TUTORIAL GUIDE ON REGISTERING FOR CLASSES

The Office of Undergraduate Academics
Stevens Scheduler

To plan ahead before registration use the link to the Stevens Course Scheduler:

- www.stevens.edu/scheduler
To register log in to stevens.edu/mystevens

Then click Student & Financial Aid (it will be your only option)
Change the term to Fall 2014
Click Term > Select Term
Click on Spring 2015 Term

* This Example is from Fall13 to Spring14
Make sure you are in the appropriate term, then in the Courses dropdown menu, select “Course Sections”. Then select the course subject.

Once you submit, it will take you to the Course Sections, find the D110 section and the Call Number in the Section Title. For example, for the course CH-116-A the Freshman Quiz is D-110-A and the call number is #10486.
Click on **Registration Tab**

Then Select **Drop and Add Classes**

* This Example is from Fall13 to Spring14
Enter the Call Number into the Add Classes Boxes

• Call number can be found at the bottom of the list of info on the scheduler site

• You can also do a course section search and click on the course, which will automatically enter the number for you

• Find and click on the desired course in the dropdown.

• Once the course appears on your weekly schedule (in blue) double click on that course and it should turn green.
  • Once the course is green it will remain on the scheduler.

• To remove a course double click on the course (now green).
Once All the Call Numbers Are Entered
Select **Add Classes**

- Any conflicts will appear at the top of the screen

- Go back and re-enter the new call numbers to fix the conflicts
If a course cannot be added/dropped online

- Retrieve add/drop form from the Student Service Center
- Fill it out and obtain the appropriate signatures.
- Then return to the Student Service Center