

# Registering for Classes

**LENOIR~RHYNE**  
**UNIVERSITY**



# Registering for Classes

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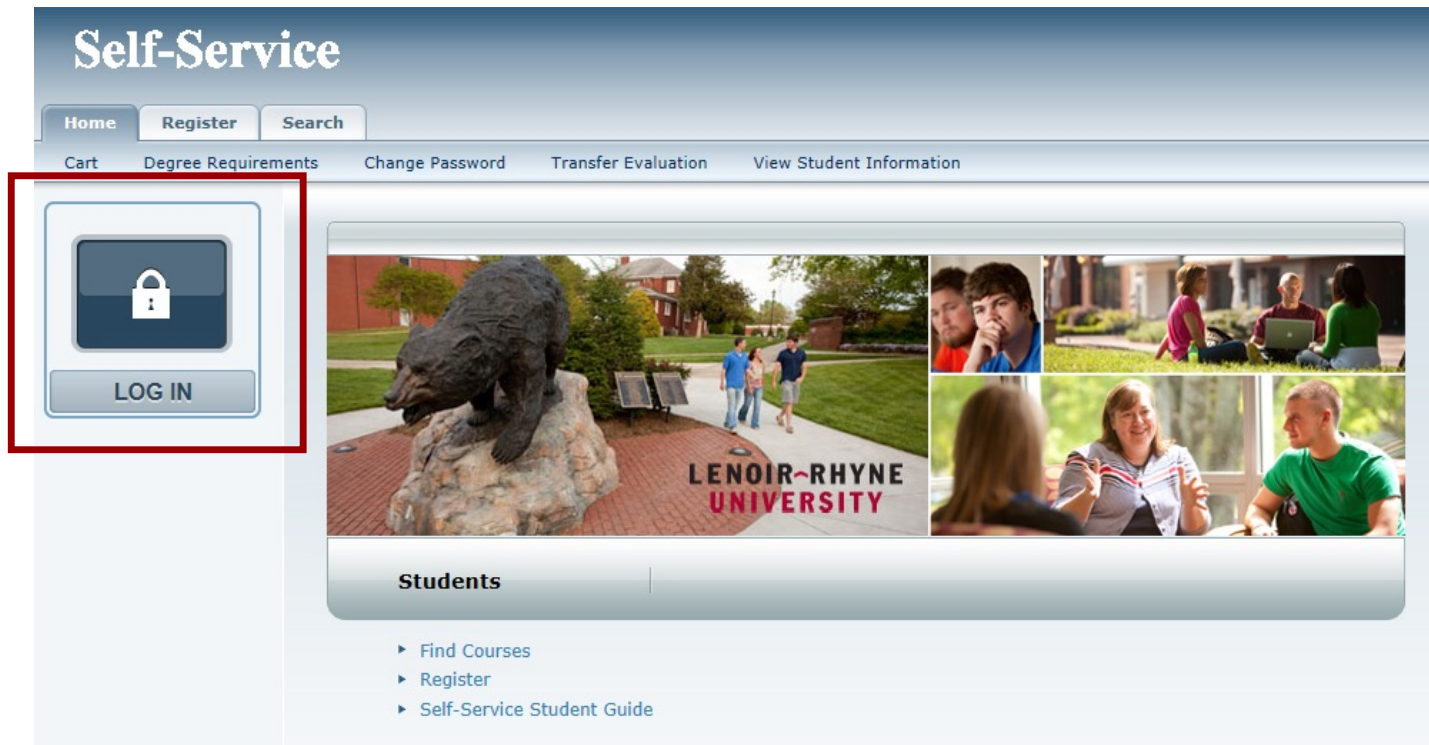
 WEBMAIL	 CANVAS	 SELF-SERVICE (MYLR)	 RAVE ALERT	 HKY/AVL ACADEMIC CALENDAR	 LTSS ACADEMIC CALENDAR	 CONVOCATION CALENDAR	 UPDATE PASSWORD
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On the Portal home page,  
Click on “Self-Service  
(MYLR)”



# Registering for Classes

You will be taken to the self-service portal.

