



## 2. Select Student Services

### 3. Select Registration



Personal Information **Student Services**

Search

#### Student Services

- [Scheduled Course Offerings Search](#)  
Look up course schedule information
- Registration**  
View your current class schedule. Check your registration status and time-ticket! Register, add, and drop classes.
- [Student Records](#)  
View your current student account information. Look up your advisor assignment. Display and print your grades and transcript. Review your on-campus housing assignment and roommate information.
- [Make an Online Payment](#)  
Make a payment using your credit card (Visa, MC, Discover) or checking/savings account.

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## 4. Select Register and Add/Drop Classes



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#### Registration Services Menu

- [Select Term](#)
- [Check Your Registration Status](#)
- Register and Add/Drop Classes**
- [Select Variable Credit](#)
- [Student Detail Schedule](#)
- [Student Schedule by Day & Time](#)
- [SPHP Registration](#)

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## 5. Select the Term then select **Submit**.

**Please note:** SPHP courses use the full Academic Year, not a specific term such as Summer, Fall or Spring. We are currently in the Academic Year 2021-2022.

Personal Information Student Services

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Select Term

Select the term in which you would like to work and click **Submit Term**. The term you select will carry with you through all the registration functions until you choose a different term or end this session. Terms labeled "View Schedule Only" are not available via the Web at this time.

To review term-driven registration dates and deadlines, please click on the link below to view the University of New England Academic Calendars.

Select a Term: Academic Year 2021-2022

[ [UNE Academic Calendars](#) ]

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## 6. Under the Action column, select the **Drop** from the drop-down menu.

- Students can drop with a full refund until the end of day on the first day of the course.
- Students can withdraw with a 40% refund through the first seven days of a course.
- The drop and withdrawal policies are listed in our [Academic Calendar](#).

### Register and Add/Drop Classes:

Use this interface to register or make changes in your schedule by adding or dropping classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section.

To ADD a class to your schedule, enter the Course Reference Number (CRN) into the Add Class worksheet below. If you are unsure of which classes to add, click Class Search to review the course schedule.

To DROP a class, use the DROP option in the pull down list next to the course in the Current Schedule. If no option is listed, then the course may not be dropped at this time.

When add/drops are complete click **Submit Changes**. Classes that have been successfully added to your schedule will appear in the Current Schedule. Courses that could not be added appear under **Registration Errors**. For a complete explanation, click on **Help**.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Register on Web on Nov 01, 2021	None	0938	HIN	700	HA1	Graduate 3.000	Standard Letter	Project Management		
Register on Web on Nov 03, 2021	None	21616	HCA	765	B1	Graduate 3.000	Standard Letter	Communication for Healthcare Leaders		

Total Credit Hours: 6.000  
 Billing Hours: 6.000  
 Minimum Hours: 0.000  
 Maximum Hours: 40.000  
 Date: Nov 15, 2021 12:45 pm

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7. Once you have updated the status for all of your courses, click **Submit Changes**.
- Choosing the option **none** in the action column will not affect your registration for that course.

Register and Add/Drop Classes:

Use this interface to register or make changes in your schedule by adding or dropping classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section.  
 To ADD a class to your schedule, enter the Course Reference Number (CRN) into the Add Class worksheet below. If you are unsure of which classes to add, click Class Search to review the course schedule.  
 To DROP a class, use the DROP option in the pull down list next to the course in the Current Schedule. If no option is listed, then the course may not be dropped at this time.  
 When add/drops are complete click **Submit Changes**. Classes that have been successfully added to your schedule will appear in the Current Schedule. Courses that could not be added appear under **Registration Errors**. For a complete explanation of the Registration Errors, click on **Help**.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Register on Web on Nov 01, 2021	<input type="button" value="Drop"/>	50938	HN	700	HA1	Graduate 3,000 Standard Letter Project Management				
Register on Web on Nov 03, 2021	<input type="button" value="Drop"/>	51616	HCA	765	B1	Graduate 3,000 Standard Letter Communication for Healthcare Leaders				

Total Credit Hours: 6.000  
 Billing Hours: 6.000  
 Minimum Hours: 0.000  
 Maximum Hours: 40.000  
 Date: Nov 15, 2021 12:45 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"/>	<input type="text"/>
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8. After submitting changes, your updated schedule will appear.  
 In this example: All courses were dropped, therefore no courses appear.

**Please note:** Student enrolled in other courses, or have previously completed courses in the 2021-2022 Academic Year will appear in the schedule. Students wishing to make updates to their registration, must do so during the dates defined within the Academic Policies and Calendar on the SPHP website.

Register and Add/Drop Classes:

Use this interface to register or make changes in your schedule by adding or dropping classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section.  
 To ADD a class to your schedule, enter the Course Reference Number (CRN) into the Add Class worksheet below. If you are unsure of which classes to add, click Class Search to review the course schedule.  
 To DROP a class, use the DROP option in the pull down list next to the course in the Current Schedule. If no option is listed, then the course may not be dropped at this time.  
 When add/drops are complete click **Submit Changes**. Classes that have been successfully added to your schedule will appear in the Current Schedule. Courses that could not be added appear under **Registration Errors**. For a complete explanation of the Registration Errors, click on **Help**.

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