Registration in ONE Bellarmine: A Step-by-Step Guide for Graduate Students

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.bellarmine.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 plus 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 at the top left corner of the page and click **Student Planning**. Select **My Progress** from the drop down list.
2. This page displays your degree program requirements and the progress you have made towards its completion thus far. Scroll down your Progress page to find the courses you wish to register for in the upcoming term.
3. Click the course number you wish to register for and you will be taken to the Course Catalog screen to see if the course is offered in the term you desire.
   - Refer to the Filter Results box on the left to make sure you see your desired term. This filter will show you if sections of that course are offered during that term.
   - When selecting courses, you can ignore the button that says Add Course to Plan – you should focus your attention on the courses that display with a bar under them stating "View Available Sections for…"
4. Click the "View Available Sections for" bar, choose **Add Section to Schedule,** read the section details, and click **Add Section** to add it to your plan for the term. Click **Back to My Progress** in the upper left to continue making additional course selections.
5. 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 scheduled 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!