

# GETTING STARTED AND SELF-REGISTRATION INSTRUCTIONS

## PROGRAM INFORMATION

**Step 0 Set up your User** Before you begin, you need an active, unlocked DawgTag and Network ID.

Claim your DAWG Tag

<https://sisweb.eis.siu.edu/sis/dawgtag/>

Claim your Network ID

<http://netid.siu.edu/>

**Step 1** Enter Salukinet Self-Service

Login at <http://salukinet.siu.edu> using your Network ID and password.

**Step 2** Enter Registration Area

Then, click on the MyRecords Tab. Once there, within the SIUC Personal Records box, click on the

View My SIUC Student Records link. This will launch you to the SalukiNet Self-Service Main Menu.

**Step 3** Verify your Username

You may see a page to Update Ethnicity and Race. If so, complete it and click the Continue button. If you have previously registered, you may also see a page saying It's time to choose your SIUC E-mail address if you haven't done that. If so, follow the instructions that will take you to the Network ID Management System, then return to SalukiNet Self-Service and click the Continue link to proceed.

**Step 4** Choose an Enrollment Term

Click on the Student menu, then Registration, then on Select Term. Choose desired term and click Submit.

**Step 5** Pass Preliminary Check

Return to the Registration menu and click on Add or Drop Classes. You must register for each term separately. Here are five error messages that you could see at this point and what they mean:

- You are not permitted to register at this time:* the registration starting date/time for your level, classification, and last name is in the future
- You may not add or drop classes due to holds on your record:* you have holds that must be dealt with before you can register
- You require readmission prior to registration:* you haven't taken SIUC classes lately, and must apply for readmission
- Student status prohibits registration:* you are

currently coded as an inactive student, so you may need to apply for readmission

- Enrollment status prohibits registration:* you are not permitted to register. Check with the Registrar.

**Step 6** Agree to Payment Terms

A Payment Agreement will appear. You must select *Agree* before continuing to register.

**Step 7** Search and Add Courses

This will take you to Add or Drop Classes. This page allows you to register for classes in two different ways:

- Directly enter the CRN** (a 5-digit Course Reference Number). On the Add or Drop Classes page is a section labeled "Add Classes Worksheet." Type the CRN into the boxes in this section. Click Submit Changes at the bottom of the page to see the results of your submission.
- Do a Class Search** to find your desired classes. To conduct a basic search, you should choose your subject (i.e. *Radiologic Sciences*) and click Class Search. You can specify the course number. The results of the class search contains a list of courses. To make a choice from the results, check the square box next to the desired course and click Register.

For help, the Class Search page has a "Subject Help" link that will list course subjects and recent changes. If there is no check box available, possible attributes of the course(s) are:  
 "C" - that section is closed  
 "NR" - not available for registration at this time  
 "SR" - not available to you at this time

**Step 8** Pass Registration Check

Whichever of the two registration methods you chose, you end up on the Add or Drop Classes page and you submitted a selection of CRNs. If you received a Registration Add Error

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due to a course restriction, please contact your advisor. Try adding one class at a time to isolate multiple errors.

Here are error messages you could see (and what they mean):

- Closed Section - this class section has reached its maximum enrollment and is already full
- Time conflict with CRN - you are already registered for a class that meets at the same time
- Prerequisite or Test Score error - you haven't satisfied a prerequisite(s) or test requirement
- Corequisite required - you are required to also be registered in course during the term
- Class Restriction - your classification (FR, SO, etc.) is restricted from being able to take this course
- College Restriction - your college is restricted from being able to take this course
- Level Restriction - your level (Masters, etc.) is restricted from taking this course
- Program Restriction - your program is restricted from taking this course
- Field of Study Restriction - your major is restricted from being able to take this course
- Duplicate with Section Repeat - course is the same as another course you are already registered for
- Maximum hours exceeded -you are trying to exceed maximum permitted registration hours for the term
- Minimum hours restriction - you are trying to drop below minimum permitted registered hours

- Section status prohibits registration - this class section is not currently active right now
- Waitlisted - If you receive a message like this, and you wish to get on the waitlist, click the drop-down arrow next to the course under the Action column, select "Waitlisted", then click Submit Changes.

If you are successful in wait listing your class, the class will be shown as Waitlisted with today's date, but with zero credit hours because you not actually registered in it yet. On your Student Detail Schedule, you will be able to see your Waitlist Position for the class. A number "1" will indicate you are next in line on the waitlist.

Getting on a waitlist allows you to be in line for a spot in a currently-closed class should an opening occur in the future due to someone else dropping the class. It does not guarantee you will get in the class. You will be notified of an opening via an e-mail sent to your SIUC e-mail address.

At that time, if you still want to register for the class, you should return to the Add or Drop Classes page in SalukiNet Self-Service, click the drop-down arrow next to the course under the Action column, select "Registered" as your choice, then click Submit Changes. If you fail to register for the class, you will be dropped from the waitlist and no longer be affiliated with the class.

### Step 9 Registration Successful

View or print your detailed class schedule. Click Return to Menu near the top of the page and click on Student Detail Schedule. You can also view your Concise Student Schedule or the Week at a Glance feature.

Note: If you need to Drop a course, from the Add or Drop Classes page, click on the drop-down arrow next to the course under the Action column, choose the appropriate option and click Submit Changes. After the drop deadline, the choice will be noted as a course withdrawal and will result in a permanent "W" grade. If you just need to change sections, you will need to drop the wrong section, then go back and add the correct section.