

**To begin the process of registering for classes via the Campus Web, you must first logon with your SC ID number and your Campus Web password.**

## **Welcome To The SC Intranet**

### **SC Campus Web Login**

Enter your ID Number and your Password, and then click the Login button.

SC ID Number

Password

**Forgotten your password? Click [here](#) to retrieve it.**

Click [here](#) first, if you've never used Campus Web or you are having problems logging in.

Campus Web is unavailable from 2:00 AM to 3:30 AM Eastern Time

Note that the Course Offerings information that is available on-line via the Registrar's home page, as well as the information that was distributed to each student regarding web registration, contains a schedule that lists your earliest day and time to register. In the sample login screen above, note the disclaimer stating that the **Campus Web is unavailable from 2:00 a.m. to 3:30 a.m. Eastern Time.**

Once you have successfully logged on, the following screen will appear (if you have no holds preventing you from accessing web registration.)

**2007-2008 Spring**  
● (Registration Open)

Academics My Profile Finances General

My Schedule | My Grades | Course Search | Faculty List | Change Term | Catalogs | SC Online Bookstore | Clearinghouse | Help | Help | Logout |

## Successful Login

● #####, welcome to *Campus Web*.

You may add or drop courses in the **2007-2008 Spring** term.

To add a course, first [search](#) for it and then click the add link beside it.

To drop courses, go to [your schedule](#) and click the drop link beside the course you no longer wish to take.

You **do not have access to any accounts** in the General Ledger functions. Either the administrator has not entered a valid username for you, or you have no component or budget officer security records.

- To continue, choose an option from the menu at the top.
- Remember to [Log out](#) when you are done. If you have not done anything for 20 minutes you will be automatically logged out for your protection. If this happens, simply log back in.

## Student Messages

If you are interested in a job, click the **General** tab above, and then click the **Jobs** link under the "Quick" heading to see what's [available](#).

Students may now store a cell phone number in their *Campus Web* personal profile by clicking the **My Profile** tab to view and update their personal information.

**Information and Technology Services** suggests that all resident students provide a cell phone number, as an alternative contact number, when they report problems with the college's cable tv or internet service. This information will make it easier for the

technican to schedule repair appointments when necessary.

This screen shown above will **not** appear if any of the following conditions still exist:

1. You have not met with your advisor and/or the advising hold has not been removed from your record (the screen will note **See advisor before registering**)
2. It is not yet your time to register (the screen will note **Invalid time to register**)
3. You have any other hold on your account that prevents you from registering (**Business Office, Financial Aid, Health Center**)
4. You are not registered in the Fall 2007 term or you are not a matriculated student.

Once your day to register arrives, you have met with your advisor and he/she has removed the advising hold, and you have no other holds on your account that may prevent you from registering, you will see the Welcome message as it appears above.

You are now ready to begin selecting the courses for which you wish to register. To begin, you will click on the [search](#) link in the Successful Login box. The following screen will appear:

If you already know the course you wish to add, select the course and press the **Add Now** button.

Department	Number	Section	Lab	Site	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Main Campus, Springfield MA	<input type="button" value="Add Now"/>

You can choose from the options below to narrow your search and then press the **Find Classes** button.

Search Criteria	
Division:	Undergraduate <input type="text"/> Num Hours: <input type="text"/>
Department:	(No Limit) <input type="text"/>
Number:	(No Limit) <input type="text"/>
Section:	(No Limit) <input type="text"/>
Lab:	(No Limit) <input type="text"/>
Site:	(No Limit) <input type="text"/>
Part of Course Title:	Part of Catalog Text:
<input type="text"/>	<input type="text"/>
Instructor Last Name:	
<input type="text"/>	
<input checked="" type="radio"/> Equals <input type="radio"/> Contains <input type="radio"/> Begins with	

(Scroll down for Day/Time options)

