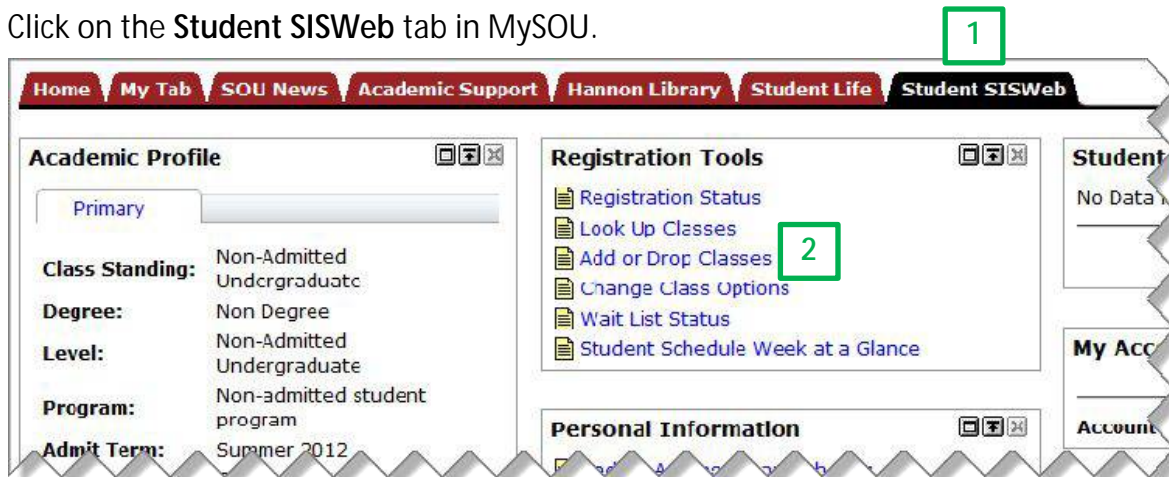
2. Under Registration Tools, click on **Add or Drop Classes**.

3. On the next screen, select the desired term from the drop-down list and click on **Submit**.
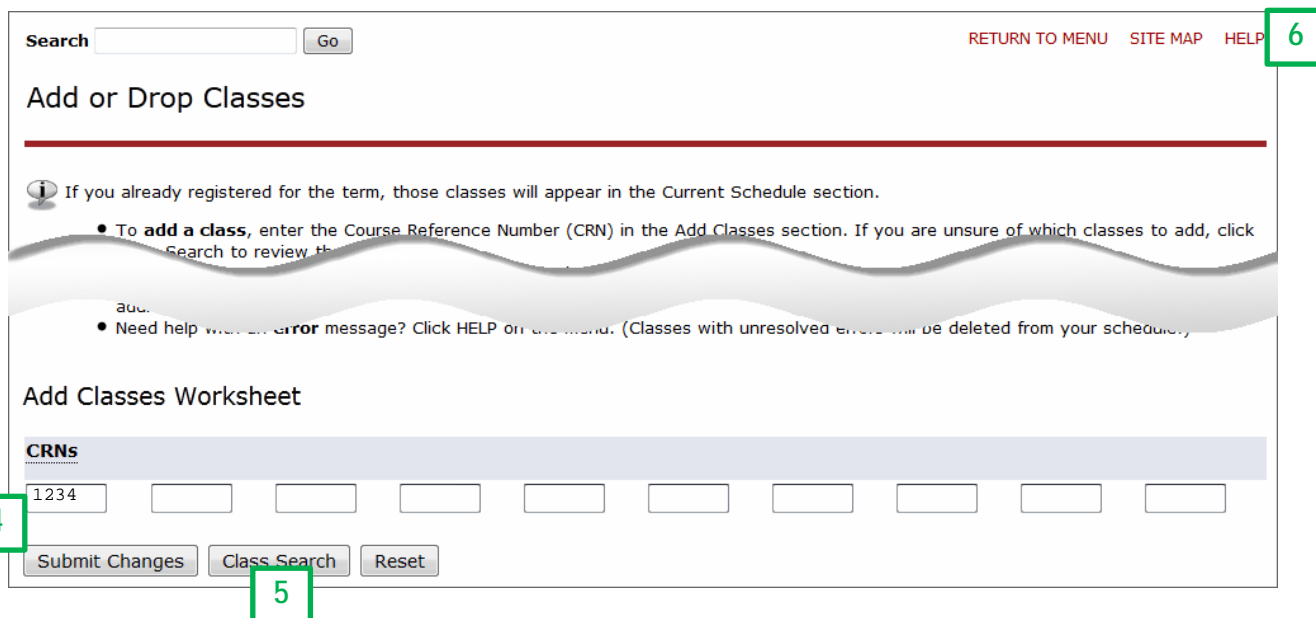
4. If you already know the Course Reference Numbers (CRN) of your desired courses, enter them in the boxes under **Add Classes Worksheet** at the bottom of the screen. Click on **Submit Changes** when you have entered the CRN for each class you would like to take.

5. If you don't know the CRN of your desired courses, click on the **Class Search** button at the bottom of the screen and follow the instructions on the next page of this guide.

6. If you need help, click on the **HELP** link at the top right corner of the SISWeb screen (right next to SITE MAP). (Don't confuse the SISWeb Help with the MySOU Help link directly above it.)

