

## SabreNet Quick Reference Guide for Students

### About SabreNet

Using a Web browser Internet Explorer (IE 9 or above), students can use SabreNet to register for courses, view their grades, and pay a balance and more. All students will first view the SabreNet homepage, which can be used to access general information for all users.

### Features available without logging into SabreNet

Without logging into SabreNet you can search the course catalog, or search for open sections per year/term.

### Logging into SabreNet

1. To access SabreNet, you should first log into the MyMarian portal.
  - To access the MyMarian Portal go to <https://my.marianuniversity.edu/SitePages/Home.aspx>.
2. Log into the MyMarian Portal
3. Once you are logged into MyMarian, select SabreNet from the menu options on the left hand side of the page.
4. A new window will appear with the SabreNet homepage.
5. At the SabreNet homepage, enter your **User Name** in the appropriate field.
6. Enter your **Password** in the appropriate field.
7. Click the **Log In** button.

### Resetting Your Password

If you forget your password for SabreNet you should go to the Password Manager website and reset your password. Password Manager is located at (<https://reset.marianuniversity.edu>). As an FYI your SabreNet password is the same as the password that you use to log into your Marian University email account and your Marian Online 2 account. If you have entered your password incorrectly more than 3 times you should also unlock your account via Password Manager.

### Basic Design of the Web pages

- **Tabs:** Select the tab that corresponds to the function you want to perform. For example, if you wanted to register for courses, you would choose the **Register for Courses** tab.
- **Menu Items:** Once you select a tab, the corresponding list of menu items will appear under the tabs.
- **Options:** Once you select a menu item, the corresponding options for that menu item will appear along the left pane, and the associated Web page will appear to the right.

### Access to Student Features

Once you log into SabreNet, you will have access to all features that you have permission to use.

### Viewing Your Checklist

You can display the list of actions (e.g. return acceptance letter, etc.) which you need to complete.

1. Select the **Home** tab.
2. Select the **Checklist** menu item.
3. Review your list of actions and their current status.

4. Click on the **Action** to view more information about it.
5. Select **Return to Checklist**.

**Viewing the Courses in Your Cart**

You can view a list of the courses that you have placed in your shopping cart.

1. You can access your shopping cart in either of these ways:
  - Select **Cart** at the top of the current page.
  - Select the **Home** tab and then the **Shopping Cart** menu item.
  - Select **View Cart** on the *Section Search* page after you add a course to your schedule.
2. View the information about the courses you have added to your shopping cart for each academic period (year, term, and session).
3. Make any necessary changes to your shopping cart.

<b><i>Select:</i></b>	<b><i>To:</i></b>
<b>Empty Cart</b>	Remove ALL the courses from your shopping cart for the specified <b>academic period</b> (year and term).
<b>Add Section</b>	Add a course section for the specified academic period (year and term). The <i>Section Search</i> page will then appear so you can find the course section.
<b>Remove</b>	Remove a course from your shopping cart that you have decided not to take.
<b>Delete Session</b>	Remove <b>ALL</b> the courses from your shopping cart for the specified session.

4. Select **View Schedule** for an academic period (year and term) to view your class schedule, which includes:
  - Any courses for which you are registered, and
  - The courses that are listed in your shopping cart.
5. When you are ready to register for the courses listed for an academic period that is open for registration, select **Register**. The *Registration* page will then appear.

**Searching for Courses**

You can search for the course sections that are available for a specified course and term.

1. Perform a basic or an advanced course section search.

***For:*** \_\_\_\_\_ ***Follow These Steps:*** \_\_\_\_\_

### Basic Search

Either:

- In the **Search** field at the top of any web page, select **Course Sections**, enter a course number (for example, ART 101), and select **Search**, or
- Select the **Search** tab and then the **Section Search** menu item. Then enter a course number, and academic period for the courses you want to find, and select **Search**.

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### Advanced Search

Follow these steps.

- Select the **Search** tab
- Select the **Section Search** menu item.
- On the *Section Search* page, select **Advanced Search**
- Enter information about the course sections you want to find.
- Select **Search**.

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2. On the **Course Section Results** page, view the list of courses which match your search criteria.

<b>Select:</b>	<b>To:</b>
<b>Course Number</b>	Display the <i>Course Search Details</i> page with all the information about the course. When you are finished viewing the course section details, select <b>Close Window</b> to return to the Section Results page.
<b>Add to Cart</b>	Add the open course to your shopping cart, if it is available for registration.
<b>Add to Waitlist</b>	Add your name to the waitlist for the closed course, if it is available.

3. If many course sections match your search criteria, use the drop-down menus above the list of courses to narrow down your search.

### Searching for Courses in the Course Catalog

You can search for particular types of courses in the course catalog.

1. If you want to perform a **quick search** for courses in the catalog, follow these steps:
  - From the drop-down menu at the top of any page, select **Catalog**.
  - Enter the course number or at least part of the course name or subject type you are looking for.
  - Select **Search**.
  - Continue with Step 3.
2. If you want to perform a more **advanced search**, follow these steps:
  - Select the **Search** tab.
  - Select the **Catalog** menu item.
  - On the *Course Catalog* page, enter any search criteria.

