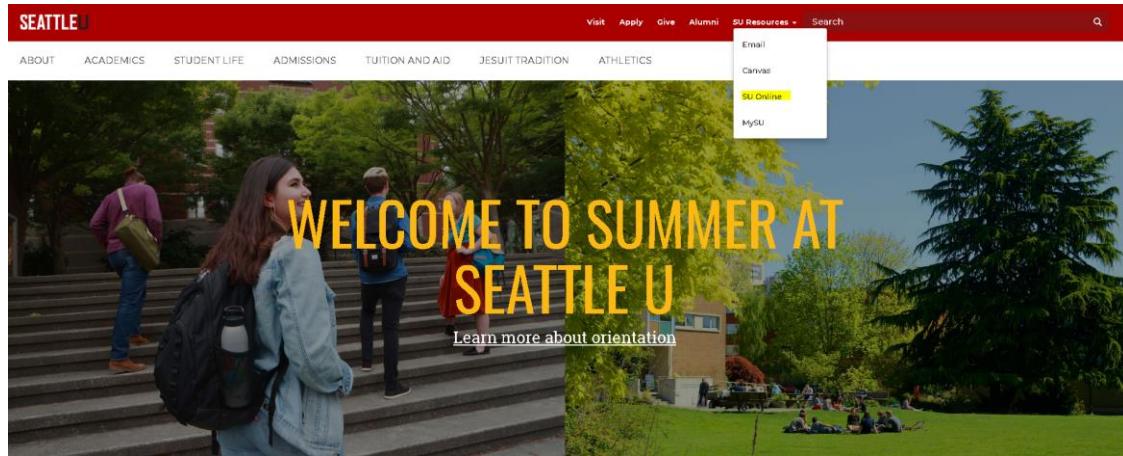


Steps to Register

1. Go to www.seattleu.edu
2. Click on the SU Online button.



3. Select Login

A screenshot of the Seattle University login page. The top navigation bar includes "Log In" and "Main Menu". The main content area starts with "Welcome Guest!" and a note "Select your point of entry to the right." To the right, there are four buttons: "Students" (highlighted in yellow), "Faculty", "Employees", and "Prospective Students". At the bottom of the page are "Log In" and "Main Menu" buttons, along with a "Welcome Guest!" message.

4. Enter the first part of your SU email without the @seattleu.edu portion and your password.

A screenshot of the Seattle University login form. It features "Log In" and "Main Menu" buttons at the top. Below them is a "Welcome Guest!" message. The form itself has fields for "User ID" (containing "hughesc") and "Password" (containing "*****"). There is also a "Show Hint" link and a "SUBMIT" button. At the bottom are "Log In" and "Main Menu" buttons, along with a "Welcome Guest!" message.

5. Click Submit
6. Select Students

SEATTLE UNIVERSITY

Log Out | Main Menu

Welcome Christina!

Select your point of entry to the right.

Students

Faculty

Employees

Prospective Students

Log Out | Main Menu

7. Select Search for Classes to look up classes offered or Register for Classes to add them to your schedule

SEATTLE UNIVERSITY

Log Out | Main Menu | Students Menu

Current Students - WebAdvisor for Students Menu

Welcome Christina!

User Account

[My profile](#)
[Change Address](#)
[Update Emergency Contact](#)
[Third Party Proxy Access](#)

Registration

[Registration Time](#)
[Check Holds](#)
[**Search for Classes**](#)
[Register for Classes](#)
[View Class Schedule](#)
[Manage Classes](#)
[Withdraw from Online Classes - Undergraduate Only](#)
[Withdraw from Classes - Graduate Only](#)
[Manage My Waitlist](#)
[Video: Search for Classes](#)
[Video: Register for Classes](#)
[Search for Sections](#)

All Students

[Redhawk Student Employment](#)

School of Law Students

[Law Exam Number](#)
[Financial Aid Self Service Portal](#)

Financial Aid

[Cost of Attendance & Estimated Family Contribution](#)
[Conditions of Award](#)
[Financial Aid Self Service Portal](#)
[Work Study Authorization Form](#)
[Summer Financial Aid Application](#)

Financial Aid Prior to 17-18

[Cost of Attendance & Estimated Family Contribution](#)
[Historical Financial Aid Award Letters](#)

8. Select the term you are searching for classes (this will depend on what quarter you are registering for). To narrow your search to just Albers classes, select Albers Sch of Business under the School Drop down and Graduate under the Academic Level drop down.

