

How to Register for Classes Using Self Service

#1	Once you have logged into Self Service, follow this pathway of clicks: Student > Registration > Look up classes > (Select the appropriate term) > USC Columbia
#2	Select the course you are searching for (e.g. ENGL – English) Pro tip: When searching for the subject, you can type the four letter course designator instead of scrolling through all of the courses to find the one you are looking for. <i>Example: Looking for an English course? Type in ENGL</i>
#3	Select the subject and then course number you are looking for (e.g. ENGL 101)
#4	Select 'View Sections' for the course number you are registering for.
#5	<p>Watch out for sections that are restricted. To see restrictions specific to a course, click the blue link (five-digit number) under the CRN column on the page that lists all of the different sections available for the course of interest. Then, click on the blue hyperlinked course name at the top of the page. Restrictions will be noted at the bottom of the page.</p> <p>Course sections beginning with an alpha character are intended for specific populations of students or units.</p> <ul style="list-style-type: none"> ○ <u>Section A## or S##</u> - Residential Learning Initiatives ○ <u>Section C##</u> - Capstone Scholars ○ <u>Section H##</u> - Honors ○ <u>Section J## or N##</u> - Distributed Learning/Online Course ○ <u>Section M##</u> - PMBA ○ <u>Section P##</u> - Palmetto College ○ <u>Section R##</u> - Regional Grad Program ○ <u>Section T##</u> - TRIO/Opportunity Scholars Program ○ <u>Section Y##</u> - Evening Programs; Weekend Courses ○ <u>Section Z##</u> - Ft. Jackson Location
#6	<p>Look for the days and times that fit in your schedule.</p> <p>Pro tip: Cap = Capacity, the number of possible seats open for a course Act = Actual, the number of students already enrolled in the course Rem = Remaining, the number of seats that are currently available</p> <p>If you see a 'C' on the far left of the screen, it means that the course is closed.</p>
#7	Select the section you would like to register for, scroll to the bottom of the screen, and click register.
#8	If no errors pop up, you are registered for that course.
#9	Repeat steps 2-7 to register for all of the courses discussed by you and your advisor for this semester.
#10	Return to the registration menu and click on Concise Student Schedule to view your schedule for the upcoming semester.
#11	Celebrate! You are registered!

To view your holds and other information related to registration, visit [Self Service Carolina](#) > Student > Registration > Registration Checklist.

How to Register for Classes using Schedule Planner

#1	Once you have logged into Self Service, follow this pathway of clicks: Student > Registration > Schedule Planner
#2	Select USC Columbia. Click 'Save and Continue.' Click on the 'Add Course' button.
#3	Select your subject and course (e.g. HIST 101) Pro tip: When searching for the subject, you can type the four letter course designator instead of scrolling through all of the courses to find the one you are looking for. <i>Example: Looking for a History course? Type in HIST</i>
#4	Click on 'Add Course.' You will now see the course on the left side of the screen under 'Courses'
#5	Repeat the process for the courses you are registering for this semester.
#6	Once you have added all courses, click on 'Done'
#7	If you are an athlete who needs to schedule around practice times or if you are employed and have a work schedule, you can add a break to your schedule. DON'T schedule breaks for lunch/to avoid morning classes! Remember: the more expansive your breaks, the more restrictive your schedule.
#8	Select the 'Options' button
#9	Deselect the courses that you are unable to register for. Course sections beginning with an alpha character are intended for specific populations of students or units. Pro Tip: A or S = Residential Learning Initiatives; C = Capstone Scholars; H = Honors; J or N = Distributed Learning/Online Course; M = PMBA; P = Palmetto College; R = Regional Grad Program; T = TRIO/Opportunity Scholars Program; Y = Evening or Weekend; Z = Ft. Jackson Location
#10	Click on 'Generate Schedules' Pro Tip: Click on the blue 'i' to see more information about a particular course.
#11	Hover over the magnifying glass to see a pop-out of your possible schedule, or click on 'View' to see all the details for that particular schedule. Pro Tip: Don't linger too long or you may lose your seat! You are not yet registered for your courses.
#12	Look at a few schedules and select one that you like Pro Tip: Click on the lock icon if you see a course you like and want to lock that into the draft schedules that Schedule Planner creates. NOTE: you are still not registered for that course.
#13	Once you find the schedule you like, click 'Send to Shopping Cart' > 'OK' > 'Register'
#14	Return to the registration menu and click on Concise Student Schedule to view your schedule for the upcoming semester.
#15	Celebrate! You are registered!

What should I do if a class is full?

- Check your degree worksheet in DegreeWorks (accessible in [Self Service Carolina](#)) for alternate courses you could take (DegreeWorks will display completed requirements, in-progress requirements, and not-yet-completed requirements for your program of study)
- Continue to monitor section enrollment in [Self Service Carolina](#). More seats may open as students adjust their schedules.
- In some departments, you can submit an override request form or sign up for notifications when additional seats are available. In other instances, you may need to reach out directly to the department or the professor.
- **View more resources on the Registration Checklist page at www.sc.edu/advising.**