Searching for Classes

Look Up Classes

Use the selection options to search the class schedule. You may choose a[...]
select at least one Subject. To select all subjects, click on the first subject[...]
on the last subject in the drop-down list. Select Class Search when your s[...]

Subject:
Anthropology
Art
Art History

Course Number:

Title:

Schedule Type:
All
Activity
By Arrangement

Instructional Method:
All
Correspondence/Do not use
Dist Delivery:Hybrid

Credit Range: ____ hours to ____ hours

Campus:
All
Ashland
Extended Campus Programs

Course Level:
All
Graduate
Undergraduate

Part of Term:
Non-date based courses only
All
1st 4 Week Summer Session
2nd 4 Week Summer Session

Instructor:
All
Adams, Roni
Allen, Heather W.

Session:
All
Contract
Self Support

Attribute Type:
All
Community Based Learning
Crdts exempt student insurance

Start Time: Hour 00   Minute 00
End Time: Hour 00   Minute 00
Days: ☐ Mon   ☐ Tue   ☐ Wed   ☐ Th

[Class Search] [Reset]

You may choose any combination of fields to narrow your search.

You **must** select least one subject. To select multiple subjects, press the **Ctrl** key as you click on each desired subject.

If you know the course number (e.g., 133 or 205) or part of the course title, you can enter it in its respective box.

Choose an instructional method to limit the class search. For example, choose **In person instruction** for face-to-face classes or **Dist Delivery** for online classes with no campus contact.

You can select a specific campus (e.g., Ashland or Medford) here.

You can specify if you're looking for **Undergraduate** vs. **Graduate** courses here.

After choosing as many options as desired, click on **Class Search** to see a list of classes that meet your criteria.

When the list of found sections appears, it is **highly recommended** that you click on the red CRN link for each course and carefully review the course information as there may be details regarding meeting dates or other course requirements that do not appear in the search results.

Sections Found

Education

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
☐	8721	ED	407	0	A	3.000	Holistic Education: PreK-12	MTWR	09:00 am- 11:50 am	25	1	24	0	0	0	25	4	21	Younghee M. Kim (P), William L. Greene	07/09- 07/20	EP 294
☐	8887	ED	464	0	A	3.000	Science Methods	TR	04:30 pm- 07:20 pm	25	17	8	0	0	0	30	17	13	Susan Faller- Mitchell (P)	08/27- 09/02	EP 016

[Register] [Add to WorkSheet] [Class Search]

Note: Please pay special attention to the **location** and **delivery method** of the class.

- Classes designated with **M, Medford, HEC** or **Higher Education Center** are located in Medford, which is about a 25-minute drive from the Ashland campus.
- Classes designated with **WWW, Asynchronous web based, Computer Accessed-Asynchronous**, or **Dist Delivery** are offered online. If a course is described as "hybrid," some portions of the class are online, but one or more face-to-face class meetings will be held.

Sections Found

Science Methods - 8887 - ED 464 - 0

This class will be held from August 27 - September 21.
Registration Dates: Mar 12, 2012 to Aug 20, 2012
Levels: Undergraduate
Instructors: Susan Faller-Mitchell (P)

Ashland Campus
Lecture Schedule Type
In person instruction Instructional Method
3.000 Credits
View Catalog Entry

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	4:30 pm - 7:20 pm	TR	Education/Psychology Building 016	Aug 27, 2012 - Sep 02, 2012	Lecture	Susan Faller-Mitchell (P) ✉

Return to Previous   New Search

After reviewing the information, click on **Return to Previous** at the bottom left corner of the screen to return to your list of courses.

Sections Found

Education

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
☐	8721	ED	407	0	A	3.000	Holistic Education: PreK-12	MTWR	09:00 am-11:50 am	25	1	24	0	0	0	25	4	21	Younghee M. Kim (P), William L. Greene	07/09-07/20	EP 294
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Register   Add to WorkSheet   Class Search

When you return to your list of courses, check the box in front of each course for which you wish to register. Then take one of the following steps:

- Click on **Register** to register for the selected courses.
- Click on **Add to Worksheet** to enter the selected CRNs to the Add Classes Worksheet. From there, you can continue searching for classes or you can click on **Submit Changes** to register for the classes listed on your worksheet.
- Click on **Class Search** to begin a new search.

After you have registered for a class, it will be listed in the **Current Schedule** section of the Add or Drop Classes screen.

Dropping a Class

If you registered for a class by mistake or change your mind about taking it, you can drop it as follows:

1. Click on the drop-down arrow in the **Action** column next to the class.
2. Select **Web Drop/Delete**.
3. Click on **Submit Changes**.

Viewing Your Weekly Class Schedule

After registering for classes, we recommend that you view and print out your weekly class schedule.

1. Click on **Week at a Glance Schedule** at the bottom of the **Add or Drop Classes** page.

Note: If you have already left the **Add or Drop classes** page, click on the **Student Schedule Week at a Glance** link under **Registrations Tools** on the **Student SISWeb** page of MySOU.

2. On the upper right corner of the next screen, click on **Next Week** until the desired weekly schedule appears **OR** enter the date you'd like to view (MM/DD/YYYY) and click on **Submit**.

The weekly schedule displays your classes by day and time along with building and classroom information. You can use the **Previous Week** and **Next Week** links to move from week to week.

Tip: To return to MySOU, click on the << **Back to Student SISWeb Tab** link on the upper left corner of the screen.