Current Students

Welcome Christinal

Search for Classes

* = Required

Term* - 1950 - Spring Quarter 2019

Subjects	Course Levels	Course Number	Section
▼	▼		
▼	▼		
▼	▼		

Schools	Departments	Academic Levels
Albers Sch of Business	▼	Graduate
▼	▼	▼
▼	▼	▼

Sections Meeting After □ Sections Ending Before □

Mon □ Tue □ Wed □ Thu □ Fri □ Sat □ Sun □

Course Comment Keywords
 Course Title Keyword(s)
 Instructor's Last Name
 Credits

SUBMIT

9. Click Submit

10. Sometimes a Change Address page will pop up, confirm that all information is correct and click submit.
11. To select a class, check the box under the Column header select, scroll to the bottom of the screen and hit submit.

Current Students

Welcome Christinal

Section Selection Results

Narrow my Search □
 Re-sort my results Term, Section Name □

Select	Term	Status	Section Name and Title	Meeting Information	Core Section Title	Faculty	Available/Capacity/Waitlist	Credits	Comments
<input checked="" type="checkbox"/>	Fall Quarter 2018	Open	ACCT5110-01 Intern Finance Acct	09/26/18-12/15/18 Lecture Tuesday 06:00PM-08:40PM, PIGT, RM 200		C. De Mello E Souza	10 / 35 / 0	3.00	PRREQ: Financial Accounting/ ACCT 5000
<input type="checkbox"/>	Fall Quarter 2018	Open	ACCT5130-01 Managerial Cost Accounting	09/26/18-12/15/18 Lecture Thursday 06:00PM-08:40PM, PIGT, RM 200		D. Adut	24 / 35 / 0	3.00	PRREQ: Financial Accounting/ ACCT 5000
<input type="checkbox"/>	Fall Quarter 2018	Open	ACCT5140-01 Auditing	09/26/18-12/15/18 Lecture Monday 06:00PM-08:40PM, PIGT, RM 103		G. Saucedo	28 / 35 / 0	3.00	PRREQ: Acct 5110
<input type="checkbox"/>	Fall Quarter 2018	Open	ACCT5310-01 Internal Audit	09/26/18-12/15/18 Lecture Monday 06:00PM-08:40PM, PIGT, RM 306		D. Applegate	24 / 30 / 0	3.00	PRREQ: Financial Accounting / ACCT 5000
<input type="checkbox"/>	Fall Quarter 2018	Open	ACCT5360-01X Audit	09/26/18-12/15/18 Lecture Thursday 06:00PM-08:40PM, PIGT, RM 306		S. Mar	20 / 30 / 0	3.00	PRREQ: ACCT 5140 or ACCT 5310
<input type="checkbox"/>	Fall Quarter 2018	Open	ACCT5910-01 Law for Acct and Finance Prof	09/26/18-12/15/18 Hybrid Course Monday 06:00PM-08:40PM, PIGT, RM 204		D. Arnesen	25 / 35 / 0	3.00	HYB; Replaces BLAW 5130 (Business Law)
<input type="checkbox"/>	Fall Quarter 2018	Waitlisted	ETHI5120-01 Business Ethics & Social Resp	09/26/18-12/15/18 Lecture Wednesday 06:00PM-08:40PM, PIGT, RM 306		J. Smith	0 / 30 / 3	3.00	MJR - Only (MPAC and MSF)
<input type="checkbox"/>	Fall Quarter 2018	Open	BLAW5315-01 Employment Law	09/26/18-12/15/18 Lecture Tuesday 06:00PM-08:40PM, PIGT, RM 204		T. Foster	22 / 30 / 0	3.00	
<input type="checkbox"/>	Fall Quarter 2018	Open	BRMB5200-01 Business Economics	09/26/18-12/15/18 Lecture Monday 09:00AM-11:40AM, CHDN, RM 142		E. Vernon	30 / 32 / 0	3.00	Bridge MBA students only.

12. You'll notice from this page you can access key information about the class, examples below.

- a. Term- this identifies which term the class in, aka, what quarter
- b. Status- shows if a class is open or closed- you cannot add yourself once a course is closed

- c. Section Name & Title: Class Name and Section
 - d. Meeting Information- shows you the dates the class meets, the day of the week, time and the room location. PIGT stands for Pigott, the main business building
 - e. Faculty- which professor is teaching the class
 - f. Available/Capacity/Waitlist- how many spots are left/how many spots the class has total/how many students are on the waitlist
 - g. Credits- number of credits for the course
 - h. Comment-If applicable, you will find specific information about prerequisites for the class, special notes on meeting times, etc.
13. Once your courses are selected, you'll be taken to a Manage Courses page. Here you will confirm everything is correct and accept the agreement and click submit. Be sure to check RG in the first two boxes and check the accept box. The same process is used if you would like to drop or audit a class, except you choose AU-Audit or DR- drop.

