## How to Register for courses through My Salve



- Log into into Campus@Salve at <a href="https://campus.salve.edu/activity">https://campus.salve.edu/activity</a>
- Locate the Tools bar on the left side of the page, then select Everyday Tools
- The link to My Salve will appear in the menu
- Click on My Salve

## o My Salve will open in a new tab

Click on Student Planning

=	S My Salve	
•	Hello, Welcome to My Salve! Choose a category to get started.	
() ()	Financial Aid     Here you can access financial aid data, forms, etc.	Tax Information Here you can change your consent for e-delivery of tax information.
-	Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	Course Catalog Here you can view and search in course catalog
	Grades Here you can view your grades by term.	Graduation Overview Here you can view and submit a graduation application.

Click on **My Progress** to view your program and course requirements.

Plan your Degree & Register for Classes
Next, take a look at your plan to see what you've a toward you've a
Go to Plan & Schedule

In **My Progress**, find the course that you want to register for.

• You can click on the specific course to view sections available only for that course or click on *Search* to view sections available for all the courses need for that section

			Search Ja-
S in Business Administration (1 of 4 programs)	Curre	nt Program	View a New Program
At a Glance			
Cumulative GPA: Institution GPA: Degree: Departments: Catalog: Anticipated Completion Date: Description Program Notes Stop Program Notes	2.399 (2.300 requ 2.399 (2.300 requ Bathelor of Scien Business Adminis Business and Eco 2019	ired) Ired) zration nomica	Program Completion must be verified by the Ragistrar.  Progress  Total Credits  Total Credits  Total Credits  Total Credits
Requirements			
Core Curriculum			
A. University Seminars Complete the following two courses.	$\bigcirc$		
Complete all of the following items. A 0 of 1 Complete 0 of 2 Courses Completed. Hide Details	leted. <u>Hide Details</u>	Click on the	e specific course or "Search" to
Complete all of the following items. A 0 of 1 Comp A 0 of 2 Courses Completed. <u>Hole Details</u> Status	Course	Click on the view availa	e specific course or "Search" to ble sections to register for.
Complete all of the following items, @ 0 of 1 Comp	Course	Click on the view availa	e specific course or "Search" to ble sections to register for.
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The course and its available sections will be listed, find the section that you want and **Add** *Section* **to Schedule.** 

- Be sure to select the **correct section** in the **correct term.**
- The **Add Course to Schedule** option will only add the course to your schedule, but will not allow you to register.