**Day/Time Options**

Days class meets *(for days you don't want classes on, choose Omit)*

Mon:	Tue:	Wed:	Thu:	Fri:	Sat:	Sun:
OK <input type="text"/>	OK <input type="text"/>	OK <input type="text"/>	OK <input type="text"/>	OK <input type="text"/>	OK <input type="text"/>	OK <input type="text"/>

Omit courses that start before:	Omit courses that end after:
(No Limit) <input type="text"/>	(No Limit) <input type="text"/>

(Scroll down for results options)

**Results Options**

Only open classes
  Only full classes
  All classes
 Printable version?
  No
  Yes

The screen above is the Course Search screen which you may already be familiar with. Note that the Division under the Search Criteria will default to your current division. Using your blue advising sheet that was prepared with your advisor, select a department and course number from the respective drop down boxes. In the example below, I have chosen the department HIST – HISTORY and course number 102.

You can choose from the options below to narrow your search and then press the **Find Classes** button.

Search Criteria		
<b>Division:</b>	Undergraduate ▾	<b>Num Hours:</b> <input type="text"/>
<b>Department:</b>	HIST - HISTORY ▾	
<b>Number:</b>	102 ▾	
<b>Section:</b>	(No Limit) ▾	
<b>Lab:</b>	(No Limit) ▾	
<b>Site:</b>	(No Limit) ▾	
<b>Part of Course Title:</b>	<b>Part of Catalog Text:</b>	<b>Instructor Last Name:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input checked="" type="radio"/> Equals <input type="radio"/> Contains <input type="radio"/> Begins with
<input type="button" value="Find Classes"/>	(Scroll down for Day/Time options)	

After entering a department and course number, click on ‘Find Classes’ to find all occurrences of HIST 102 in the selected semester. The following screen will appear:

### Courses in 2007-2008 Spring


Total number of courses matching your criteria: 6

[Search again](#)

	Course	Title	Hours	Seats Left	Meets	Professor
<a href="#">Add</a>	<a href="#">HIST 102 21</a>	THE MAKING OF THE MODERN WORLD	3.00	35	<b>Days:</b> M W F ( 01-23-2008 To 05-06-2008 ) <b>Time:</b> 11:00 AM - 11:50 AM <b>Location:</b> Available after December 15, 2007	<a href="#">Staff</a>
<a href="#">Add</a>	<a href="#">HIST 102 22</a>	THE MAKING OF THE MODERN WORLD	3.00	35	<b>Days:</b> M W F ( 01-23-2008 To 05-06-2008 ) <b>Time:</b> 12:00 PM - 12:50 PM <b>Location:</b> Available after December 15, 2007	<a href="#">Staff</a>
<a href="#">Add</a>	<a href="#">HIST 102 23</a>	THE MAKING OF THE MODERN WORLD	3.00	35	<b>Days:</b> M W F ( 01-23-2008 To 05-06-2008 ) <b>Time:</b> 1:00 PM - 1:50 PM <b>Location:</b> Available after December 15, 2007	<a href="#">Staff</a>
<a href="#">Add</a>	<a href="#">HIST 102 24</a>	THE MAKING OF THE MODERN WORLD	3.00	35	<b>Days:</b> T R ( 01-23-2008 To 05-06-2008 ) <b>Time:</b> 9:00 AM - 10:15 AM <b>Location:</b> Available after December 15, 2007	<a href="#">Herbert Zettl</a>
<a href="#">Add</a>	<a href="#">HIST 102 25</a>	THE MAKING OF THE MODERN WORLD	3.00	35	<b>Days:</b> T R ( 01-23-2008 To 05-06-2008 ) <b>Time:</b> 10:30 AM - 11:45 AM <b>Location:</b> Available after December 15, 2007	<a href="#">Staff</a>
<a href="#">Add</a>	<a href="#">HIST 102 26</a>	THE MAKING OF THE MODERN WORLD	3.00	35	<b>Days:</b> T R ( 01-23-2008 To 05-06-2008 ) <b>Time:</b> 2:30 PM - 3:45 PM <b>Location:</b> Available after December 15, 2007	<a href="#">Daniel M Russell</a>

Note that there are 6 sections of HIST 102 being offered. Before you add any course, click on the Course link (ex. [HIST 102 21](#)).

