


## To Register

Registration at Saint Paul College is done online via eServices.

1. Go to the Saint Paul College Web site: [www.saintpaul.edu](http://www.saintpaul.edu)
2. Select eServices feature by clicking on Student Login option in upper row
3. Login using your StarID
4. Enter your StarID password
5. Search for Courses
  - Select *Courses & Registration* from the left side menu
  - Select "Search for a Course"
  - Select the correct Semester from the drop down menu
    - ▶ Select Expand/Collapse for Advanced Search features
    - In the Advanced Search, you have more selections to narrow the search for courses.
  - Search for course by Subject from the drop down menu **OR** enter the Course Number if you know it.
  - Select "Search" to view results
  - Click on the Title of the course you are interested in; read details about course
6. Add a Course to your Wish List from Course Search Results:
  - Once you have found the course you would like to register, click the "Add" button . *Adding a course to your Wish List does not register you for, or reserve you a seat in the course.*
  - Repeat steps 5 and 6 to find all courses to you want to register
7. View Wish List
  - Select "Review my Plan" from left side menu **OR**
  - Select "Continue to Review my Plan" from the Search Results & Plan page
  - Review your selections
  - If the courses on your Wish List are correct, you can proceed with Registration
    - ▶ Check box next to the course (Box must be checked to proceed to registration page)
    - ▶ Click on "Select Course(s) to proceed to Register"
8. Registration
  - Review financial and academic obligations
  - Review courses
  - Enter your StarID password
  - Click on Register
 


*By confirming this registration, you are accepting any financial and academic obligations incurred as a result of this transaction.*
9. You Should Now Be Registered
  - \*If you receive an error message, it is due to one of the following:
    - ▶ There is a hold on your account
    - ▶ There is a pre-requisite requirement for the course
    - ▶ You do not have current admission status

*To resolve these issues, please contact the One Stop at 651.846.1555 or email [registration@saintpaul.edu](mailto:registration@saintpaul.edu)*
10. Pay Tuition and Fees by due date – this completes the process

## Adding a Course

1. Go to Saint Paul College Web site: [www.saintpaul.edu](http://www.saintpaul.edu)
2. Select eServices feature by clicking on Student Login option in upper row
3. Login using your StarID
4. Enter your StarID password
5. Search for a Course
6. Add Course to Wish List
7. View *Wish List* by selecting "Review My Plan"
8. Select and Register for Course(s) by entering your StarID password
9. **Pay Tuition and Fees by due date**

## Dropping or Withdrawing from a Course

1. **Login** to your eServices account using your StarID and password.
2. Click on Courses and Registration found on the menu to the left.
3. Click on View/Modify Schedule
4. Click the "Remove" button  located on the left side of course you want to drop/withdraw
5. Enter your password
6. Click Drop/Withdraw
  - ▶ Your course should now be removed from your schedule.
  - ▶ If you cannot drop or withdraw from your class, please see the One Stop in room 1300

### How to read the Course Schedule

Example:      000325      ENGL 1711      - 01  
                    Course ID      Alpha Course #      Section #

### Selecting from the Available Options

<b>Find A Course</b>	Search the Course Schedule for availability
<b>Quick Add (Register)</b>	If you know the Course ID, use this option to register for courses
<b>View/Modify Class Schedule</b>	Use after you have completed your registration for the semester to view or change your class schedule
<b>Check Registration Holds</b>	Check your account for holds that will prevent you to continue to register
<b>Bills and payment</b>	View Account Balances; make payments via Credit Card or e-check. NBS Payment Plan Information or NBS account inquiry