Registration Procedure
(Registering for upcoming terms)

Registration Procedure
(ShisS)

At your assigned registration time:

Log on to your TheSIS account:

1. Choose Students menu.
2. Click Register for sections, followed by Search and register for sections.
3. Select the Term from the drop-down box.
4. Select Department from the subject drop-down box. Skip course level. Enter the course number. Section can be left blank. Then click Submit. Select course(s) with a check mark. Then click Submit.
5. Select REGISTER under the action heading for each course. Click Submit. Important: If you receive an error message in RED, your registration did not go through. REMOVE the course(s) with the problem, and click Submit to allow registration for your other courses.
6. Go to Students Menu. Click on My class schedule. Select term. Then Submit to verify your class schedule.

For login and TheSIS issues contact the helpdesk at ext. 205-226-3033, option 2.

If you experience registration issues, the Records Office staff is available to assist you by calling the registration helpline at 205-226-4607 between the hours of 8:00am-12:00pm and 1:00pm-4:30pm.