

## HOW TO REGISTER FOR CLASSES IN SELF SERVICE CAROLINA

**Step 1:** Once you have logged into SSC, click on the Student button.

**Step 2:** Next, click on the REGISTRATION menu.



The screenshot displays the University of South Carolina Self Service Carolina interface. At the top left is the university logo and the text "UNIVERSITY OF SOUTH CAROLINA". Below this is a header area with the text "Welcome to Self Service Carolina". A breadcrumb trail shows "Home > Student". A navigation bar contains three buttons: "Personal Information", "Student", and "Faculty Services". The "Student" button is highlighted in blue and has a red arrow pointing down to it. Below the navigation bar is a grid of service tiles. The "Registration" tile is highlighted in blue and has a red arrow pointing down to it. The "Registration" tile contains the text: "Registration", "Check your registration status, class schedule and add or drop classes". Other visible tiles include "Admissions" (Apply for admission to another campus, return to complete an application, or check your status.), "Enrollment Deposits - Applies Only to Columbia Admitted Freshmen" (Pay enrollment deposit to secure your spot in the freshman class.), and "Housing Services" (Apply for housing, view room assignments when available, and access other housing services.).

UNIVERSITY OF  
SOUTH CAROLINA

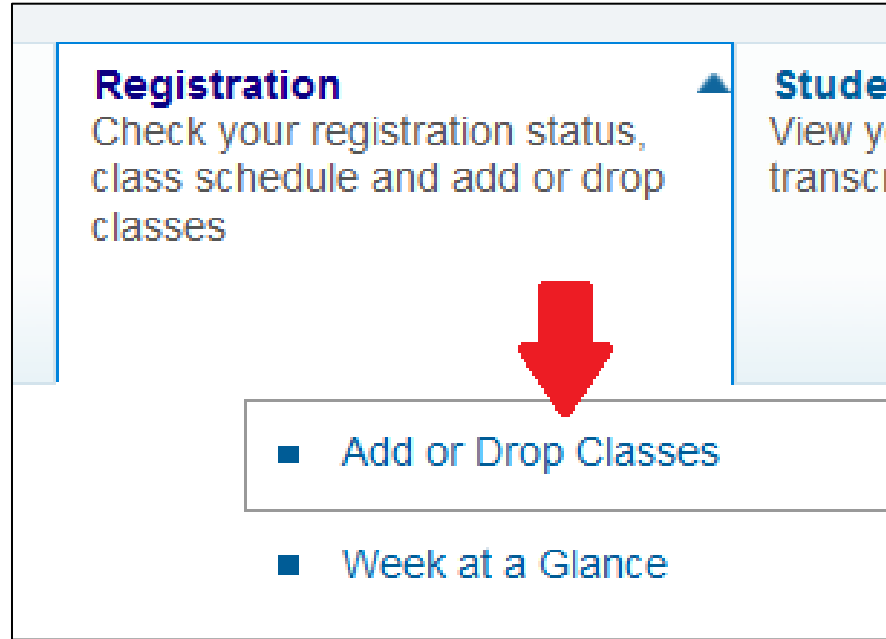
Welcome to Self Service Carolina

Home > Student

Personal Information Student Faculty Services

<b>Admissions</b> Apply for admission to another campus, return to complete an application, or check your status.	<b>Registration</b> Check your registration status, class schedule and add or drop classes	<b>Stu</b> View tran
<b>Enrollment Deposits - Applies Only to Columbia Admitted Freshmen</b> Pay enrollment deposit to secure your spot in the freshman class.	<b>Housing Services</b> Apply for housing, view room assignments when available, and access other housing services.	<b>Ori</b> To a Ses

**Step 3:** Click ADD OR DROP CLASSES.



**Step 4:** Toward the bottom of your screen you should see ADD CLASSES WORKSHEET. Enter the 5-digit CRN of each class you want to register for. Be sure to enter each CRN in a separate box. When you're finished, click SUBMIT CHANGES.

**Add Classes Worksheet**

**CRNs**

10098									
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Submit Changes   Class Search   Reset

**Step 5:** When the class has been added successfully, it should appear on your current schedule, similar to what is pictured below. You can continue to add classes, if needed, by entering CRNs in the boxes at the bottom of the page and clicking SUBMIT CHANGES.

### Add or Drop Classes

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To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered Web on <b>Apr 10, 2013</b>	None	10098	BANT	102	01	Undergraduate	3.000	Standard Letter	Understanding Other Cultures

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 1.000  
Maximum Hours: 18.000  
Date: **Apr 10, 2013** 03:33 pm

#### Add Classes Worksheet

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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