

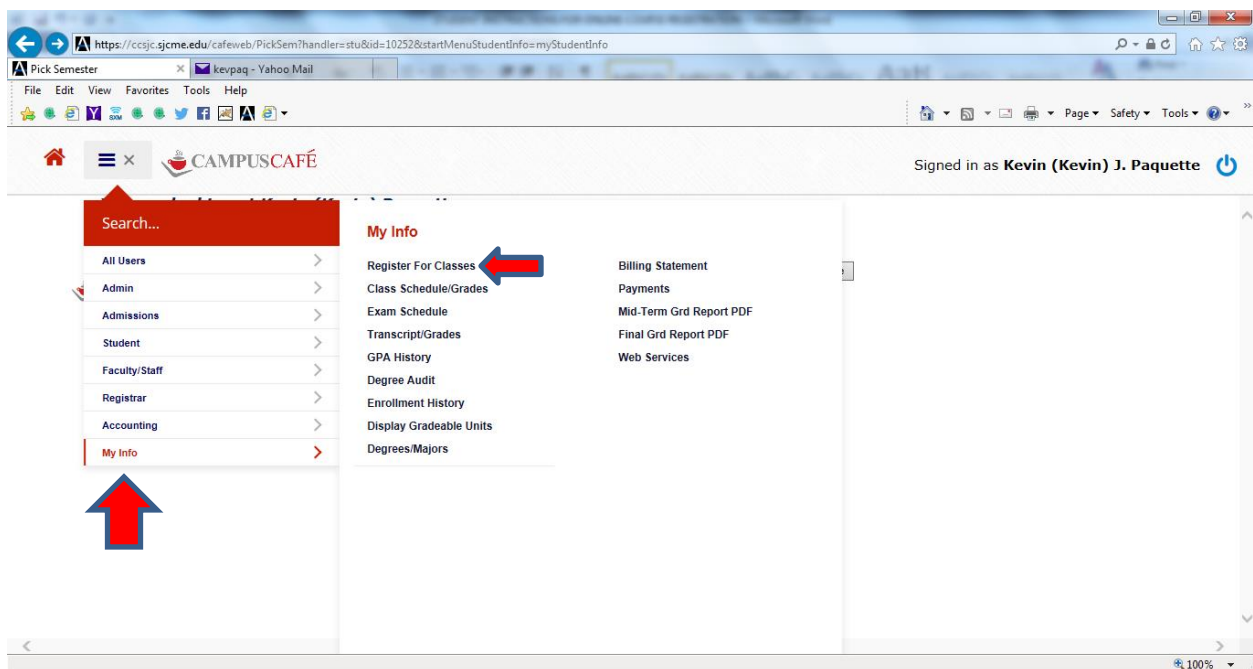
## STUDENT INSTRUCTIONS FOR ONLINE COURSE REGISTRATION – SPRING 2022

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

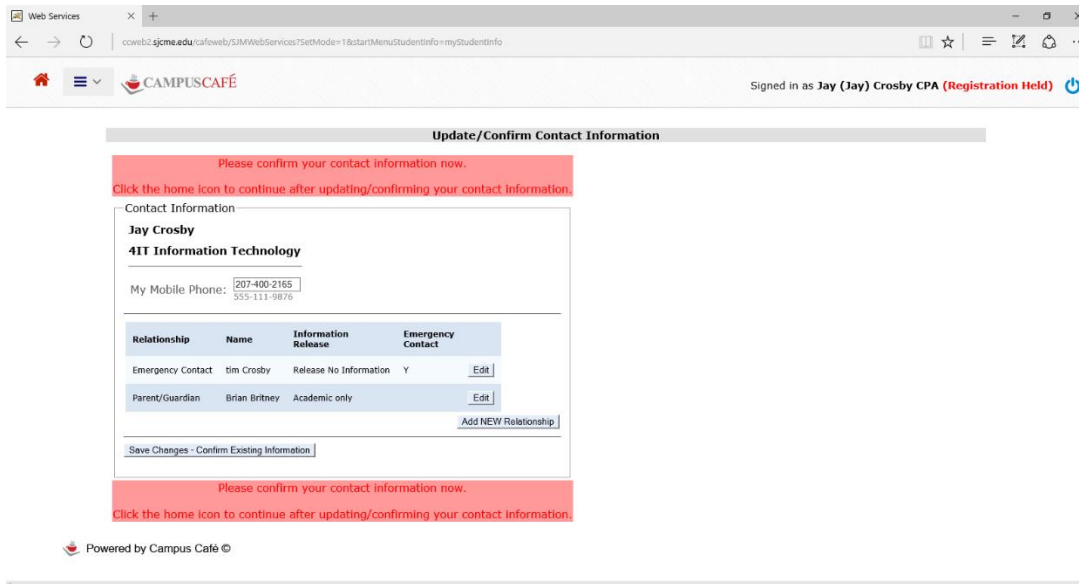
1. Meet with your faculty advisor to select courses, and
2. Make sure you do not have any financial and/or Health Center holds.

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.



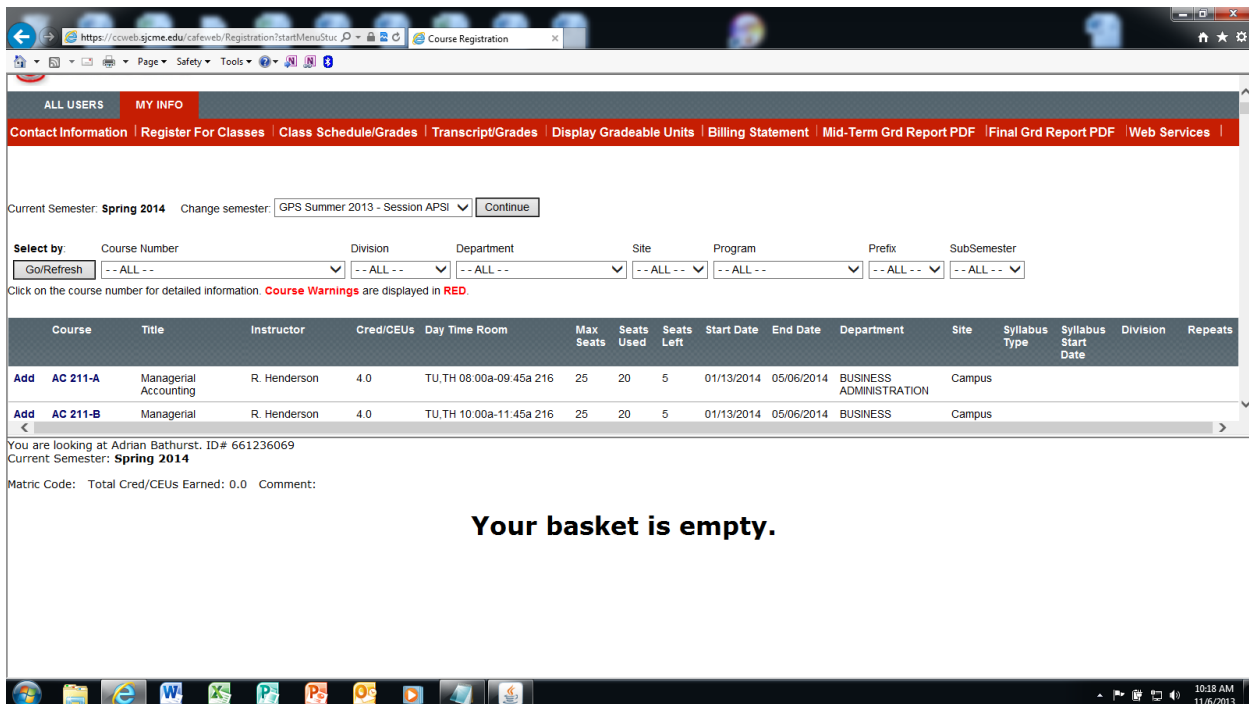
This will take you to a window which asks you to review/update your emergency contact information. This is also where you will have the option of declaring what specific information you would like released to your contacts listed (do you want them to be able to access your bill? Your grades, etc.?...).



Once you click on the “Save Changes – Confirm Existing Information” button in the bottom left corner, you will be taken to the registration screens.

A new screen should appear asking you to select a semester. Choose “Spring 2022” 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.

The screenshot shows a web browser window with the URL <https://ccweb.sjme.edu/csfweb/Registration/startMenuStuc>. The page displays a list of courses with columns for Course, Title, Instructor, Cred/CEUs, Day Time Room, Max, Seats, Seats, Start Date, End Date, Department, Site, Syllabus, Syllabus, Division, and Repeats. The course AT 121-A (Fine Arts Colloquium) is highlighted in pink, indicating it has been dropped. Below the course list, there is a section for 'Adjust Columns' and a 'Total Cred/CEUs' section showing 0.0. A legend at the bottom states: 'Withdrawn from enrollments are highlighted' and 'Drops from enrollment are highlighted'.

Course	Title	Instructor	Cred/CEUs	Day Time Room	Max	Seats	Seats	Start Date	End Date	Department	Site	Syllabus	Syllabus	Division	Repeats
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			

Matric Code: Total Cred/CEUs Earned: 0.0 Comment:

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 screen shot). 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 screen shot above).

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