

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Registration Access Code \_\_\_\_\_ Term \_\_\_\_\_

**Class Schedule**

Course ID	Discipline (i.e., Hist.)	Number (i.e., 101)	Section (i.e., 01)	Credits

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Web Registration Directions**

1. Meet with your advisor to obtain advising assistance and access code (if needed).
2. Obtain access to a computer.
3. When your registration window is open, use the Internet to access [www.ridgewater.edu](http://www.ridgewater.edu).
4. Hover over Student Logins at the top of the page.
5. Select eServices.
6. Enter your Star ID # and Password, then click Login.
7. Click: Courses & Registration on the left side.
8. Click: Quick Add (Register).
9. Select: Semester, if the default term is not correct.
10. Enter the three or four digit course ID numbers for each class selection.
11. Click: Register button.
12. Confirm Course Schedule (double checking course id numbers).
13. Enter Access Code (if needed).
14. Enter your Password and Click: Register.
15. If Status shows Registration Successful, you are registered.
16. Click: View/Modify Class Schedule
17. Print: Click on Print Schedule link to pull up PDF to print.
18. When finished: click Logout

Refer to detailed web registration handout if you need to search for open section of courses, how to register, change pin, etc.

Problems or questions, please email [student.services@ridgewater.edu](mailto:student.services@ridgewater.edu) or call 320-222-5971.