To Register

Registration at Saint Paul College is done online via eServices.

1. Go to the Saint Paul College Web site: www.saintpaul.edu
2. Select eServices feature by clicking on Student Login option in upper row
3. Login using your StarID
4. Enter your StarID password
5. Search for Courses
   - Select Courses & Registration from the left side menu
   - Select “Search for a Course”
   - Select the correct Semester from the drop down menu
     - Select Expand/Collapse for Advanced Search features
     - In the Advanced Search, you have more selections to narrow the search for courses.
   - Search for course by Subject from the drop down menu OR enter the Course Number if you know it.
   - Select “Search” to view results
   - Click on the Title of the course you are interested in; read details about course
6. Add a Course to your Wish List from Course Search Results:
   - Once you have found the course you would like to register, click the “Add” button. Adding a course to your Wish List does not register you for, or reserve you a seat in the course.
   - Repeat steps 5 and 6 to find all courses to you want to register
7. View Wish List
   - Select “Review my Plan” from left side menu
   - OR
   - Select “Continue to Review my Plan” from the Search Results & Plan page
   - Review your selections
   - If the courses on your Wish List are correct, you can proceed with Registration
     - Check box next to the course (Box must be checked to proceed to registration page)
     - Click on “Select Course(s) to proceed to Register”
8. Registration
   - Review financial and academic obligations
   - Review courses
   - Enter your StarID password
   - Click on Register
     By confirming this registration, you are accepting any financial and academic obligations incurred as a result of this transaction.
9. You Should Now Be Registered
   - *If you receive an error message, it is due to one of the following:
     - There is a hold on your account
     - There is a pre-requisite requirement for the course
     - You do not have current admission status
   - To resolve these issues, please contact the One Stop at 651.846.1555 or email registration@saintpaul.edu
10. Pay Tuition and Fees by due date – this completes the process

Adding a Course

1. Go to Saint Paul College Web site: www.saintpaul.edu
2. Select eServices feature by clicking on Student Login option in upper row
3. Login using your StarID
4. Enter your StarID password
5. Search for a Course
6. Add Course to Wish List
7. View Wish List by selecting “Review My Plan”
8. Select and Register for Course(s) by entering your StarID password
9. Pay Tuition and Fees by due date

Dropping or Withdrawing from a Course

1. Login to your eServices account using your StarID and password.
2. Click on Courses and Registration found on the menu to the left.
3. Click on View/Modify Schedule
4. Click the “Remove” button located on the left side of course you want to drop/withdraw
5. Enter your password
6. Click Drop/Withdraw
   - Your course should now be removed from your schedule.
   - If you cannot drop or withdraw from your class, please see the One Stop in room 1300

How to read the Course Schedule

Example: 000325 ENGL 1711 - 01

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td>000325</td>
<td>ENGL 1711</td>
</tr>
</tbody>
</table>

Selecting from the Available Options

Find A Course
Search the Course Schedule for availability
Quick Add (Register)
If you know the Course ID, use this option to register for courses
View/Modify Class Schedule
Use after you have completed your registration for the semester to view or change your class schedule
Check Registration Holds
Check your account for holds that will prevent you to continue to register
Bills and payment
View Account Balances; make payments via Credit Card or e-check. NBS Payment Plan Information or NBS account inquiry