

E-Campus Web registration tips

Use Explorer Browser to open the university web page at www.scu.edu.

Click on the E-Campus link located on the left bottom side of the screen.
Click on the log in button for E-Campus.

If you do not know your e-campus ID and/or password please contact the Graduate Student Records office at 554-2134

- Click on “SA Self Service”
- View any Holds: Click on “Personal Portfolio”, “Tasks” and “Holds” to determine whether you have a hold on your record that would prevent registration.
- To Move Between Applications: Scroll to the top of the page and use the “breadcrumbs” to move forward and back between the available applications; e.g., Home – SA Self Service – Learner Services – Academics, etc. Use the scroll bars to move up, down and left and right on the application pages.
- Click on “Learner Services”
- Appointment to Register: Click on “Academics” to see your appointment date and time to register, go to “View Enrollment Appointment”. Click on the appropriate term. For example, the code for Fall 2002 is 2400.
- Review the Class Schedule: Click on “Course Catalog” and “View Schedule of Classes” to view the class schedule by entering a minimum of two selection criteria; e.g., Subject and Open Classes Only checkbox.
- Register for Classes: Go to “Enroll in a Class” and click on “Add Classes”. Enter the class number in the designated field.
- Find an Available Class: You may also choose to click on the magnifying glass to find a course to fit your schedule. Click on the check box to select the course you want.
- Verify your Selections: Verify that the course information you entered is accurate and click “OK” to save the selection or “Cancel” to delete it.
- Add your Selections: After you have saved all of the courses you want, click on the “Submit Request” button to add your selections to your schedule. If your classes are added, you will see “Success” in the “Add Status” column of each course.

- Errors: If there is an error in your add transaction, you will see a red “Errors Found” message in the “Add Status” column of a course. Click on the error message to determine whether the error is fatal.
- Drop Classes: You may drop classes by clicking on “Drop/Update Classes”. Select the “Drop” Action. Click on the yellow “Submit” button. Be sure that the “Enrollment Status” for the course is “Dropped”.
- Swap Classes: You may switch course sections by clicking on “Swap Classes”. Enter the class section number in the field provided and click the “Submit” button. Verify that the information is accurate and click “OK”.
- Find Open Classes: Click on “Advanced Search” to find a class that will fit your desired schedule. Add at least two criteria and click on “Search”.
- Confirm All Transactions: It is important to “View your Schedule” each time you add or change your schedule to confirm that your registration transaction was completed accurately.
- Problems: If you are have difficulty using the registration application or need help obtaining a full schedule, contact Graduate Student Records at 408/554-2134 for assistance between 8 and 5 p.m. After hours, leave a message or e-mail Stinker@scu.edu.
- Course Availability: Use this schedule planning tool to determine whether a course is open at any time. Go to www.scu.edu/courseavail/. Check here for open classes prior to your appointment.