

Online Registration via SabreNet

1. Get authorized for registration by your academic advisor (traditional undergraduate's only).
2. Log into SabreNet.



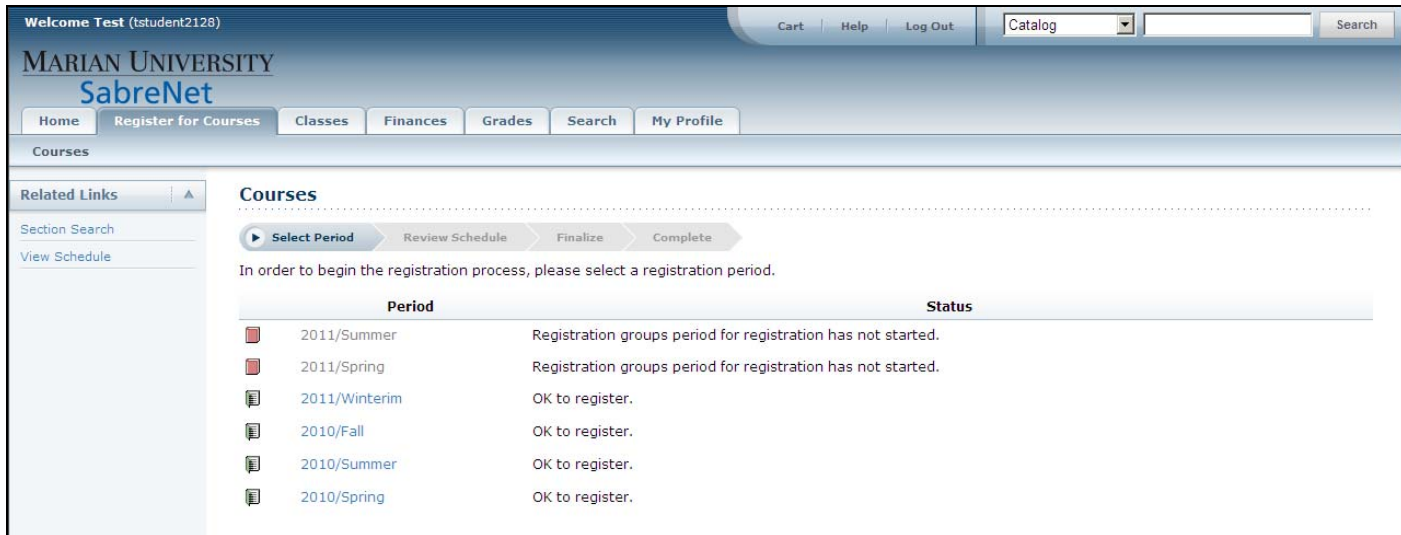
3. Select the **Register for Courses** tab.



