

# Registration in ONE Bellarmine: A Step by Step Guide

## GETTING STARTED

The area in ONE Bellarmine where you'll begin the registration process is called **Plan your Degree & Register for Classes**. Here's how to get there:

1. Go to **one.bellarmino.edu** and login with your username (your BU email address) and network password to get to your ONE Bellarmine Student Dashboard page.
2. On the left side of your Student Dashboard, click the **Self-Service** button to get to the Self-Service Homepage; then choose Student Planning.
3. The area called **Plan your Degree & Register for Classes** is the starting point for registration. Click **Go to Plan & Schedule** on the right hand side and you will land on your **Schedule** tab for the **current** term.
4. If you have any courses on your current (or prior term's) schedule that are still in a planned status (shown in yellow), delete them now! Leaving planned courses on any term will confuse both you and your advisor when reviewing your overall progress.
5. Next, change the term by clicking the **+** symbol or right arrow **>** next to the current term and the future term should appear. Once you are on the upcoming term the date and time your registration period opens is displayed. You are now ready to begin the course planning process. (Note: after your time has opened, your registration time notification message no longer appears.)

## PUTTING COURSES ON YOUR PLAN

Once you are on your Schedule tab for the upcoming term you can start putting classes on your plan.

Here's how:

1. Go to the menu path in the top left corner of the page and click **Academics**. Select the **Course Catalog** option from the drop down list.
2. The Course Catalog Advanced Search page will allow you to search by Term and Subject as well as many other options.
3. Once you see the course you've selected, you can click on the **Add** button to the left of the course to view the **Section Details**. You can then add the course to your plan by clicking on **Add Section** at the bottom of the **Section Details** box. If your selection requires a concurrent registration (such as a lab required with a lecture), add that to your plan next. Click **Back to Course Catalog** in the upper left to continue making your selections.
4. Once you have selected all your sections, click **Academics**, at the top left of the page, select **Student Planning**, choose **Plan and Schedule**, then arrow back to the term you are planning.
  - Planned sections show on the weekly calendar in yellow. **Yellow means planned – not registered!**
  - You may place courses on your semester plan far in advance of your registration; doing so will make the registration process much quicker once your registration time opens.

## REGISTERING FOR THE COURSES ON YOUR PLAN

When your registration time opens, turn your planned courses into registered courses.

Here's how:

1. Click the **Register** button under the section where you see it on the left of the weekly calendar if you want to register for just that course. Or....
2. Click the **Register Now** button in the upper right. This button registers you for all sections on your scheduled plan. Note: for lecture/lab combinations you must use the **Register Now** button in order to avoid concurrent requisite errors.
  - Any registration errors will show as Notifications in the upper right corner of your screen.
  - Successful registrations will turn from yellow to green. **Green means registered!**

## NEED ASSISTANCE?

For immediate assistance during registration, stop by the Registrar's Office window during business hours (Horrihan 205). If you're not in a rush, you may call or email: Registrar's Office, 502-272-8133, [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu).