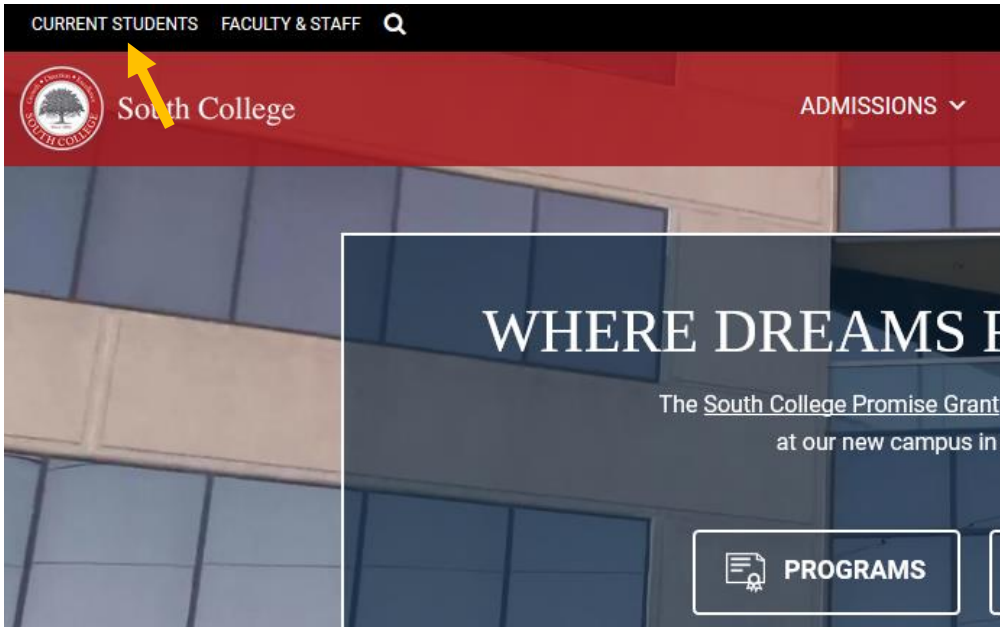# Online Registration and Degree Audit Guide

Prior to beginning your registration, please make sure that you have the following information available:

- **Student Portal Username and Password** – Login Details are available on the Student Technology Form which was sent to you via email when you entered South College. If you do not have this information, you will need to submit a Help Desk Ticket at Help Desk Site.
- Class schedule or a list of the courses, course numbers and section numbers of each course you intend to register for. If you need a class schedule, you can access a copy within the Student Portal, click on Academics, Class Schedule, "Term Year" Schedule.
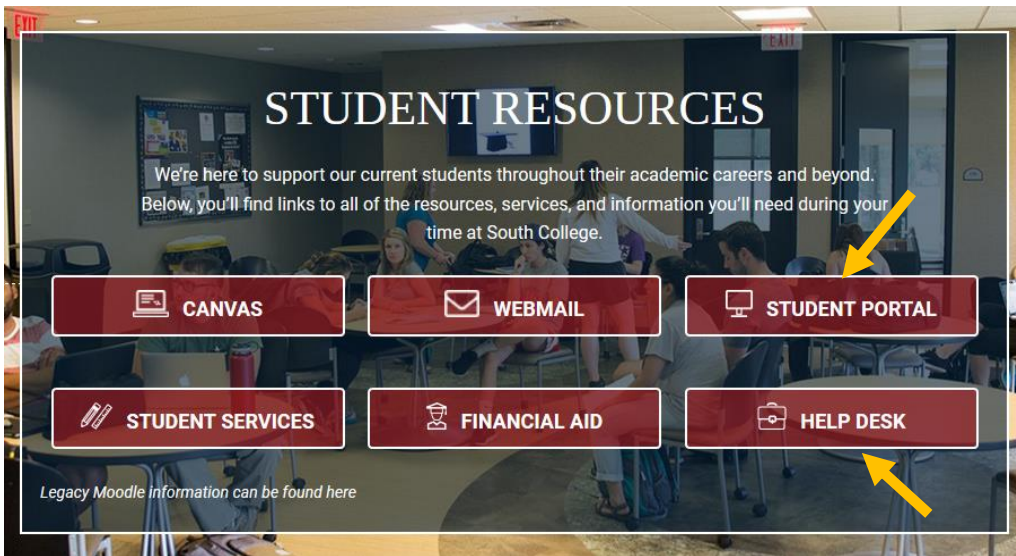
All courses have limited seating. Register early to ensure your spot in any particular course. Failure to register during this time may affect your ability to register for the classes you need.

Steps to Registering Online

Access your Degree audit to view all required courses need to complete your program of study. If you have questions about your degree audit or planning your schedule for next quarter, contact your advisor. To access your Degree Audit, go to South College's Homepage
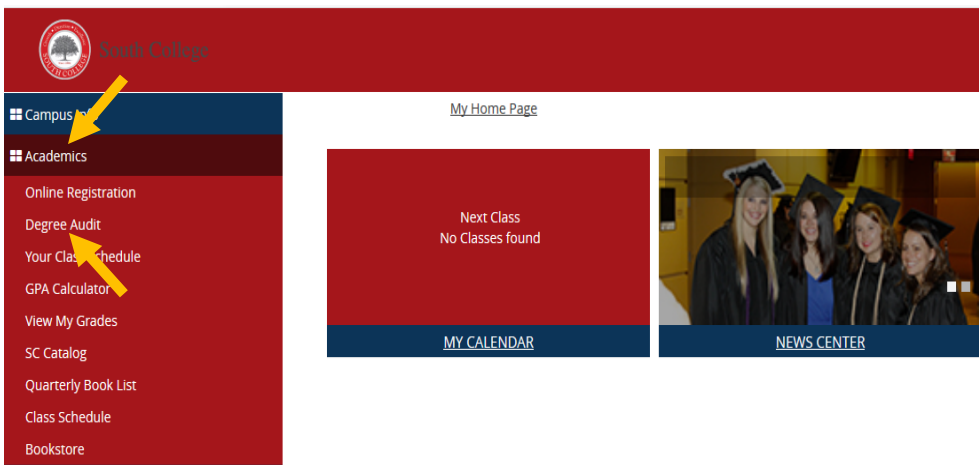

