# STUDENT INSTRUCTIONS FOR CAMPUS CAFÉ

COURSE REGISTRATION – FALL 2024

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 issues above, you will simply log into Campus Café and click on the "My Info" link in the dropdown menu (to the left of the Campus Café logo). To the right of that is another menu window. There should be a link entitled, "Register for Classes". Click on this link.
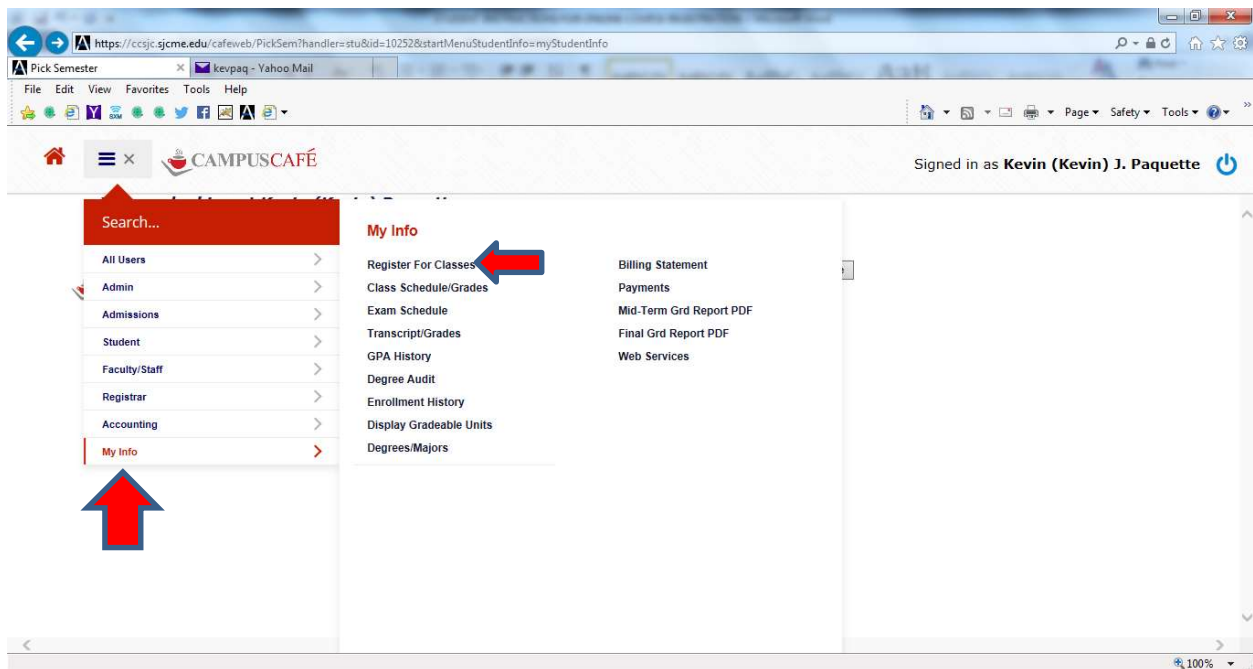
A new screen should appear asking you to select a semester. Choose "Fall 2024" from the drop down menu and then click the "Continue" button to the right.

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

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.

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 work "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.