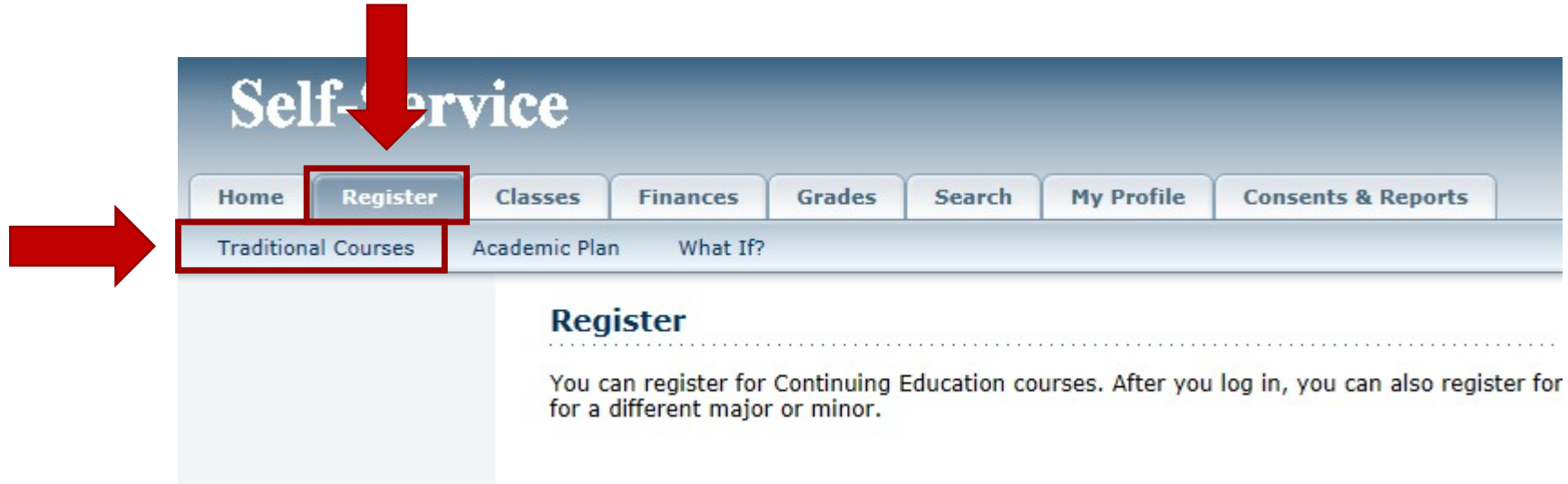


The screenshot shows the 'Self-Service' portal for Lenoir-Rhyne University. The page has a blue header with the title 'Self-Service'. Below the header is a navigation bar with tabs for 'Home', 'Register', and 'Search'. Underneath the navigation bar are links for 'Cart', 'Degree Requirements', 'Change Password', 'Transfer Evaluation', and 'View Student Information'. A prominent feature is a 'LOG IN' button with a lock icon, which is highlighted by a red rectangular box. Below the navigation bar is a large banner image featuring a bear statue on the left and a collage of students on the right. The text 'LENOIR-RHYNE UNIVERSITY' is visible in the bottom right of the banner. Below the banner is a 'Students' section with a list of links: 'Find Courses', 'Register', and 'Self-Service Student Guide'.



# Registering for Classes

You will be taken to the “Register” tab on the Self-Service Portal.





# Registering for Classes

Click on the term you wish to register for.

The screenshot shows the 'Self-Service' portal with a navigation menu including Home, Register, Classes, Finances, Grades, Search, My Profile, and Consents & Reports. The 'Traditional Courses' section is active, displaying a progress bar with steps: Select Period, Review Schedule, Finalize, and Complete. Below the progress bar, a message states: 'In order to begin the registration process, please select a registration period.' A table lists two registration periods: 2018/Fall and 2018/Summer, both with a status of 'OK to register.' A red arrow points to the 'LR Bookstore' link in the left sidebar, and a red box highlights the '2018/Fall' row in the table.

