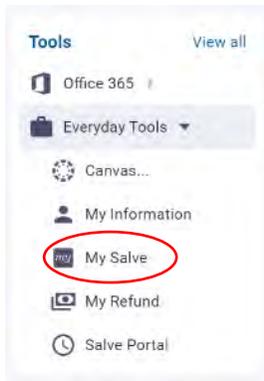


## How to Register for courses through My Salve

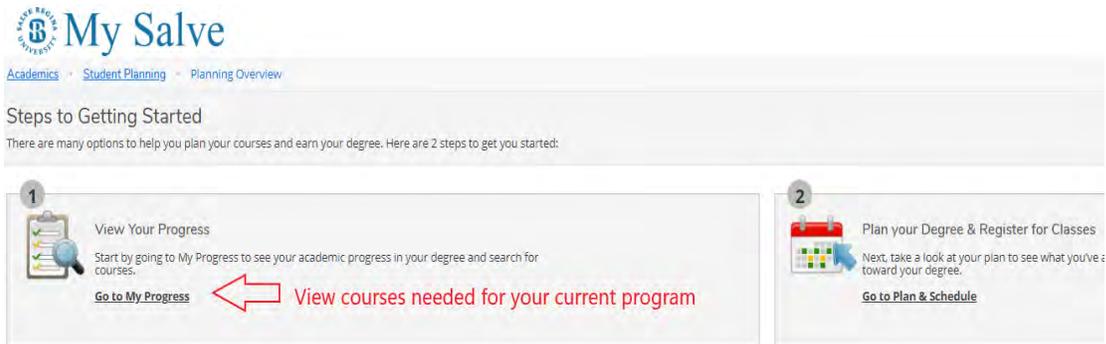


- Log into into Campus@Salve at <https://campus.salve.edu/activity>
- Locate the **Tools** bar on the left side of the page, then select **Everyday Tools**
- The link to **My Salve** will appear in the menu
- Click on **My Salve**

- **My Salve** will open in a new tab
  - Click on *Student Planning*



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



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

**My Progress**

BS in Business Administration (1 of 4 programs) **Current Program**

At a Glance

Cumulative GPA: 3.259 (2,300 required)  
 Institution GPA: 3.399 (2,300 required)  
 Degree: Bachelor of Science  
 Majors: Business Administration  
 Departments: Business and Economics  
 Catalog: 2019  
 Anticipated Completion Date:

Progress

Program Completion must be verified by the Registrar.

Total Credits: 100  
 Total Credits from this School: 75

Requirements

Core Curriculum

Complete all of the following items. **10 of 12 Completed** [Hide Details](#)

**A. University Seminars**

Complete the following two courses:  
 Complete all of the following items. **0 of 1 Completed** [Hide Details](#)

**0 of 2 Courses Completed** [Hide Details](#)

Status	Course	Grade
Not Started	UNV-101	University Seminar I
Not Started	UNV-102	University Seminar II

**B. Faith and Reason**

Complete the following two courses:  
 Complete all of the following items. **0 of 1 Completed** [Show Details](#)

**C. Foreign Language**

Complete two sequential courses in the same language.  
 Complete all of the following items. **1 of 1 Completed** [Show Details](#)

**D. Mathematics**

**Click on the specific course or "Search" to view available sections to register for.**

**Be sure to click on Show Details to view courses to register for.**

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.

Search for Courses and Course Sections

Filter Results

Subjects:  University Seminar (1)

Locations:  Main Campus (1)

Show All Terms:  Spring 2020 Undergraduate (1)

Days of Week:  Monday (1),  Tuesday (1),  Wednesday (1),  Thursday (1),  Friday (1)

Time of Day: Select time range...

Instructors:

Filters Applied: None

UNV-102 University Seminar II (3 Credits)

University Seminar II challenges students to deepen the connection between writing and thinking, equip them with the necessary skills to effectively develop ideas and argument through academic writing, and prepares them for a variety of writing that they will encounter throughout the course of their studies at Salve Regina. Students choose from a wide range of topics for this writing intensive course.