4. Select the **Courses** menu item.

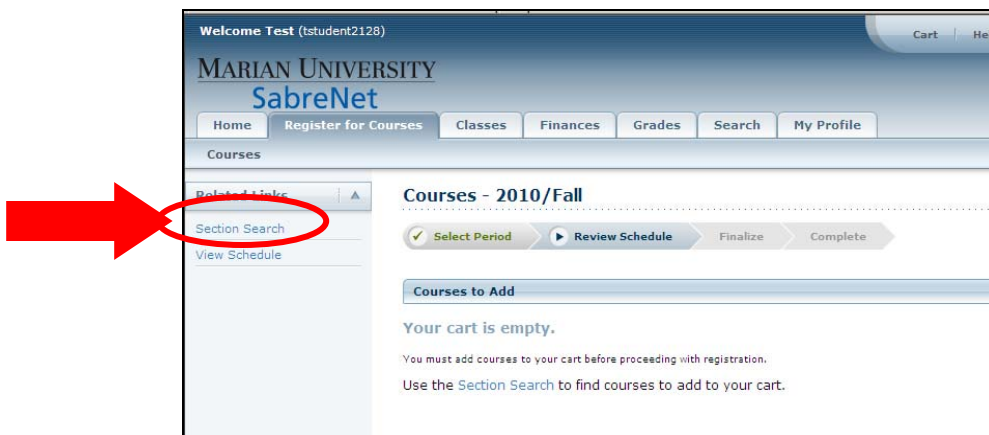


5. Select the **Year/Term** for which you want to register.



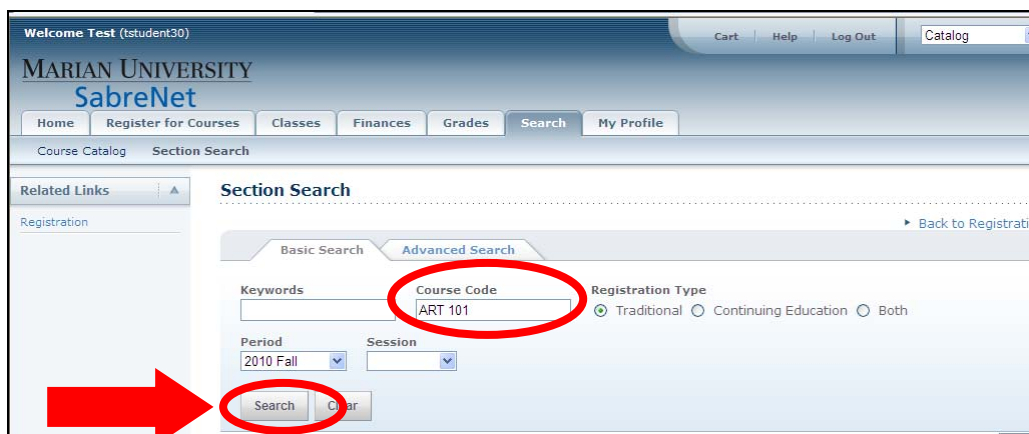
6. Find the courses you want to take and add them to your cart.

a. Select the **Section Search** option from the left-hand side of the page.



b. Enter your search criteria to find a course and click the **Search** button.

- It's best to search for a course by entering the course number in the **Course Code** field (e.g. BUS 245, ART 101, etc.)



c. View the list of course sections that match your criteria.

The screenshot shows the SabreNet interface for a Section Search. The search criteria are Course Code = 'ART 101', Registration Type = 'Traditional', and Period = '2010 Fall'. The results table lists six sections, each with an 'Add' button. The first section, 'Art Fundamentals ART 101/Lecture/01', is highlighted with a red circle around its 'Add' button.

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
Art Fundamentals ART 101/Lecture/01	8/31/2010 - 12/17/2010	2010 Fall Main	3.00	Fees Applicable	TR 8:00 AM - 9:25 AM; Marian University, Administration Building, Room A301	Emmet P. Sandberg	16 of 17	Add
Art Fundamentals ART 101/Lecture/02	8/31/2010 - 12/17/2010	2010 Fall Main	3.00	Fees Applicable	MW 9:05 AM - 10:30 AM; Marian University, Administration Building, Room A301	Anna B Pagnucci	17 of 17	Add
Art Fundamentals ART 101/Lecture/03	8/31/2010 - 12/17/2010	2010 Fall Main	3.00	Fees Applicable	TR 11:10 AM - 12:35 PM; Marian University, Administration Building, Room A301	Leah M. Klapperich	17 of 17	Add
Art Fundamentals ART 101/Lecture/04	8/31/2010 - 12/17/2010	2010 Fall Main	3.00	Fees Applicable	MW 11:15 AM - 12:40 PM; Marian University, Administration Building, Room A301	Anna B Pagnucci	17 of 17	Add
Art Fundamentals ART 101/Lecture/05	8/31/2010 - 12/17/2010	2010 Fall Main	3.00	Fees Applicable	MW 12:55 PM - 2:20 PM; Marian University, Administration Building, Room A301	Mark Merline	17 of 17	Add
Art Fundamentals ART	8/31/2010 - 12/17/2010	2010 Fall Main	3.00	Fees Applicable	MW 2:30 PM - 3:55 PM; Marian University, Administration Building, Room A301	Tom Wallestad	17 of 17	Add

d. Select the courses you want to take:

- For any **open** course section you want to take, select the “**Add**” button to add to your shopping cart.
- For any **closed** course section you want to take, select the “**Wait**” button to add yourself to the waitlist for that course.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Add' button of the first section, 'Art Fundamentals ART 101/Lecture/01', which is also circled in red.

- e. Review the **Course Added** confirmation box that appears above the list of Course Section Results.

The screenshot shows the 'Section Search' interface. A confirmation box titled 'Course Added' is displayed, stating: 'Course ART 101/Lecture/01 was added to your shopping cart for period 2010/FALL/Main.' Below this message are two buttons: 'View Cart' and 'Proceed to Registration'. A red arrow points to the 'View Cart' button. In the background, a table lists search results for 'Art Fundamentals' courses.

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Art Fundamentals ART 101/Lecture/01	8/31/2010 - 12/17/2010	2010 Fall Main	3.00	Fees Applicable	TR 8:00 AM - 9:25 AM; Marian University, Administration Building, Room A301	Emmet P. Sandberg	16 of 17
Art Fundamentals ART	8/31/2010 - 12/17/2010	2010 Fall Main	3.00	Fees Applicable	MW 9:05 AM - 10:30 AM; Marian University, Administration Building, Room	Anna B Pagnucci	17 of 17

7. If you want to add additional courses to your cart, select the **“View Cart”** button on the **Course Added** confirmation box.
 - Select the **“Add Section”** button for the year/term you want to add additional courses and repeat steps 6b-6e.

The screenshot shows the 'Shopping Cart' page. The term '2010 / Fall' is circled in red. Below the term, there are buttons for 'Empty Cart', 'Add Section', 'View Schedule', and 'Register'. The 'Add Section' button is also circled in red, with a red arrow pointing to it. Below these buttons is a table showing the course added to the cart.