This will display course information, including the course description, prerequisites and any additional comments about the course as shown below:

**2007-2008 Spring**  
 (Registration Open)

AcademicsFacultyAdvisingMy ProfileFinancesGeneral

My ScheduleMy GradesCourse SearchFaculty ListChange TermCatalogsSC Online BookstoreClearinghousePrintHelpLogout

### THE MAKING OF THE MODERN WORLD (HIST 102 21 )

This course surveys the development of ideas, institutions, and social processes in the modern world from the seventeenth century to the present. Consideration is given to both Western tradition and the diversity and interrelationships between the various cultures that comprise our contemporary world. .


**Students Allowed: 35   Enrolled: 0   Seats Left: 35   On Waitlist: 0**

[Add this course](#)

<b>Credit Hours:</b>	3.00
<b>Meeting Information:</b>	<b>Instructor:</b> <a href="#">Staff</a> <b>Days:</b> M W F ( 01-23-2008 To 05-06-2008 ) <b>Time:</b> 11:00 AM - 11:50 AM <b>Location:</b> Available after December 15, 2007
<b>Prerequisites:</b>	(none listed)
<b>Corequisites:</b>	(none listed)
<b>Other Information:</b>	
<b>Comments:</b>	

In this case, there are no prerequisites that will prevent you from registering for the course and there are no comments pertaining to any special registration controls. (Note that the course information includes the course description, the enrollment cap (Students Allowed), Seats Left, prerequisites, and comments. To add this course to your schedule, simply click on the link [Add this course](#). If you are successful in adding the course, the following message will appear:

2007-2008 Spring

 (Registration Open)

Academics | My Profile | Finances | General

My Schedule | My Grades | Course Search | Faculty List | Change Term | Catalogs | SC Online Bookstore | Clearinghouse | | Print | Help | Logout |

### Add Confirmed



Your request to add **HIST 102 21** to your schedule has completed successfully!

[Back to Search](#) [View my schedule](#)

At this point, you may click on [Back to Search](#) to select additional courses for which to register, or [View my schedule](#) to see the courses for which you have successfully registered.

There are additional messages that will appear based on the status of the course for which you are registering.

If you attempt to register for a course that creates a time conflict with a course for which you have already registered, the following message will appear:

### Add Course Failure



Your request to add **ECON 205 23** to your schedule did **NOT** complete successfully!


This class was not added because of the following error(s):

#### Time conflict

Use your browser's Back button to return to your search results, or [Search again](#).

If you attempt to register for a course that brings your total credits over 18, the following message will appear:

**Add Course Failure**

 Your request to add **PHIL 106 22** to your schedule did **NOT** complete successfully!

This class was not added because of the following error(s):


**Credit overload**

Use your browser's Back button to return to your search results, or [Search again](#).

To register for more than 18 credits, you will need to get an Add/Drop/Withdrawal form, available through the downloadable forms on the Registrar's web page, fill out the necessary course information, have it signed by your advisor, and bring it to the Registrar's office.

If you attempt to register for a course that is full (either a cap of '0' or all of the seats are taken), the following message will appear:

**Add Course Failure**

 Your request to add **CISC 486 21** to your schedule did **NOT** complete successfully!

This class was not added because of the following error(s):


**Section is full**

Use your browser's Back button to return to your search results, or [Search again](#).

To register for a course that is closed, you will need to get a closed course slip from your department chairs office or the Office of the Registrar, have it signed by the instructor or department chair as directed, and bring it to the Registrar's office.

