

Class Registration Guide

Step 1

Review the course list and exam schedule here:

<https://www.smu.edu/Law/Academics/Academic-Resources/Course-Schedules-and-Registration-Information>

Quick tips on picking classes:

- **Do not sign up for two classes with exams at the same time!** Be cautious because, the **system will not alert you of this issue.**
- Write down the class number of the courses you want to take. You will use the class number to register for the course.
- Include “back up” courses in the event your first choices fill up. You can add extra classes to your cart up to the maximum number of hours per semester. 14 hours per semester keep you on track to graduate on time.

Step 2

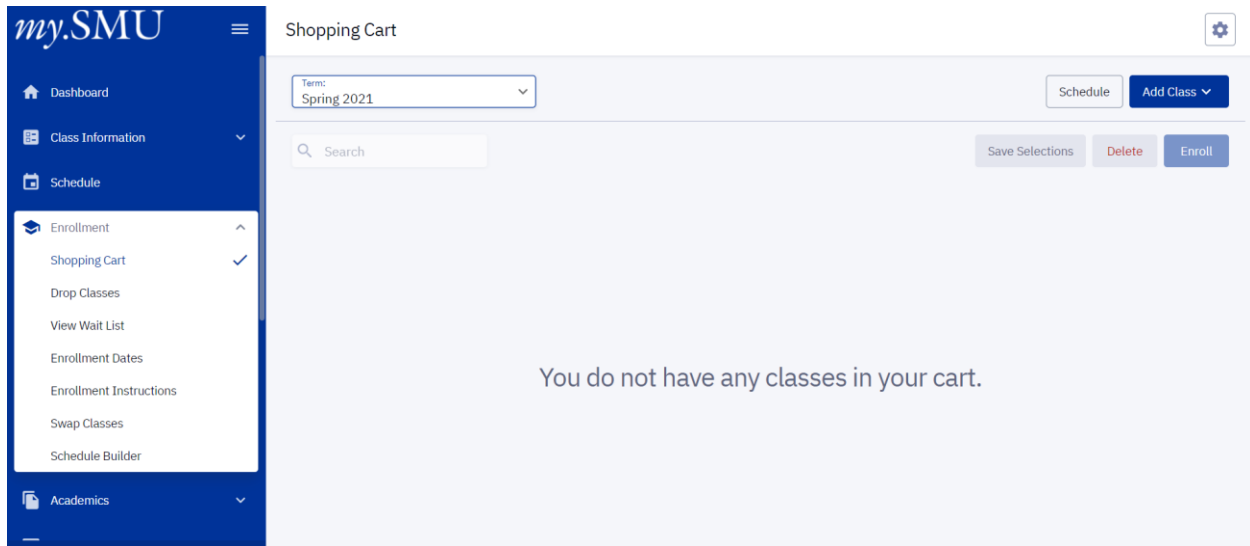
Go to my.smu.edu. Log in. Make sure you do not have any holds on your account. These will prevent you from registering. Holds are listed under the “Tasks” tile.

The screenshot shows the my.SMU dashboard interface. On the left is a blue navigation sidebar with the my.SMU logo and a menu of options: Dashboard, Class Information, Schedule, Enrollment, Academics, Financials, My Information, My Profile, Release of Education Records, and Health Center. The main content area is titled 'Dashboard' and 'Hello Elizabeth!'. It features a top navigation bar with 'General', 'Academics', and 'Financials' tabs, and an 'Edit My Widgets' button. Below this are six widget tiles arranged in a 3x2 grid:

- To Dos:** You have no To Dos.
- Holds:** You have no holds.
- Shopping Cart Spring 2021:** You have no classes in your shopping cart.
- Wait List Spring 2021:** You have no wait listed classes.
- Tasks:** You have no Tasks.
- Inbox:** You have no messages.

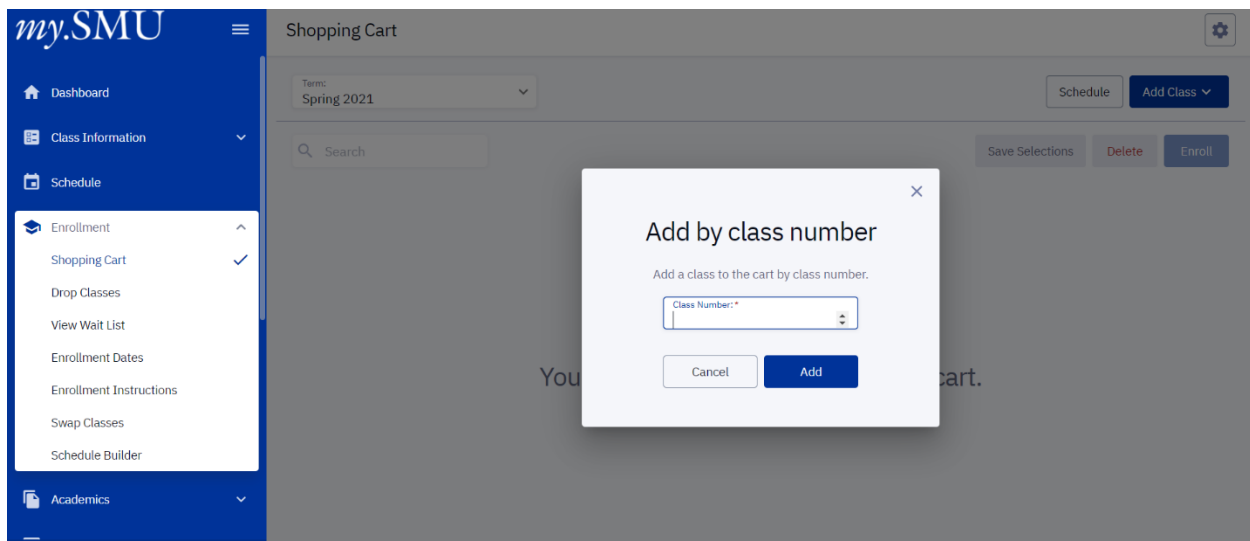
Step 3

Go to my.smu.edu. Log in. Click on the “Shopping Cart” tile.



Step 4

Here, you individually input the class numbers for the courses that you would like to sign-up for. Once you put in a class number into the box, press enter and follow the steps until that class shows up in your “Shopping Cart.”



Step 6

Once the class appears, you add it to your “Shopping Cart.” You are not registered in a class simply because it is in your cart! Put all classes you want to take, and back-up classes, into your cart all together.

Spring 2019 | Law | Southern Methodist University

● Open ■ Closed ▲ Wait List

Add to Cart

Enter Class Nbr
6490 Enter

Spring 2019 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	LAW 6117-701 (6490)	W 6:00PM - 6:50PM	Florence Hall 0304	L. Burstein	1.00	●

Find Classes

Class Search
 My Requirements

Search

Proceed to Step 2 of 3

▼ My Spring 2019 Class Schedule

✔ Enrolled ✖ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
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Step 7

You will hit “Proceed to Step 2 of 3.”

Step 8

Continue to click through until you reach the screen indicating the classes you are enrolled in. The system will indicate which classes you were unable to enroll in. Note: don't panic if you didn't get the schedule you originally planned! Classes will shift before the start of the semester and even during the first week! You will get a schedule you enjoy in the end regardless of the first go-around.