

Pre-Registration Checklist

Before you register for classes, there are several tasks that must be completed. These tasks include updating and completing forms, meeting with your advisor, and getting clearance from them to register, and adding courses to your plan in Self-Service. Please follow the instructions below to ensure you are ready for course registration.

1. Update Forms

- a. Confirm and/or update your **Emergency Contacts** in Self-Service. This must be completed every 60 days.
- b. You can access this in Self-Service under "User Options" (click on the dropdown menu icon in the upper left-hand corner).
- c. Complete the **Linfield Educational Services Agreement (LESA)** Form as needed. This form can currently be found in WebAdvisor and must be completed once per academic year.
- d. Log into Self-Service to determine any **Registration Holds** you may have on your record. Any hold you have will show as a red indicator box. These flags will also explain the next steps for clearing the hold. Here are some examples of what you may see:

!	You are not in a group that can register at this time.	×
!	Advisor consent is required for registration.	×
!	Please contact the Student Accounts office.	×
!	Must confirm your emergency contacts on Self-Service within last 60 days.	×

- e. Submit a Request Approval for Registration Form in Etrieve and meet with your advisor to remove the "advising hold". Note: This is for McMinnville students only. Please see the [tutorial video](#) for how to access and complete the form.

2. Meet with Your Advisor

- a. All students should connect with their advisor(s). For those with an Advisor hold, you must submit the Request Approval for Registration form and it must be approved by an advisor before the hold will be removed. If you have submitted the form, you can see whether the form has been approved by looking at the History tab in Etrieve. You can also determine whether you are clear to register in Self-Service or WebAdvisor if the hold does not appear or you are cleared to register.

3. Plan your Courses

- a. Look through Linfield's [current course offerings](#) and make a list of classes that interest you.
- b. Using the Planning menu in Self-Service, prepare your schedule of classes ahead of your registration time. Note you can also use the [course schedule worksheet](#) to do this, and for creating your first choice and several alternative schedules. *Feel*

- free to use the [weekly schedule worksheet](#) to make sure that none of your classes conflict if you are not using Self-Service.
- c. Consult your Faculty Advisor about your proposed schedule. They may have helpful suggestions for you to consider before registration. You must meet with your faculty advisor prior for registration to receive approval to register.
 - d. **Add your course choices into your Plan in Self-Service**
 - i. Login to [Self-Service](#).
 - ii. Select Courses
 - iii. Select the correct registration term from the drop-down menu on the top left of the screen
 - iv. Select the subject of the course and click Search
 - v. Find the correct course and select "Add Section to Schedule"
 - vi. Repeat steps 1-5 for each course that you want to add
 - e. **Register using the Plan & Schedule tool.**
 - i. Login to [Self-Service](#) and select Student Planning
 - ii. Select Go to Plan & Schedule
 - iii. Toggle the arrows in the top left corner to ensure you are in the correct term.
 - iv. Select an action (Register or Waitlist) for each of your first choice courses
 - v. Verify that you were able to get into each course you selected to register for by checking your schedule. You may need to select a second choice course if one of your first choices was full or waitlisted.

***Refer to Academic Advising at any step along the way to receive help.*

4. Find your Registration Date

- a. Continuing students can find their registration date by looking at the [Registration Schedule](#) online!
 - i. Make sure to look at the registration schedule for your specific academic program (OCE, McMinnville student, ABSN, MEPN, BSN, etc.) as some student populations will register on a different schedule than others.