Class Registration Instructions
SJU Graduate Arts and Sciences

Choosing your courses

1. Navigate to the Registrar’s website: http://www.sju.edu/int/resources/registrar/

2. Choose “Courses”
3. Choose “Click to start your search...”

4. From here you can search for courses by their academic program. You can do this through “subject” or “academic program”. Select your program then click “submit”.
5. Once you find the classes that you would like to register for be sure to record the Class Registration Number (CRN) and keep them nearby. You will need that number to expedite your registration process.

### Class Schedule: Fall 2012

<table>
<thead>
<tr>
<th>Crn</th>
<th>Start Date</th>
<th>End Date</th>
<th>Credits</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>Bldg/Room</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>41431</td>
<td>Aug 15, 2012</td>
<td>Sep 15, 2012</td>
<td>3.00</td>
<td>19</td>
<td>17</td>
<td>1</td>
<td>MH 384</td>
<td>Grad Org Develop/Ldrshp (TOD)</td>
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<tr>
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<td>Sep 15, 2012</td>
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<td>3</td>
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<td>5</td>
<td>CON 110</td>
<td>Grad Org Develop/Ldrshp (TOD)</td>
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<td>Sep 15, 2012</td>
<td>3.00</td>
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<td>13</td>
<td>5</td>
<td>CON 110</td>
<td>Grad Org Develop/Ldrshp (TOD)</td>
</tr>
</tbody>
</table>

**Understanding Your Class Schedule**

- **Crn=Class Registration Number**
- **Subj=Program/Subject**
- **Crse= Course Number**
- **Sec=Description of Course Section**
  - Go1=on-campus
  - OC1=online
  - X_ _= Special Off-Campus courses, permission required
  - XPC=Performing Arts Cohort only
- **Start Date=The week the course starts**
- **Days=Day(s) the course is held**
  - M=Monday
  - T=Tuesday
  - W=Wednesday
  - F=Friday
  - S=Saturday
  - U=Sunday
- **Title=Title of the course**
- **Times=Time the course will be held**
- **End Date=The week the course ends**
- **Credits=The number of credit hours**
- **Bldg/Room=The building and room the course is held**
  - BL= Barbelin/Lonergan Hall
  - BE= Bellarmine Hall
  - CA= Campion Student Center
  - CYN= Cynwyd
  - MCS= McShain Hall
  - MH= Merion Hall
  - MR= Moore Hall/Overbrook
  - MV= Mandeville Hall
  - MX= Maguire Sports Complex
  - PO= Post Hall
- **Cap=Maximum number of students that can enroll in the course**
- **Act=Actual number of students currently enrolled in the course**
- **Rem=Remaining number of seats in the course**
- **TBA or TBD = To Be Announced or To Be Determined**

*Continue to next page for “How to Register”*
Registering for courses

1. Login to MySJU (my.sju.edu) using the username and password you received when you created your university account.

2. Select “My Courses” tab in the top-left part of the screen.

3. Select “Add or Drop a Class” from the left side of the screen.
4. Select the term you wish to enroll for by using the drop down box and clicking submit.

5. Through the “Add Classes Worksheet”, enter the CRNs that you recorded from your previous class search. Click “Submit Changes”.

You should now be registered for classes.

If you have technical issues please contact the Help Desk at helpdesk@sju.edu or 610-660-2920. For registration questions please contact Hawk Central at hawkcenral@sju.edu or 610-660-2000.