

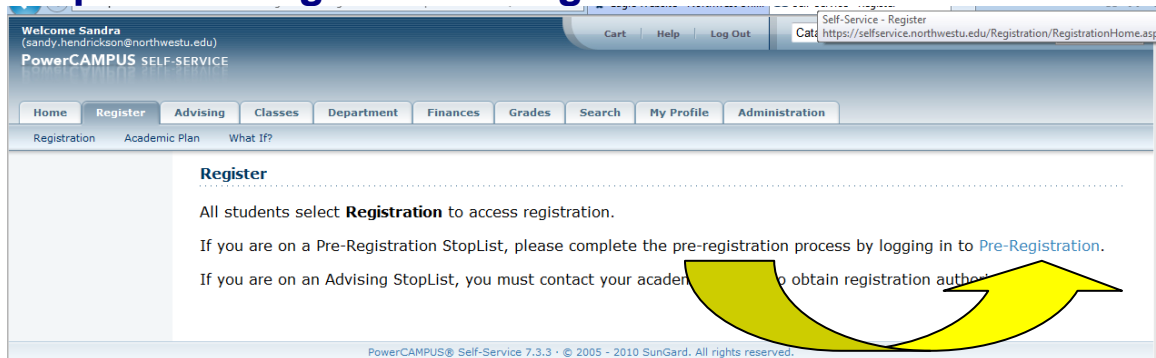
# Registering for Courses in Self-Service

The Online Registration process at Northwest University is a simple two step process.

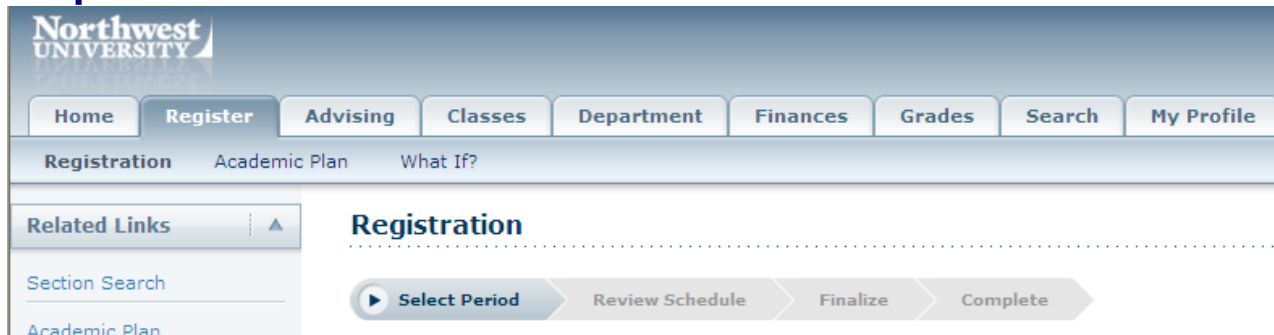
*Preliminary Actions:*

*Meet with Academic Advisor for schedule selection and release of the Advising Hold*

## Step 1: Pre-Registration Pages



## Step 2: PowerCAMPUS Self-Service



Select Register Tab

Select Registration Menu Item

- Select Period
- Review Schedule
- Finalize
- Complete

## Registration Details

### Advising

Meet with Academic Advisor for schedule approval and the release of the Academic Advising Hold.

### Pre-Registration Pages

- Go to: <http://eagle.northwestu.edu/>, Select **Online Pre-Reg**
- Complete online pages to **RELEASE** the Stop List hold

### Begin Registration

- Select the **Register** tab.
- Select the **Registration** menu item.
- Select the **Period** for which you want to register. (*Period = 2010 Fall; Session = Main*)
  - If the status for the period is **OK to register**, select the **Period** and continue with the registration process.
  - If the status for the period is **NOT OK to register**, you are not authorized to register for this **Period** at this time. You may contact the LEAP department for more information.

### Finding Your Course Sections

- Select **Section Search**.
- Enter your search criteria, and **Search** for the course sections you want to take.
- Select the courses you want to take:
  - For any **open** course section you want to take, select **Add to Cart**.
  - For any **closed** course section you want to take, select **Add to Waitlist**.
- Review the **Course Added** confirmation message that appears above the list of *Course Section Results*.

### Registering for the Courses in Your Cart

- Select **Registration** (or **Register** on the *Cart* page).
- Select the academic **Period** for which you want to register.
- **Review** your **Schedule** to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course.
- If the course list is correct, select **Next**.
- On the *Finalize Registration* page, review the list of courses and the current **Status** for each course.
- Review the **New Charges**.
- If you are ready to accept the **New Charges** and the **Payment Due**, and finish the Registration process, continue with Step 7.
- If you want to make changes to your list of registered courses, select **Previous** to return to the *Review Schedule* page.
- If on-line payments are being accepted, you can choose ONE of the following options. (If on-line payments are NOT being accepted, these options will not appear on the page and you will be billed for your courses.)
- On the *Complete Registration* page, view your registration confirmation message.
- Select **Finish** to end the registration process.