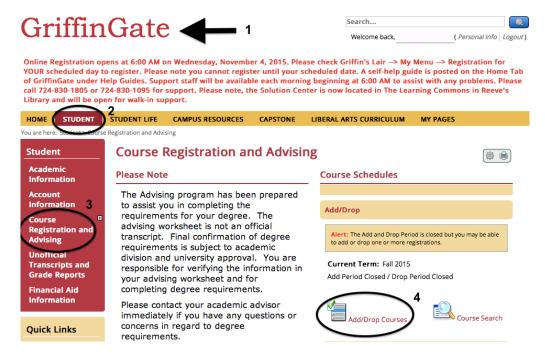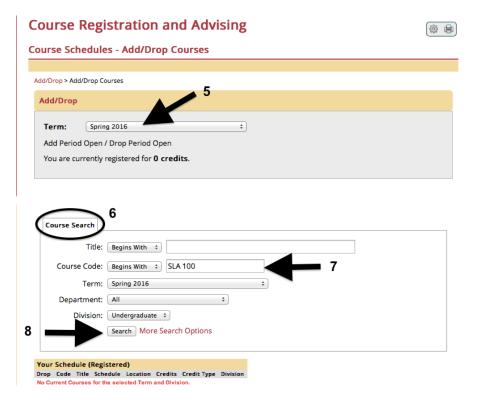# Seton Hill University – Online Registration on GRIFFINGATE

1. **Log into GriffinGate**
2. **Click on the Student tab**
3. **Click on Course Registration and Advising page (on left)**
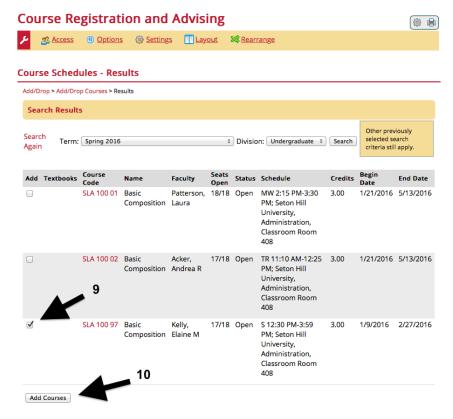4. **Click on the Add/Drop Courses link under Course Schedules (on right)**

5. **From the Drop/Add Courses page, change the Term to Spring 2016**
6. **Click on the Course Search tab to open the search fields**
7. **Leave all fields empty except the Course Code – there you will type in the code with only the first 3 letters SLA and first 3 numbers 100 (e.g. sla 100)**
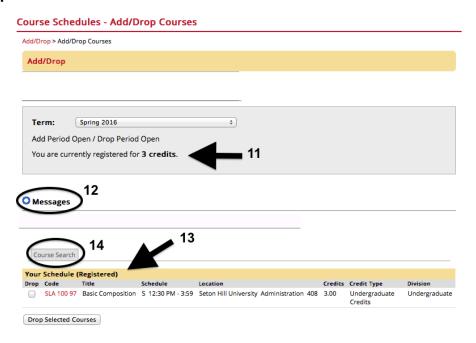8. **Click Search or hit Enter**

9. From the page that opens, select the section of the course that you want to register for by checking the box under the Add column (to the left of the courses listed)
10. Click Add Courses

Course Registration and Advising

Access   Options   Settings   Layout   Rearrange

Course Schedules - Results

Add/Drop > Add/Drop Courses > Results

Search Results

Search Again   Term: Spring 2016   Division: Undergraduate   Search   Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
☐		SLA 100 01	Basic Composition	Patterson, Laura	18/18	Open	MW 2:15 PM-3:30 PM; Seton Hill University, Administration, Classroom Room 408	3.00	1/21/2016	5/13/2016
☐		SLA 100 02	Basic Composition	Acker, Andrea R	17/18	Open	TR 11:10 AM-12:25 PM; Seton Hill University, Administration, Classroom Room 408	3.00	1/21/2016	5/13/2016
☑		SLA 100 97	Basic Composition	Kelly, Elaine M	17/18	Open	S 12:30 PM-3:59 PM; Seton Hill University, Administration, Classroom Room 408	3.00	1/9/2016	2/27/2016

9

10

[Add Courses]

11. You will get a screen that confirms your registration
12. If there are any messages, they will appear under "Messages"
13. Your schedule – including waitlisted courses – will appear at the bottom
14. Click on the Course Search tab to continue this process for each course until you have added all the courses you need; Note: you can only register online for up to 18 credits

Course Schedules - Add/Drop Courses

Add/Drop > Add/Drop Courses

Add/Drop

Term: Spring 2016

Add Period Open / Drop Period Open

You are currently registered for **3 credits**.   **11**

12 ⊙ Messages

14 [Course Search]   **13**

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
☐	SLA 100 97	Basic Composition	S 12:30 PM - 3:59	Seton Hill University Administration 408	3.00	Undergraduate Credits	Undergraduate

[Drop Selected Courses]