	Period	Status
	2018/Fall	OK to register.
	2018/Summer	OK to register.

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# Registering for Classes

Click on "Section Search"

The screenshot displays the 'Self-Service' registration portal. At the top, there is a navigation bar with tabs for Home, Register, Classes, Finances, Grades, Search, My Profile, and Consents & Reports. Below this, there are sub-tabs for Traditional Courses, Academic Plan, and What If?. On the left side, a 'Related Links' menu is visible, with 'Section Search' highlighted by a red rectangular box. Other links in the menu include Academic Plan, View Schedule, and LR Bookstore. The main content area is titled 'Traditional Courses - 2018/Fall' and features a progress bar with four steps: 'Select Period' (marked with a green checkmark), 'Review Schedule', 'Finalize', and 'Complete'. Below the progress bar, there is a section titled 'Courses to Add' which contains the message: 'Your cart is empty. You must add courses to your cart before proceeding with registration. Use the Section Search to find courses to add to your cart. You can review your degree requirements and find required courses using the Academic Plan.'



# Registering for Classes

In the “Section Search” section, type in “Keywords” or the “Course Code”

Then click “Search”

The screenshot shows the 'Self-Service' web application interface. At the top, there is a navigation bar with tabs for Home, Register, Classes, Finances, Grades, Search, My Profile, and Consents & Reports. Below this, there are sub-tabs for Course Catalog, Section Search, and Directory. On the left side, there is a 'Related Links' section with links for Registration, Academic Plan, and LR Bookstore. The main content area is titled 'Section Search' and has two tabs: 'Basic Search' and 'Advanced Search'. The 'Basic Search' tab is active. It contains several input fields: a 'Keywords' field, a 'Course Code' field with 'FYE' entered, a 'Period' dropdown menu set to '2018 Fall', and a 'Session' dropdown menu. To the right of these fields is a 'Registration Type' section with radio buttons for 'Traditional' (selected), 'Continuing Education', and 'Both'. At the bottom of the search form are two buttons: 'Search' and 'Clear'. Red arrows are overlaid on the image: one points down to the 'Keywords' and 'Course Code' fields, and another points right to the 'Search' button.



# Registering for Classes

The Green Book will let you know if there are open seats.  
If there is a Red Book, that class is closed.

Options

- Open Sections Only
- New Search
- Refine Search

Sort By  
Course ID Sort

Results Per Page  
10 Show

Legend  
Open Closed

Related Links  
Registration  
Academic Plan  
LR Bookstore

### Section Search

23 results for Course Code = 'FYE ' and Registration Type = 'Traditional' and Period = '2018 Fall'. [Back to Registration](#)

Showing 1 - 10 of 23

	Course	Date	Session	Credits	Fees	Schedule	Available Seats	
	FYE: Wellness in Art, Film, Literature FYE 191/Lecture/01	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		MWF 8:00 AM - 8:50 AM; Location to be announced	22 of 22	Add
<b>Instructors:</b> Fisher, Devon R.								
	FYE: Rise & Fall of Rock & Roll FYE 191/Lecture/02	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		MWF 9:00 AM - 9:50 AM; Location to be announced	22 of 22	Add
<b>Instructors:</b> Benton, Luke A								
	FYE: Poltics in Lit, Film, Music FYE 191/Lecture/03	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		MWF 11:00 AM - 11:50 AM; Location to be announced	22 of 22	Add
<b>Instructors:</b> Dreyer, David R.								
	FYE: Secrets of Leadership FYE 191/Lecture/04	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		MWF 11:00 AM - 11:50 AM; Location to be announced	22 of 22	Add
<b>Instructors:</b> Earle, Claudia Patricia								
	FYE: Secrets of Leadership FYE 191/Lecture/05	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		MWF 12:00 PM - 12:50 PM; Location to be announced	22 of 22	Add
<b>Instructors:</b> Earle, Claudia Patricia								
	FYE: Rise & Fall of Rock & Roll FYE 191/Lecture/06	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		MWF 12:00 PM - 12:50 PM; Location to be announced	20 of 22	Add
<b>Instructors:</b> Benton, Luke A								
	FYE: Debate as Everything FYE 191/Lecture/07	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		MWF 1:00 PM - 1:50 PM; Location to be announced	22 of 22	Add
<b>Instructors:</b> Hamilton, Cade Michael								
	FYE: Crime and Media FYE 191/Lecture/08	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		MWF 2:00 PM - 2:50 PM; Location to be announced	21 of 22	Add
<b>Instructors:</b> Stallings, Robert P								





