

# How to Register for Classes Using Self Service

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| #1 | Once you have logged into <b>Self Service Carolina</b> , follow this pathway of clicks: Student > Registration > Register for Classes > (Select the appropriate term) > USC Columbia  |
| #2 | Select the Campus = USC Columbia<br>Select the Subject<br><b>PRO TIP:</b> When searching for the subject, you can type the four letter subject designator instead of scrolling through all of the subjects to find the one you are looking for. <i>Example: English = ENGL</i><br>Select the Course Number you are looking for or leave blank to search all courses for that subject  |
| #3 | Click 'Search' to bring up a listing of all courses & sections offered  |
| #4 | Watch out for sections that are restricted. To see restrictions specific to a course, click the course title then click on the 'Restrictions' tab.<br><br>Course sections beginning with an alpha character are intended for specific populations of students or units. <b>If you receive a "Student Attribute Restriction" when registering for a course, please go back and check the section number.</b> <ul style="list-style-type: none"> <li>○ <u>Section A##</u> - Preston Residence</li> <li>○ <u>Section S##</u> - Residential Learning Initiatives</li> <li>○ <u>Section Q##</u> - International Accelerator Program</li> <li>○ <u>Section C##</u> - Capstone Scholars</li> <li>○ <u>Section H##</u> - Honors</li> <li>○ <u>Section J## or N##</u> - Distributed Learning/Online Course</li> <li>○ <u>Section M##</u> - PMBA</li> <li>○ <u>Section P##</u> - Palmetto College</li> <li>○ <u>Section R##</u> - Regional Grad Program</li> <li>○ <u>Section T##</u> - TRIO/Opportunity Scholars Program</li> <li>○ <u>Section Y##</u> - Courses sponsored by On Your Time Initiatives (typically evening/weekend)</li> <li>○ <u>Section Z##</u> - Ft. Jackson Location</li> </ul> |
| #5 | Look for the days and times that fit in your schedule<br>Check the seat availability to make sure the course is not full  |
| #6 | Click on 'Add' to add the course to the schedule and summary  |
| #7 | Click on 'Submit' to finalize the course registration<br><i>If no errors pop up, you are registered for that course</i>   |
| #8 | Repeat steps 2-7 to register for all of the courses discussed with your advisor for this semester.  |
| #9 | Celebrate! You are registered!  |

**To view your holds and other information related to registration, visit:**  
[Self Service Carolina](#) > Student > Registration > Registration Notices and Holds.

# How to Register for Classes Using Schedule Planner

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| #1  | Once you have logged into <b>Self Service Carolina</b> , follow this pathway of clicks: Student > Registration > Schedule Planner > (Select the appropriate term) > USC Columbia   |
| #2  | Click on the 'Add Course' button   |
| #3  | Select your subject and course (for example, HIST 101)   |
| #4  | Click on 'Add Course.' You will now see the course on the left side of the screen under 'Courses'  |
| #5  | Repeat the process for the courses you are registering for this semester.  |
| #6  | Once you have added all courses, click on 'Done'   |
| #7  | If you have certain times when you cannot schedule classes, you can add a break to your schedule. <b>DON'T schedule breaks for lunch/to avoid morning classes! Breaks restrict schedule options.</b>   |
| #8  | Select the 'Options' button  |
| #9  | Deselect the courses for which you are unable to register. Course sections beginning with an alpha character are intended for specific populations of students or units.<br><b>PRO TIP: A</b> = Preston College; <b>S</b> = Residential Learning Initiatives; <b>Q</b> = <b>International Accelerator Program</b> ; <b>C</b> = Capstone Scholars; <b>H</b> = Honors; <b>J</b> or <b>N</b> = Distributed Learning/Online Course; <b>M</b> = PMBA; <b>P</b> = Palmetto College; <b>R</b> = Regional Grad Program; <b>T</b> = TRIO/Opportunity Scholars Program; <b>Y</b> = On Your Time courses (evening/weekend); <b>Z</b> = Ft. Jackson Location |
| #10 | Click on 'Generate Schedules'<br><b>Pro Tip:</b> Click on the blue 'i' to see more information about a particular course.  |
| #11 | Hover over the magnifying glass to see a pop-out of your possible schedule, or click on 'View' to see all the details for that particular schedule.<br><b>PRO TIP: Don't linger too long or you may lose your seat! You are not yet registered for your courses, and using Schedule Planner does not "save" seats.</b>   |
| #12 | Look at a few schedules and select one that you like<br><b>PRO TIP:</b> Click on the lock icon if you see a course you like and want to lock that into the draft schedules that Schedule Planner creates. <b>NOTE: you are still not registered for that course.</b>   |
| #13 | Once you find the schedule you like, click 'Send to Shopping Cart'<br>Click on 'OK' in the pop-up box to send the courses to Self Service Carolina<br><b>PRO TIP:</b> If you are restricted for any reason from registering from one or more classes in the shopping cart, you will not be registered for any of them until you modify the schedule.   |
| #14 | Finalize course registration in Self Service Carolina by following this pathway of clicks Student > Registration > Register for Classes<br>Click on the 'Shopping Cart' tab<br>Click the 'Add All' button<br>Click on 'Submit' to finalize the course registration   |
| #15 | Celebrate! You are registered!   |

## What should I do if a class is full?

- Check the plans tab in DegreeWorks (accessible in [Self Service Carolina](#)) for alternate courses you could take in your Degree Works Planner (DegreeWorks will display completed requirements, in-progress requirements, and not-yet-completed requirements for your program of study).
- Continue to monitor section enrollment in [Self Service Carolina](#). More seats may open as students adjust their schedules.
- In some departments, you can submit an override request form or sign up for notifications when additional seats are available. In other instances, you may need to reach out directly to the department or the professor.