earch for Courses and Course Sections Backto My Progress						Search for courses				
		Filters Applied: None								
Filter Results										
Subjects	~	UNV-102 University Se	aminar II (3 Credits)			Add Co				
University Seminar (1)		a variety of writing that they will	I encounter throughout the course of	f their studies at Salve Regina. Stude	them with the necessary skills to effectively i ints choose from a wide range of topics for th	develop loads and argument through academic writing, and pr is writing intensive course.				
Locations	~	Requisites: UNV-101 is required - Must be ta	aken either prior to or at the same t	ime as this course.						
Main Campus (1)		View Available Sections	for UNV-102							
Show All Terms	~			Add Course to Plan	Ind Course to Plan will only add course to your schedule, but					
Spring 2020 Undergraduate (1)		Spring 2020 Undergradua	ate	not allow you to reg	ot allow you to register. You must Add Section to Schedule					
Days of Week	Quvstii: Bus. & Tech W/Disababi 01 tr		to be able to registe	o be able to register Add Section to Schedu						
Monday (2)		Seats	Times		Locations	Instructors				
Tuesday (1) Wednesday (1) Thursday (1)		1	Th 6:00 PM - 8:30 PM 1/21/2020 - 5/8/2020		Main Campus; McAuley Hall 200 Lecture	Thombs, M				
Time of Day	~	School House Vs. Court H	louse 02	Section Details						
Select time range	•	Seats	Times	UNV-102-01 Unvsii: Bus. & Tech W/Disababi						
Instructors		۵	M/W/F 10:00 AM - 10:50 Ab	Instructors	Thombs M (Diombsmit	Stalve.ettur				
				Meeting Information	Th 6:00 PM 8:30 PM 1/21/2020 - 5/8/2020 Main Camput, McAuley Hall 206 (Ls	ecture)				
				Dates	1/21/2020 - 5/8/2020					
A section	de	etail hox w	vill onen	Seats Available	1 of 20 Total					
Ascellon	ac		viii operi,	Credits	3					
select Ad	d S	Section		Grading	Graded					
				Requisites	LUNV-101 is required - Must be taken either prior to or at the same time as This course.					
				Course Description	University Seminar II challenges students to obepin the connection between writing and thinking equip them with the necessary skills to effectively devised rates and argument, through scatterine writing, and presents them for a variety of writing that they will encounter timoghout the course of their studes at Salve Regna. Students choose from a write range of possible this interminient exocurs.					
				Additional information	Business and Technology for Perso technology in business by research and now this affects persons with considered. Students will took at in involving technology in business. P prepare, test and implement lisson a mail team, will prepare written o an international Business or Educa	Ins with Disabilities: Students will examine the impact of ing ways technology has been implemented in business abalities. Current practice and future tends are ternational and the sector prior concerning (do allo the sector prior ternation of the sector prior of the taaring fulning de Program. Each souther, in init lessons, write an abstract suitable for subvision to the of conference of the acceds student of and write on conference of the acceds student opages. and write the sector prior the sector student of the sector student of the sector conference of the acceds student opages. and write the sector student of the sector student pages and write the sector student of the sector student pages.				
					a summary paper along with an or-	al presentation written aids. THEME: Global Awareness				
					a summary paper along with an or-	al presentation written aufs. THEME: Global Awareness				

Once the section has been added to your schedule as "Planned", it is now time to register.

At the top of your My Salve page, click on Student Planning and select "Plan & Schedule"



The following page will open with the Schedule view

- Using the arrows, find the term of the course that you are trying to register for.
  - Once in the correct term, you will see your Planned course listed.
  - Click on Register

n your Degree and Schedule your courses						
hedule Timeline Advising Petitions & Walvers						
hedule Timeline Advising Petitions 8, Waivers						
Spring 2020 Undergraduate + Arrow over to th	e correct ter	m of the course	e you are tryin	g to register for.		
♥ Filter Sections	$\supset \subset$	🔒 Print	$\square$			
Creatts: 4 Creatts Grading: Graded		Sun	Mon	Tue	Wed	
Instructor: 0°Callaghan: S 1/21/2020 to 5/8/2020 Waltisted: 0	8am					
V Meeting Information	9am			E11.222.02 X		
① This section is full	10am					
View other sections	11am					
	12pm					
UNV-102-01: Unvsii: Bus. & Tech W/Disababi	1pm					
	2pm					
UNV.101 is required. Must be taken either prior to pr at the same time as	.3pm					
A this course.						
This course.	4pm					
this course.	4pm 5pm					
this source.      Planned Croater 3 Greater Grader Jorded Course stays as Planned unless you Register.	4pm 5pm 6pm					
This course,     Flanned     Course stays as Planned     unless you Register,     sets Available: 1	4pm 5pm 6pm 7pm					

The course status will update to **Registered**, but not started, in green.

Contract Second	The option to <b>DROP</b> course or
<ul> <li>Meeting Information</li> </ul>	Drm
Credits: 3 Credits Grading: Graded Instructor: Alfred, J 3/23/2020 to 5/8/2020	ricqistered, but not started,
Registered, but not sta Conditor 2 Condito	tarted Course is noted in green as

View this course and its status in your My Progress page:

- Click on Student Planning at the top of the My Salve page
- Select My Progress.
  - $\circ$   $\;$  The status will be listed next to each course
- Courses planned/registered for that do not meet program requirements will be listed under "Other Courses"

Status	
✓ Registered	
() Planned	
(i) Not Started	