Action for All Pref. Sections (or choose below) RG Register

Action	Term	Section Name and Title	Meeting Information	Core Section Title	Faculty	Available/ Capacity/ Waitlist	Credits
<input checked="" type="checkbox"/> RG - Register	Summer 2017 8-WEEK	ACCT-5000-01 Fundamentals Of Accounting	06/19/17-08/12/17 Lecture Wednesday 05:30PM-09:00PM, PIGT, RM 100	C. De Mello E Souza	25 / 35 / 0		3.00

Current Registrations
Only courses that have not been graded appear on this screen. Once a course is graded it moves to your transcript.

-To view all of your courses for this term, select **My class schedule** from the Students Menu.
-To see your entire transcript, select **Unofficial transcript** from the Students Menu.

Drop	Term	Pass/ Audit	Course Eligible For	Section Name and Title	Meeting Information	Core Section Title	Faculty	Credits
<input type="checkbox"/>	Spring Quarter 2017	Drop	Periods has ended for this term	MGMT-4720-01 Negotiation Skills	03/27/17-06/10/17 Lecture Monday , Wednesday 03:40PM-05:45PM, PIGT, RM 305	G. Lasprugata	5.00	
<input type="checkbox"/>	Spring Quarter 2017	Drop	Periods has ended for this term	MGMT-4770-01 Managing Diversity	03/27/17-06/10/17 Lecture Tuesday , Thursday 10:15AM-12:20PM, PIGT, RM 304	H. Ferraro	5.00	
<input type="checkbox"/>	Spring Quarter 2017	Drop	Periods has ended for this term	MGMT-4890-02 Business Policy & Strategy	03/27/17-06/10/17 Lecture Monday, Wednesday , Friday 02:05PM-03:30PM, PIGT, RM 305	E. Rhee	5.00	

If one of my choices is not available
 ALL Allow me to adjust all

Accept Agreement
 I understand and agree that by clicking on the 'Accept' box (to the left of this message), I am confirming my intent to register for the courses below and this constitutes the act of registration at Seattle University. I further understand that Seattle University will not allow me to register for the courses set forth below unless I have agreed at or prior to registration to pay for all applicable tuition and fees. I have reviewed the rate schedule set forth in this computerized registration packet showing tuition and applicable fees for this quarter. By clicking on the 'Accept' box, I hereby promise to pay these amounts to Seattle University by the dates set forth on the rate schedule. I understand that if I do not pay these amounts when due, Seattle University has the right to access my unpaid balances cumulative late fees of up to \$200 and a finance charge of 1.0% per month (12% APR), and I promise to pay those charges upon assessment. In addition, Seattle University has the right to charge me for any subsequent collection expenses and fees Seattle University incurs in collecting my unpaid balances, and I promise to pay those charges upon assessment. I understand and agree that my 'unpaid balances' may include finance charges previously assessed and not paid, and I promise to pay those charges. By allowing me to register without payment in advance, Seattle University is extending me credit in the amount of the tuition and fees set forth above. I understand that Seattle University is providing me an educational loan, and that such loans are generally not dischargeable in bankruptcy pursuant to 11 U.S.C. section 523(a)(8).

Law Students - I have read and understood the Seattle University School of Laws Institutional Refund policy and the Title IV Financial Aid refund policy. These policies are printed on the back of your billing statement, in the Student Handbook and on the web at <http://www.law.seattle.edu/documents/financialaid/titleiv.pdf>

To complete your registration in the courses below and to acknowledge your acceptance of the terms set forth above, click 'Submit' below, or cancel this registration by selecting the 'Students Menu' link to return to the students menu page.

SUBMIT

[Manage Waitlist](#) [My Schedule](#)

14. You can check to make sure your courses were added correctly by going back to the main Current Students-Students Menu page and selecting View Class Schedule. Select the term you'd like to view and click submit.

Term
 Fall Quarter 2018

Total Registered Credits 6.00

Course Name and Title	Status	Meeting Information	Core Section Title	Creds	Pass Aud	Start Date
AEDT-5100-01 Course Design For Adult Lrnrs	Added	09/26/18-12/15/18 Online Days - TBA Start and End time - TBA, ARRG, RM DEPT C. Watson		3.00		09/26/18
STML-5720-01 Ldrshp, Personality, & Culture	Added	09/29/18-11/03/18 Lecture Saturday 08:30AM-04:00PM, HUNT, RM 100 ; Lecture Sunday 09:00AM-04:00PM, HUNT, RM 100 L Hy		3.00		09/29/18

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