If you attempt to register for a course for which you do not have the proper prerequisite(s), the following message will appear:

**Add Course Failure**

 Your request to add **COMM 224 21** to your schedule did **NOT** complete successfully!

This class was not added because of the following error(s):

**Prerequisite error. Please view the [course description](#) to see which corequisites/prerequisites you lack. You are not allowed to take a course and its prerequisite in the same term.**

Use your browser's Back button to return to your search results, or [Search again](#).

To register for a course for which you do not have the prescribed prerequisite(s), you will need to get a prerequisite waiver form from your department chairs office or the Office of the Registrar, have it signed by the instructor or department chair as directed, and bring it to the Registrar's office. Note that in the case of a missing prerequisite, the message provides a link to the course information so that you may view the course description, prerequisites and comments as shown in the example below:

### **ADVANCED JOURNALISM (COMM 224 21 )**

This course requires the student to function as a professional print-medium reporter. The student generates weekly story ideas and/or is assigned a story by the editorial staff of the Springfield Student and the instructor. The student researches, interviews sources, and writes the story to meet the newspaper's deadline. Students write a minimum of ten full-length stories per semester.

**Students Allowed: 16   Enrolled: 0   Seats Left: 16   On Waitlist: 0**

[Add this course](#)

**Credit Hours:** 3.00

**Meeting Information:**  
**Instructor:** [Martin Dobrow](#)  
**Days:** M W F ( 01-23-2008 To 05-06-2008 )  
**Time:** 1:00 PM - 1:50 PM  
**Location:** Available after December 15, 2007

**Prerequisites:** **This set of courses:**  
COMM 120   INT JOURNALISM

**Corequisites:** (none listed)

**Other Information:**

**Comments:**

Note in the example below of course information for AEXS 260 21, there are prescribed prerequisites as well as comments stating ‘AEXS MAJORS ONLY ‘. Even if you meet the prerequisites, you may not register for the course unless you are an AEXS major. Non-majors attempting to register for the course will be removed. Again, it is important to view the course information before attempting to add the course to your schedule.

**EXERCISE TESTING AND PRESCRIPTION (AEXS 260 21 )**

This course covers basic concepts involved in exercise resting and prescription (for the healthy adult), as outlined by the American College of Sports Medicine. Students are required to administer a battery of fitness test to assess each component of health-related physical fitness. Laboratory assignments are designed to provide hands-on experience for students.

**Students Allowed: 32   Enrolled: 0   Seats Left: 32   On Waitlist: 0**

[Add this course](#)

**Credit Hours:** 3.00

**Meeting Information:**  
**Instructor:** [Staff](#)  
**Days:** T R ( 01-23-2008 To 05-06-2008 )  
**Time:** 9:00 AM - 10:15 AM  
**Location:** Available after December 15, 2007

**Prerequisites:** AEXS 101   INTRO TO AEXS  
MSCI 313   PHYS.OF EXERCIS

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**This set of courses:**

**Corequisites:** (none listed)

**Other Information:**

**Comments:** AEXS MAJORS ONLY

Note in the example below of course information for CISC 486 21, there are no seats left and the Students Allowed number is zero '0'. This course has been capped at zero by the department. The comment section notes that this course 'Requires Dept. Permission'. You will need to obtain a closed course form to be signed by the department chair to register for a course like this.

### **FIELD EXPERIENCE IN CISC MANAGEMENT (CISC 486 21 )**

This course provides students with the opportunity to apply academic skills, mastered in the study of computer information systems-management, within the scope of an industrial environment.