Requirements: UNV-101 is required - Must be taken either prior to or at the same time as this course.

View Available Sections for UNV-102

Spring 2020 Undergraduate

Seats	Times	Locations	Instructors
1	Th 6:00 PM - 8:30 PM 1/21/2020 - 5/8/2020	Main Campus, McAuley Hall 206 Lecture	Thombs, M

**Add Course to Plan** will only add course to your schedule, but not allow you to register. You must **Add Section to Schedule** to be able to register.

**Add Section to Schedule**

**Section Details**

UNV-102-01 Univ. Bus. & Tech W/Diaabali  
 Spring 2020 Undergraduate

Instructors: Thombs, M (@thombs@salve.edu)

Meeting Information: Th 6:00 PM - 8:30 PM  
 1/21/2020 - 5/8/2020  
 Main Campus, McAuley Hall 206 (Lecture)

Dates: 1/21/2020 - 5/8/2020

Seats Available: 1 of 20 Total

Credits: 3

Grading: Graded

Requirements: UNV-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 deepen the connection between writing and thinking, equip them with the necessary skills to effectively develop ideas and argument through academic writing, and prepares them for a variety of writing that they will encounter throughout the course of their studies at Salve Regina. Students choose from a wide range of topics for this writing intensive course.

Additional Information: Business and Technology for Persons with Disabilities: Students will examine the impact of technology in business by researching ways technology has been implemented in business and how this affects persons with disabilities. Current practice and future trends are considered. Students will look at international and domestic issues concerning job skills involving technology in business. From this research, students in teams will design, prepare, test and implement lessons for the Learning Unlimited Program. Each student, in a small team, will prepare written unit lessons, write an abstract suitable for submission to an International Business or Education Conference that accepts student papers, and write a summary paper along with an oral presentation written aids. This is Global Awareness.

Close **Add Section**

A section detail box will open, select **Add Section**

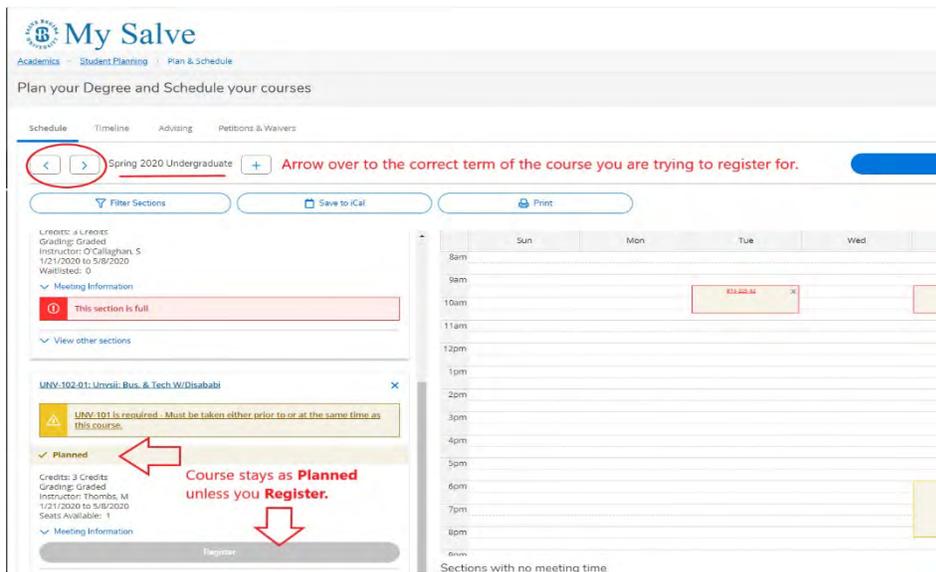
Once the section has been added to your schedule as "Planned", it is now time to register.

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**



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



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**.
  - 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
🚫 Not Started