

STUDENT INSTRUCTIONS FOR CAMPUS CAFÉ

COURSE REGISTRATION – SPRING 2025

Registering for classes in Campus Cafe is relatively easy. In order to perform this function you will first have to complete a couple of tasks:

1. Meet with your faculty advisor to select courses, and
2. Make sure you do not have any financial and/or Health Center holds.

It is very important that you meet with your faculty advisor prior to registering. It is at this meeting that the advisor will “authorize” you to register for any courses in the Campus Café system.

Once you have taken care of the two tasks above, you will simply log into Campus Café and click on the “My Info” link in the dropdown menu. To the right of that is another menu window. There should be a link entitled, “Register for Classes”. Click on this link.

The screenshot shows the Saint Joseph's College of Maine Campus Café interface. The top left features the college logo. The top right has a search bar labeled "People Search by Name/ID" and a "Filters" button. A left sidebar contains a navigation menu with items: All Users, Admin, Admissions, Student, Faculty/Staff, Registrar, Alum/Dev, Accounting, Financials, and My Info. The "My Info" item is highlighted with a red arrow pointing up. A dropdown menu is open from "My Info", listing categories: Academics (Degree Audit, Register For Classes, Class Schedule, Exam Schedule, Degrees/Majors, Enrollment History, GPA History, Transcript/Grades, Mid-Term Grd Report PDF, Final Grd Report PDF), Finances (Billing Statement, Payments), and Other (My Aid Portal, Web Services). A red arrow points to the "Register For Classes" link. The background shows a blurred page with text including "ere for IMPORTANT 1st", "ation", "g Parent Portal Access Instructions", "able to on campus students only)", "to your Emergency Contact Information page", "Web Services>Update Your Emergency", and "Contact Information)".

A new screen should appear asking you to select a semester. Choose “Spring 2025” from the drop down menu and then click the “Continue” button to the right.

This should bring you to a screen which looks like this....

The screenshot shows a web browser window with the URL <https://ccweb.sjme.edu/cafeweb/Registration?startMenuStuc>. The page has a navigation bar with links: Contact Information, Register For Classes, Class Schedule/Grades, Transcript/Grades, Display Gradeable Units, Billing Statement, Mid-Term Grd Report PDF, Final Grd Report PDF, and Web Services. Below the navigation bar, there is a section for "Current Semester: Spring 2014" with a "Change semester" dropdown menu set to "GPS Summer 2013 - Session APSI" and a "Continue" button. A "Select by" section contains several dropdown menus for Course Number, Division, Department, Site, Program, Prefix, and SubSemester, all set to "-- ALL --". A "Go/Refresh" button is to the left. Below this, a note states: "Click on the course number for detailed information. Course Warnings are displayed in RED." A table of courses is displayed with the following columns: Course, Title, Instructor, Cred/CEUs, Day Time Room, Max Seats, Seats Used, Seats Left, Start Date, End Date, Department, Site, Syllabus Type, Syllabus Start Date, Division, and Repeats. Two courses are listed: "AC 211-A" (Managerial Accounting) and "AC 211-B" (Managerial Accounting), both taught by R. Henderson. Below the table, there is a section for "You are looking at: Adrian Bathurst. ID# 661236069" and "Current Semester: Spring 2014". A "Matric Code: Total Cred/CEUs Earned: 0.0 Comment:" is also present. A large message in the center of the page reads "Your basket is empty." The Windows taskbar at the bottom shows the time as 10:18 AM on 11/6/2013.

Course	Title	Instructor	Cred/CEUs	Day Time Room	Max Seats	Seats Used	Seats Left	Start Date	End Date	Department	Site	Syllabus Type	Syllabus Start Date	Division	Repeats
Add AC 211-A	Managerial Accounting	R. Henderson	4.0	TU,TH 08.00a-09.45a 216	25	20	5	01/13/2014	05/06/2014	BUSINESS ADMINISTRATION	Campus				
Add AC 211-B	Managerial Accounting	R. Henderson	4.0	TU,TH 10.00a-11.45a 216	25	20	5	01/13/2014	05/06/2014	BUSINESS	Campus				

As you can see, the screen is broken up into two parts (separated by a gray bar). The top section contains the Master Course Schedule for the semester for which you will be registering. The bottom half has your name, ID# (this information is on the left side of the screen) and underneath that is a message which reads, “**Your Basket is empty**”. Consider this your “shopping basket”. You will scroll through the courses in the top portion of the screen (or you can filter specific courses to appear...more on this later) and click the “Add” button to the left of the specific course/section you wish to enroll in.