# Registering for Classes

Choose the course you want by clicking “Add”

**Options** ▲

Open Sections Only

New Search

Refine Search

**Sort By**

Course ID ▼ Sort

**Results Per Page**

10 ▼ Show

**Legend**

Open Closed

**Related Links** ▲

Registration

Academic Plan

LR Bookstore

## Section Search

[Back to Registration](#)

Found 23 results for Course Code = 'FYE ' and Registration Type = 'Traditional' and Period = '2018 Fall'.

Showing 1 - 10 of 23

	Course	Date	Session	Credits	Fees	Schedule	Available Seats	
	FYE: Wellness in Art, Film, Literature FYE 191/Lecture/01	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		MWF 8:00 AM - 8:50 AM; Location to be announced	22 of 22	<input type="button" value="Add"/>
<b>Instructors:</b>	Fisher, Devon R.							
	FYE: Rise & Fall of Rock & Roll FYE 191/Lecture/02	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		MWF 9:00 AM - 9:50 AM; Location to be announced	22 of 22	<input type="button" value="Add"/>
<b>Instructors:</b>	Benton, Luke A							
	FYE: Poltics in Lit, Film, Music FYE 191/Lecture/03	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		MWF 11:00 AM - 11:50 AM; Location to be announced	22 of 22	<input type="button" value="Add"/>
<b>Instructors:</b>	Dreyer, David R.							



# Registering for Classes

In the pop-up window, click “View Cart”

**Options** ▲

- Open Sections Only
- New Search
- Refine Search

**Sort By**

Course ID ▼ Sort

**Results Per Page**

10 ▼ Show

**Legend**

Open Closed

**Related Links** ▲

- Registration
- Academic Plan
- LR Bookstore

### Section Search

Found 23 results for Course Code = 'FYE ' and Registration Type = 'Traditional' and Period = '2018 Fall'. [Back to Registration](#)

Showing 1 - 10 of 23

	Course	Date	Session	Credits		
	FYE: Wellness in Art, Film, Literature FYE 191/Lecture/01	8/20/2018 - 12/10/2018	2018 Fall Full	3.00		
<b>Instructors:</b>	Fisher, Devon R.					
	FYE: Rise & Fall of Rock & Roll FYE 191/Lecture/02	8/20/2018 - 12/10/2018	2018 Fall Full	3.00	MWF 9:00 AM - 9:50 AM; Location to be announced	22 of 22 <input type="button" value="Add"/>
<b>Instructors:</b>	Benton, Luke A					
	FYE: Poltics in Lit, Film, Music FYE 191/Lecture/03	8/20/2018 - 12/10/2018	2018 Fall Full	3.00	MWF 11:00 AM - 11:50 AM; Location to be announced	22 of 22 <input type="button" value="Add"/>
<b>Instructors:</b>	Dreyer, David R.					

**Course Added** ▶ Hide

Course J 580/Lecture/50 was added to your shopping cart for period /FALL/Full.



# Registering for Classes

Make sure your course is listed.

To add another course, click “Add Section” and repeat process.