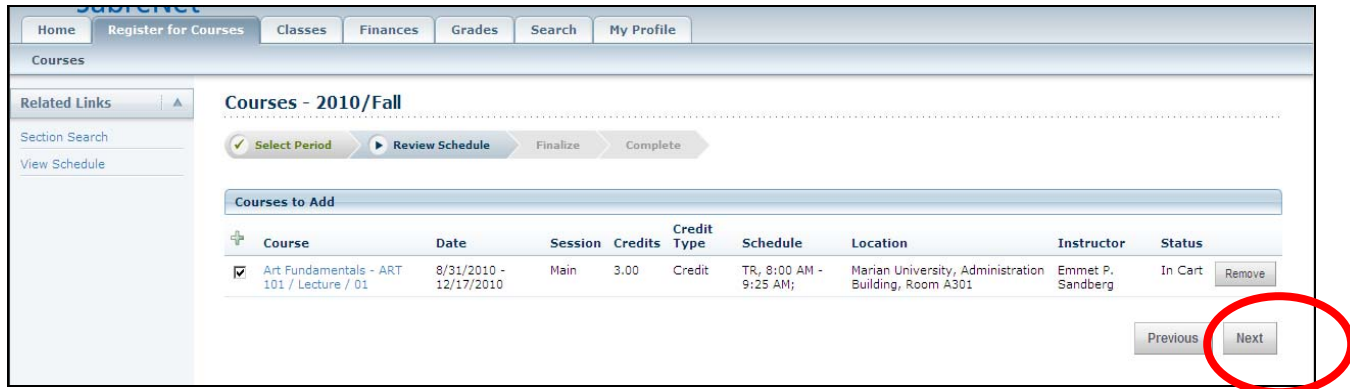
Course	Date	Credits	Credit Type	Schedule	Instructor
Art Fundamentals ART 101/Lecture/01	8/31/2010 - 12/17/2010	3.00	Credit	TR 8:00 AM - 9:25 AM; Marian U., Administration Building, Room A301	Emmet P. Sandberg

8. If you are finished selecting courses for your Shopping Cart, select the **Proceed to Registration** button on the **Course Added** confirmation box.
 - View the courses that will be added to your schedule under the **Courses to Add** header.

The screenshot shows the 'Courses - 2010/Fall' page. A progress bar at the top indicates the current step: 'Review Schedule'. Below this is a table titled 'Courses to Add'.

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input checked="" type="checkbox"/> Art Fundamentals - ART 101 / Lecture / 01	8/31/2010 - 12/17/2010	Main	3.00	Credit	TR, 8:00 AM - 9:25 AM;	Marian University, Administration Building, Room A301	Emmet P. Sandberg	In Cart

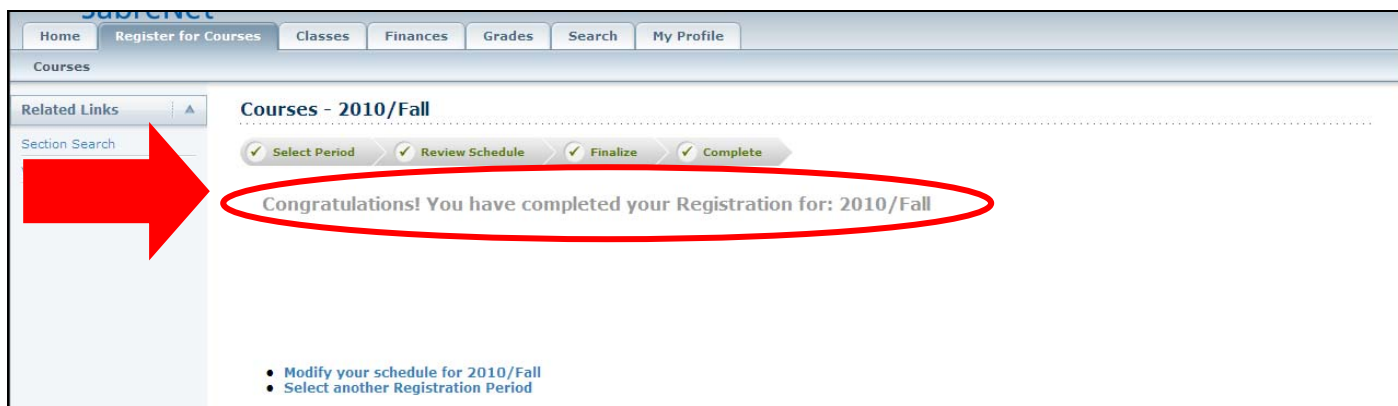
- Click the “Next” button on the lower right hand side of the page.



- A series of registration validations will occur. Any errors that arise while processing will be displayed, and must be corrected in order to proceed. Depending on what these are, you may need to consult the Registrar’s Office for help in correcting them.
- Click the “Next” button on the lower right side of the page to finish processing.



9. After you have successfully processed your schedule, without errors, a message will appear stating “Congratulations! You have completed your Registration for: Year/Term”.



10. If you want to make changes to your schedule, select the link that says “Modify your schedule for Year/Term”.

Any questions regarding online registration should be directed to the Registrar’s Office at 920-923-7618 or registraroffice@marianuniversity.edu.