ADD	AC 211-A	Managerial Accounting	R. Henderson	4.0	TU,TH 10:00a-11:45a 216	25	20	5	01/13/2014	05/06/2014	BUSINESS ADMINISTRATION	Campus	
Add	AC 211-B	Managerial Accounting	R. Henderson	4.0	TU,TH 10:00a-11:45a 216	25	20	5	01/13/2014	05/06/2014	BUSINESS ADMINISTRATION	Campus	
Add	AC 311-A	Intermediate Accounting II	C. Bond	4.0	TU,TH 08:00a-09:45a 116	14	0	14	01/13/2014	05/06/2014	BUSINESS ADMINISTRATION	Campus	
Add	AC 313-A	Cost Accounting	C. Bond	4.0	TU,TH 10:00a-11:45a 330	15	0	15	01/13/2014	05/06/2014	BUSINESS ADMINISTRATION	Campus	
Add	AT 116-A	Basic Drawing	C. Sullivan	4.0	TU,TH 10:00a-11:45a 23	14	0	14			Fine Arts	Campus	Humanities
Add	AT 121-A	Fine Arts Colloquium	C. Sullivan	1.0	F 10:00a-10:45a 23	9	0	9			Fine Arts	Campus	Humanities
FULL	AT 202-A	Elementary Education Art Meth	S. Fuller	3.0	TU,TH 10:00a-11:15a 34	12	12	0			ELEMENTARY EDUCATION	Campus	
Add	AT 202-B	Elementary Education Art Meth	S. Fuller	3.0	TU,TH 03:00p-04:15p 34	11	0	11			ELEMENTARY EDUCATION	Campus	
Add	AT 215-A	Digital Photography	S. Fuller	4.0	M,W 10:00a-11:45a 103	12	1	11			Fine Arts	Campus	
Add	AT 216-A	Beginning Ceramics	S. Fuller	4.0	M 05:15p-08:45p 34	12	0	12	01/13/2014	05/06/2014	Fine Arts	Campus	

Course	Title	Instructor	Cred/CEUs	Day Time Room	Max	Seats	Seats	Start Date	End Date	Department	Site	Syllabus	Syllabus	Division	Repeats
AT 121-A	Fine Arts Colloquium	C. Sullivan	1.0	F 10:00a-10:45a 23	Campus			11/06/2013	661236069	11/06/2013	661236069	11/06/2013			

Matrix Code: Total Cred/CEUs Earned: 0.0 Comment: [printable version](#)

Adjust Columns

Course	Title	Instructor	Cred/CEUs	Day Time Room	Site	SubSem	Grading Method	Last Drop Date	Withdrawal Date	Entered User	Entered Date	Changed User	Changed Date
AT 121-A	Fine Arts Colloquium	C. Sullivan	1.0	F 10:00a-10:45a 23	Campus				11/06/2013	661236069	11/06/2013	661236069	11/06/2013

Total Cred/CEUs: 0.0

Withdrawn from enrollments are highlighted
Drops from enrollment are highlighted

In the example above, the student added AT 121 (Sec. A) to his schedule. The course dropped down into his “Basket”. He realized he did not want this course, so he clicked on the “Drop” link which appeared next to the course number (you cannot see that link in this screenshot). The course then turned pink in color. As you can see by the legend at the bottom of the screen, when a course is dropped from a student’s schedule, it appears in pink. Had this student decided to remain in the class, it would have remained white.

Courses which appear in your “Basket” are courses for which you are officially registered for (so long as they are not shaded either pink or blue).

Helpful tips

FILTERING COURSES - In the top half of the screen you have the ability to filter courses by Availability, Course Number, Division, Department, etc.. This will prove helpful if you are looking for courses within a specific Department or Instructor. **NOTE – Once you choose your filter criteria from the drop down box(es), you will need to click on the “Go/Refresh” button on the left side of the screen.

SEATS USED– The Master Course Schedule in the top part of the screen will also indicate how many seats have been taken (used). If there are no seats remaining, Campus Café will not allow you to register for the course. In fact, the word **FULL** should appear where the word “Add” would normally be located (see course AT 202-A in the screenshot above).

CONFLICTING DAYS/TIMES – If you attempt to register for two courses who’s meeting times overlap, Campus Café will not allow you to register for the course.