The screenshot shows the 'Self-Service' registration portal. At the top, there are navigation tabs: Home, Register, Classes, Finances, Grades, Search, My Profile, and Consents & Reports. Below these are secondary tabs: Cart, Degree Requirements, Change Password, Application Status, Checklist, Transfer Evaluation, and View Student Information. The main content area is titled 'Cart' and shows the current semester as '2018/Fall'. There are buttons for 'Empty Cart', 'Add Section', 'View Schedule', and 'Register'. The 'Add Section' button is highlighted with a red box, and a red arrow points to it from above. Below the buttons, there is a 'Session - Full' section with a 'Delete Session' link. A table lists the course details:

Course	Date	Credits	Credit Type	Schedule	
FYE: Art, Film & Lit FYE 191/Lecture/01	8/20/2018 - 12/10/2018	3.00	Credit	MWF 8:00 AM - 8:50 AM; Lenoir-Rhyne Univers, , Room	Remove

Below the table, the instructor is listed as 'Instructors: Fisher, Devon R.'. At the bottom of the page, there is a footer: 'PowerCampus® Self-Service 8.7.0 · Copyright 1995 - 2016 Ellucian Company L.P. and its affiliates.'



# Registering for Classes

Once you have added all your courses, click “Register”

The screenshot shows the 'Self-Service' web application interface. At the top, there is a navigation bar with tabs for 'Home', 'Register', 'Classes', 'Finances', 'Grades', 'Search', 'My Profile', and 'Consents & Reports'. Below this is a secondary navigation bar with links for 'Cart', 'Degree Requirements', 'Change Password', 'Application Status', 'Checklist', 'Transfer Evaluation', and 'View Student Information'. The main content area is titled 'Cart' and shows a summary for the '2018/Fall' semester. At the top right of the cart summary are buttons for 'Empty Cart', 'Add Section', 'View Schedule', and 'Register'. A red arrow points to the 'Register' button, which is also highlighted with a red box. Below the summary is a table for the selected session, titled 'Session - Full'. The table has columns for 'Course', 'Date', 'Credits', 'Credit Type', and 'Schedule'. The course listed is 'FYE: Art, Film & Lit FYE 191/Lecture/01' with a date of '8/20/2018 - 12/10/2018', 3.00 credits, and a credit type of 'Credit'. The schedule is 'MWF 8:00 AM - 8:50 AM; Lenoir-Rhyne Univers, , Room'. The instructor is 'Fisher, Devon R.'. There is a 'Remove' button next to the course entry. At the bottom of the page, there is a footer that reads 'PowerCampus® Self-Service 8.7.0 · Copyright 1995 - 2016 Ellucian Company L.P. and its affiliates.'

Course	Date	Credits	Credit Type	Schedule
FYE: Art, Film & Lit FYE 191/Lecture/01	8/20/2018 - 12/10/2018	3.00	Credit	MWF 8:00 AM - 8:50 AM; Lenoir-Rhyne Univers, , Room



# Registering for Classes

Your new course(s) should now be in the “Courses to Add” section.

Click “Next”

**Self-Service**

Home Register **Classes** Finances Grades Search My Profile Consents & Reports

Traditional Courses Academic Plan What If?

Related Links  
Section Search  
Academic Plan  
View Schedule  
LR Bookstore

### Traditional Courses - 2018/Fall

Select Period Review Schedule Finalize Complete

#### Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the Section Search to find courses to add to your cart.

You can review your degree requirements and find required courses using the Academic Plan.

#### Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Cncpts In Ast w Lab - AST 110 / Lecture /	8/20/2018 - 12/10/2018	Full	3.00	Credit	Mon Wed, 1:00 PM - 1:50 PM; Monday, 2:00 PM - 4:00 PM;	Location to be announced Location to be announced	Registered
<b>Instructors:</b>		Cooke, Charles F						
<input type="checkbox"/>	Found in Rel Dev - REL 125 / Lecture /	8/20/2018 - 12/10/2018	Full	3.00	Credit	Tues Thur, 1:40 PM - 2:55 PM;	Lenoir-Rhyne Hickory, TBD, Room TBD	Registered
<b>Instructors:</b>		Staff, LR						
<input type="checkbox"/>	Intro Spanish I - SPA 110 / Lecture /	8/20/2018 - 12/10/2018	Full	3.00	Credit	MWF, 9:00 AM - 9:50 AM; Tues Thur, 9:25 AM - 10:15 AM;	Location to be announced Location to be announced	Registered
<b>Instructors:</b>		Staff, LR						
<input type="checkbox"/>	Seminar: Religion an - REL 327 / Lecture /	8/20/2018 - 12/10/2018	Full	3.00	Credit	Monday, 6:00 PM - 9:00 PM;	Location to be announced	Registered
<b>Instructors:</b>		Makant, Mindy G						
<input type="checkbox"/>	NT & EarlyChristLit - REL 205 / Lecture /	8/20/2018 - 12/10/2018	Full	3.00	Credit	Tues Thur, 10:50 AM - 12:05 PM;	Location to be announced	Registered
<b>Instructors:</b>		Schwiebert, Jonathan David						

Previous **Next**



# Registering for Classes

All your courses will now show in the “Updated Schedule”

Click “Next”

Traditional Courses 2018/Fall

✓ Select Period    ✓ Review Schedule    ▶ Finalize    Complete

Updated Schedule							
Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Div Iss For Help Pro -COU 535 /Hybrid /	8/21/2017 - 12/12/2017	Full	3.00	Credit	Hybrid, 12:00 AM - 12:00 AM; Monday, 6:00 PM - 9:00 PM	Lenoir-Rhyne Hickory, Online, Room Online Lenoir-Rhyne Hickory, TBD, Room TBD	Registered
<b>Instructor:</b>	Staff, LR						
Adv Counseling Tech -COU 566 /Lecture /	8/21/2017 - 12/12/2017	Full	3.00	Credit	Wednesday, 5:00 PM - 10:00 PM	Lenoir-Rhyne Hickory, TBD, Room TBD	Registered
<b>Instructor:</b>	Sigler, Susan Jones						
Practicum School Csl -COU 580 /Lecture /	8/21/2017 - 12/12/2017	Full	4.00	Credit	Tuesday, 5:00 PM - 9:30 PM	Lenoir-Rhyne Hickory, TBD, Room TBD	Registered
<b>Instructor:</b>	Gray, Neal D.						



# Registering for Classes

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Once your registration is complete, you will see the following message:

Traditional Courses - 2018/Fall



Congratulations! You have completed your Registration for: 2018/Fall

- 
- [Modify your schedule for](#) 2018/Fall
- [Select another Registration Period](#)



# Registering for Classes

To view your schedule, click on “View Schedule” in the side menu.

The screenshot shows a web interface titled "Self-Service". At the top, there is a navigation bar with buttons for "Home", "Register", "Classes", "Finances", "Grades", "Search", "My Profile", and "Consents &amp; Reports". Below this, there are sub-sections for "Traditional Courses", "Academic Plan", and "What If?". On the left side, there is a "Related Links" menu with options: "Section Search", "Academic Plan", "View Schedule", and "LR Bookstore". A red arrow points to the "View Schedule" link, which is also enclosed in a red rectangular box. The main content area on the right shows "Traditional Courses - 2018/Fall" and a progress bar with four steps: "Select Period", "Review Schedule", "Finalize", and "Complete", each with a green checkmark. Below the progress bar, the text "Congratulations! You have completed your Registration" is visible.





# Registering for Classes

Your schedule should appear in Grid View.  
This the view you should use to print your schedule  
at the completion of Course Registration.

## Student Schedule

Class Schedule - 2018 / FALL							Hide Weekend
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am							
9:00 am	SPA 110 Lecture/01	SPA 110 Lecture/01	SPA 110 Lecture/01	SPA 110 Lecture/01	SPA 110 Lecture/01		
10:00 am							
11:00 am		REL 205		REL 205			
12:00 pm							
1:00 pm	AST 110		AST 110				