**Students Allowed: 0   Enrolled: 0   Seats Left: 0   On Waitlist: 0**

[Add this course](#)

**Credit Hours:** 3.00

**Meeting Information:**      **Instructor:** [Staff](#)  
**Days:** ( 01-23-2008 To 05-06-2008 )  
**Time:** TBA - TBA  
**Location:** Available after December 15, 2007

**Prerequisites:** (none listed)

**Corequisites:** (none listed)


**Other Information:**

**Comments:** Requires Dept. Permission

To summarize the restrictions on registering for courses via the web:

1. You may not register if you have a hold on your account as noted on the login screen. This includes attempting to register at an invalid time or still having an advising hold because you have not met with your advisor.
2. You may not register for courses that are closed (full) or capped at zero (0).
3. The system will not allow you to register for courses that create a time conflict with courses for which you are already registered.
4. You may not register for more than 18 credits.
5. You may not register for courses that contain comment information or course description information pertaining to selected majors and/or classifications.

If you wish to make a change to your schedule, i.e. drop a course/section and add another, click on My Schedule. Your courses for which you are registered will appear with an additional column with a link to [Drop](#). See the example below:

 To add a course, first [search](#) for it and then click the add link beside it.

	Course	Title	Hours	Meets	Location	Professor	Notes
<a href="#">Drop</a>	<a href="#">ARTS 108 21</a>	STUDIO DRAWING	3.00	Days: T ( 01-23-2008 To 05-06-2008 ) Time: 7:00 PM - 9:30 PM	Available after December 15, 2007	<a href="#">John Calhoun</a>	
<a href="#">Drop</a>	<a href="#">ENGL 114 21</a>	COLL WRITING II	3.00	Days: M W F ( 01-23-2008 To 05-06-2008 ) Time: 8:00 AM - 8:50 AM	Available after December 15, 2007	<a href="#">Meeghan Ziolkowski</a>	
<a href="#">Drop</a>	<a href="#">GEOG 200 21</a>	WORLD GEOGRAPHY	3.00	Days: T R ( 01-23-2008 To 05-06-2008 ) Time: 2:30 PM - 3:45 PM	Available after December 15, 2007	<a href="#">Staff</a>	
<a href="#">Drop</a>	<a href="#">HIST 102 21</a>	MAK MODRN WORLD	3.00	Days: M W F ( 01-23-2008 To 05-06-2008 ) Time: 11:00 AM - 11:50 AM	Available after December 15, 2007	<a href="#">Staff</a>	
<a href="#">Drop</a>	<a href="#">MATH 105 22</a>	SURVEY MATH	3.00	Days: T R ( 01-23-2008 To 05-06-2008 ) Time: 1:00 PM - 2:15 PM	Available after December 15, 2007	<a href="#">Milton Barnes</a>	
<a href="#">Drop</a>	<a href="#">MGTE 150 21</a>	INTRO BUSINESS	3.00	Days: T R ( 01-23-2008 To 05-06-2008 ) Time: 9:00 AM - 10:15 AM	Available after December 15, 2007	<a href="#">Janice Fedor</a>	

**Total hours: 18.00**

To drop a course, click on the 'Drop' link and the following message will appear:

**Confirm Drop of MGTE 150 21**

Are you sure you want to drop: **MGTE 150 21 (INTRODUCTION TO BUSINESS)?**

[Yes, drop the course.](#)   [No, go back to my schedule.](#)

To completely drop the course from your schedule, click on [Yes, drop the course.](#) Link and the following message will appear:

**Drop Confirmed**



Your request to drop **MGTE 150 21** from your schedule has completed successfully!

[View my schedule](#)

You may click on 'View my schedule' to resume searching for courses or logout when you are done.

Reminders:

- Always read the course information before attempting to add the course. The comment information provides important instructions regarding required permissions, required paperwork, majors only status, and course description details pertaining to the section, and more.
- You must have no holds on your account to be eligible to register via the web.
- If you have any problems whatsoever with web registration, you may come to the Registrar's office and we will process your registration (Note that you must have been released from your advising hold by your advisor and be eligible to register in accordance with the published schedule.)
- If you are attempting to register for a course which is closed or for which you do not have the required prerequisites, you will need to obtain the required forms and signatures. Forms are available in the office of your major department and at the Office of the Registrar.