3. Review the list of courses which match your search criteria.
  - **Refine Search**- Enter additional search criteria to narrow down the list of courses.
  - **New Search**- Search for a different type of course.
  - **Course Number**- Display more information about a course.
  - You can click the **Find Course Sections** link to search for available course sections of the course.

### Registering For Courses

You can register for courses within a specified academic period that is open for registration.

1. Select the **Register for Courses** tab.
2. Select the **Courses** menu item.
3. Select the **Period** for which you want to register.
  - If the status for the period is **OK to register**, select the **Period** and continue with the registration process.
  - If the status for the period is **Advisor authorization needed to register**, you are not authorized to register for this **Year/Term** at this time. You can contact your advisor for more information.
  - If you receive the message **No registration groups found**, contact the Registrar's Office at 920-923-7618 or [registraroffice@marianuniversity.edu](mailto:registraroffice@marianuniversity.edu).
4. 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 screen.
  - b. Enter your search criteria to search for 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, HIS 101, etc.)
  - c. View the list of course sections that match your criteria.
  - 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.
  - e. Review the **Course Added** confirmation box that appears above the list of *Course Section Results*.
5. 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.
  - Repeat steps 4b-4e.
6. To complete the registration process and register for the courses currently in your shopping cart, select the **"Proceed to Registration"** button on the **Course Added** confirmation box.
  - Verify the courses that will be added to your schedule under the "Courses to Add" header.
  - 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 continue.
7. After you have successfully processed your schedule, without errors, a message will appear stating "Congratulations! You have completed your Registration for: *Year/Term*".

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

### **Viewing your Schedule**

You can view a schedule of the classes for which you’re registered, on the waitlist, or are in your shopping cart.

1. Select the **Classes** tab.
2. Select the **Schedule** menu item.
3. Select **Student Schedule** on the left hand side pane
4. Choose to view your schedule in a **Text** list, or within a calendar **Grid** from your options on the left.
5. Choose the time **Period** (e.g. Fall 2009, Summer 2010, etc.) for the schedule you want to view.
6. Specify which courses you want to include in your schedule.
  - Courses in your shopping cart
  - Waitlisted Courses
6. Select **Submit**.
7. To find out more information about a course, select the course title.

### **Viewing Your Grade Report**

You can display your grades for a specified year and term.

1. Select the **Grades** tab.
2. Select the **Grade Report** menu item.
3. Select the **Period** for which you want to view your grades.
4. View your grades, credits, GPA, and awards for the specified period.
5. If you want to print out your grade report, follow these steps:
  - Select the **Print Report** option on the left-hand side of the page.
  - The grade report will appear in a new pop-up window.
  - Select **Print** at the top right hand side of the pop-up window.

### **Viewing Your Unofficial Transcript**

You can display your unofficial transcript.

1. Select the **Grades** tab.
2. Select the **Unofficial Transcript** menu item.
3. View your unofficial transcript, which is sorted by academic year and term.
4. If you want to print out your unofficial transcript, follow these steps:
  - Select the **Print Transcript** option on the left-hand side of the page.
  - The unofficial transcript will appear in a new pop-up window.
  - Select **Print** at the top right hand side of the pop-up window.

### **Viewing Your Account Balance**

The *Balance* page provides an option to view details of your charges and credits for a specified period.

1. Select the **Finances** tab.

2. Select the **Balance** menu item.
3. Choose a time **Period (Year/Term)** from the left hand menu.
4. Choose how much information you want to **View**:
  - a. **Detail by Charges and Credits:**  
A list of the charges and credits recorded for the specified **Period**, or
  - b. **Detail by Summary Type**  
A list of all the transactions and the total amount recorded for each summary type, or
  - c. **Balance Summary**  
The total amounts for each summary type (for example, *tuition, fees, etc.*).
5. Select the **Change** button.
6. View your balance.

### **Viewing Your Billing Statement**

You can view any of the billing statements that have been published.

1. Select the **Finances** tab.
2. Select the **Statement** menu item.
3. Choose the **Statement** you want to display from the left hand menu.
4. Select **View**.
5. Review your statement.
6. If you want to pay your balance by mailing in payment, you can print the billing statement and detach the bottom portion and mail in the payment.
7. If you want to pay your balance by making a payment online using a credit card, see the steps for "**Making a Payment via SabreNet**".

### **Making a Payment via SabreNet**

You can make a credit card payment toward your account balance.

1. Select the **Finances** tab.
2. Select the **Balance** menu item.
3. View your **Balance Due**.
4. Under the **Options** section on the left, locate the **Make a Payment** section.
5. Select the period you want to **Apply Payment To**.
6. Specify the **Amount** you want to charge to your credit card.
7. Click the **Make a Payment** button.
8. **KEY STEP! :**
  - A pop-up window will appear for credit card payment entry (it will first ask for your name).
  - **NOTE:** After entering your name, click the "**Continue Checkout**" button and proceed by following all of the on screen prompts to make your credit card payment.
  - **NOTE:** If you do not see the "**Continue Checkout**" button, be sure to scroll to the right in the pop-up window.
9. Once you get the pop-up window to appear, you should follow the on screen directions to complete your payment.
10. When the *Payment Successfully Processed* page appears, select **Close** to return to the *Balance* page.