1. Click "**Current Students**" on the menu bar located at the top left corner of the screen

STUDENT RESOURCES

We're here to support our current students throughout their academic careers and beyond. Below, you'll find links to all of the resources, services, and information you'll need during your time at South College.

CANVAS | WEBMAIL | STUDENT PORTAL

STUDENT SERVICES | FINANCIAL AID | HELP DESK

Legacy Moodle information can be found here

2. Click "**Student Portal**" located in the first row, right column

3. Log In to your **Student Portal** using your Canvas **Username** and **Password**. If you are unable to access the Student Portal, submit a **Help Desk** ticket.

South College

- ▦ Campus
- ▦ Academics
  - Online Registration
  - Degree Audit
  - Your Class Schedule
  - GPA Calculator
  - View My Grades
  - SC Catalog
  - Quarterly Book List
  - Class Schedule
  - Bookstore

My Home Page

Next Class
No Classes found

MY CALENDAR | NEWS CENTER

4. Click on "**Academics**" located in the menu bar on the left side of the page.

5. Click "**Degree Audit**"

Course List

☐ Show all Courses

View Taken Courses Not Applied ››

Course	Course Title	Course Level	Credits	Credits Earned	Status	Grade	Term	Course Completion Date	Min Gr Pts
ENG1200	English Composition	All Levels	4.00	0.00	Current		201840		2.00
PSY1810	General Psychology	All Levels	4.00	0.00	Current		201840		2.00
SCC1010	College Management	All Levels	2.00	0.00	Current		201840		2.00
SCC1020	Career Management	All Levels	2.00	0.00	Scheduled		201845		2.00
BIO1110	Anatomy & Physiology I		4.00	0.00	Future				2.00

6. Scroll down to Course list to see which courses you have **COMPLETE**d, which you are **CURRENT**ly enrolled in, which you are **SCHEDULED** to take in an upcoming quarter or which courses are needed in the **FUTURE**. If you have a question about transfer credit from another institution, please email ATL-Registrar@south.edu.

Steps to Registering Online

7. To register for courses, click Online Registration under Academics.

8. Select the Term you are registering for from the displayed drop-down menu and click Begin Online Registration.

9. Begin selecting the courses you need from the displayed course listing. You can also use the course search function on the left to find the class you are looking for.

To select a course, click the plus sign to the left of the "Course" to select the section of the class you wish to enroll. Be mindful of time conflicts between classes. In the **Selected Courses** section at the bottom of the page, verify the course(s) that were selected.

If this is the wrong course, click on the **Red** minus sign under Action to remove the course. You will then need to search for and add a new course.

Registering for Winter 2019

Register in 3 easy steps.

1 — Select
2 — View
3 — Register

Select Drag Select Reserve Audit On Hold On Campus Online Remove Drag Remove Waitlist Expired
VAR: Variable Credits Help

Course Search   Quick Add

Display	Required
Sort By	Default
Areas Of Study	None
Keyword	
Code	
Type	*All*
Level	*All*
Instructor	

MO TU WE TH FR SA SU
☑ ☑ ☑ ☑ ☑ ☑ ☑
☐ Meets ONLY on these days

Classes starting between: *Any*
Any

Reset Search

Search Results Required Courses

Course	Course Title	Credits	Type	Status	Sections	Area(s) of Study
⊞ COM1260	Effective Speaking	4.00	Lecture	Available	3	
⊞ ENG1210	English Comp w/Research	4.00	Lecture	Available	4	
⊟ MAT1500	College Math I	4.00	Lecture	Available	5	

Add	Section	Campus	Location	Course Schedule	Delivery Method	Instructor	Seating	Status
◉	G60	ATL	SCATL:233	S 8:30a-12:20p	OnGround	TBA	0/22/0	Available
◉	L00A	KNOX	KNOX	Click for details	☐ Online	TBA	12/30/0	Available

Go to Page: [____] Go   Displaying 1-10 of 13 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses. View Courses   Proceed to Final Step
Currently you have no selected courses.

Classes -	Selected: 0	Reserved: 0	Registered: 0	Audited: 0	Waitlist: 0
Credits -	Selected: 0.00	Reserved: 0.00	Registered: 0.00	Audited: 0.00	Total: 0.00 of 18.00

10. Click "Proceed to Final Step"

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11. Click "**Register/Unregister**" to add the class(es) to your schedule. *If you do not click Register/Unregister, classes have **not** been added to your schedule.*

Please click the Register / Unregister Courses button to submit your schedule.
Return to View Courses or Register / Unregister

Adding Classes

The following classes will be added to your schedule.

Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study
MAT1500	L00B	4.0	KNOX	TBA	0/30/0	Selected	

South College

■■ Campus Info

■■ Academics

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To view your course schedule in the Student Portal, go to 'Academics', click 'Your Class Schedule'.