

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 BU email address as your username, and your normal network password. This will take you to your ONE 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** and you will land on your **Schedule** tab for the current term.
4. If you have any courses on your current term's schedule that are still in a planned status (shown in yellow), delete them by clicking the **Remove Planned Courses** button. Leaving planned courses on an old term will confuse both you and your advisor when reviewing your progress.
5. Next, change the term by clicking the **+** symbol or right arrow next to the current term; the future term should appear.
6. Once you are on the upcoming term you will see the date and time your registration period opens. You are now ready to begin the course planning process. (Note: after your time has opened, your registration time notification message will disappear.)

PUTTING COURSES ON YOUR PLAN

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

Here's how:

1. Go to the gray arrow menu path at the top of the page and hover your cursor over **Student Planning**. Select the **Course Catalog** option from the drop down list.
2. The Course Catalog provides an alphabetical listing of all courses by subject. Select your desired subject to retrieve its courses.
3. In the Filter Results to the left, check the box for semester you desire.
4. Once you see all the courses in that subject, you'll notice that those with sections offered in the term you selected display with a bar under them that says "**View Available Sections for**".
5. Click the "**View Available Sections for**" bar, then click on the title of your desired section to see its details. Make sure to read the description for any requisites, restrictions, or comments. Choose **Add Section to Schedule** to add it to your plan. 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.
6. Once you've selected all your sections, hover your cursor over **Student Planning** at the top of the page, choose **Plan and Schedule**, then arrow back to the term you are planning.
7. Planned sections show on the weekly calendar in yellow. **Yellow means planned – not registered!**
8. You may place courses on your semester plan far in advance of your registration; doing so will make the registration process much quicker.

REGISTERING FOR THE COURSES ON YOUR PLAN

When your registration period 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.
3. Any registration errors will show under the Notifications button in the upper right.
4. 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.