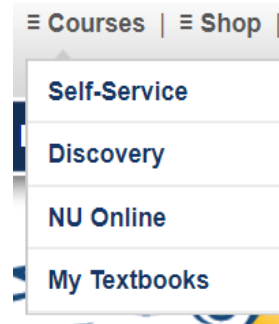

REGISTERING FOR COURSES

Center for Leadership Studies

1. From eagle.northwestu.edu select **Course** along the top of the page then **Self-Service**
 - Or www.selfservice.northwestu.edu
2. Log In with your NU email and password
3. Select the **Register** tab
4. Right below that tab select **Traditional Courses**
5. In the left column select **Section Search**
6. In the **Course Code** box type in the four letters and numbers of the course you are looking for (ex. LDRS 7543)

A screenshot of a course search form. At the top, there are two tabs: 'Basic Search' and 'Advanced Search'. Below the tabs, there are three main sections: 'Keywords' with an empty text box, 'Course Code' with an empty text box, and 'Registration Type' with three radio buttons: 'Traditional', 'Continuing Education', and 'Both' (which is selected). Below these are two dropdown menus for 'Period' and 'Session'. At the bottom of the form are two buttons: 'Search' and 'Clear'. A large blue arrow points from the 'Course Code' box in the instructions above to the 'Course Code' input field in the form. Two curved blue arrows point from the 'Period' and 'Session' dropdown menus to the corresponding bullet points in the instructions below.

- Enter **Period** (ex. SPRING)
- Enter **Session** (ex. TERM JAN)

1. Select the courses you need by clicking **Add** on the right side of the course
2. Once you have selected Add for each course you need select the **Register** tab
3. Review the courses and place a check mark in the box on the left of each correct course
4. Once boxes are checked select **Next**
5. Select **Next** again to finalize your schedule

Congratulations! You have completed your Registration.