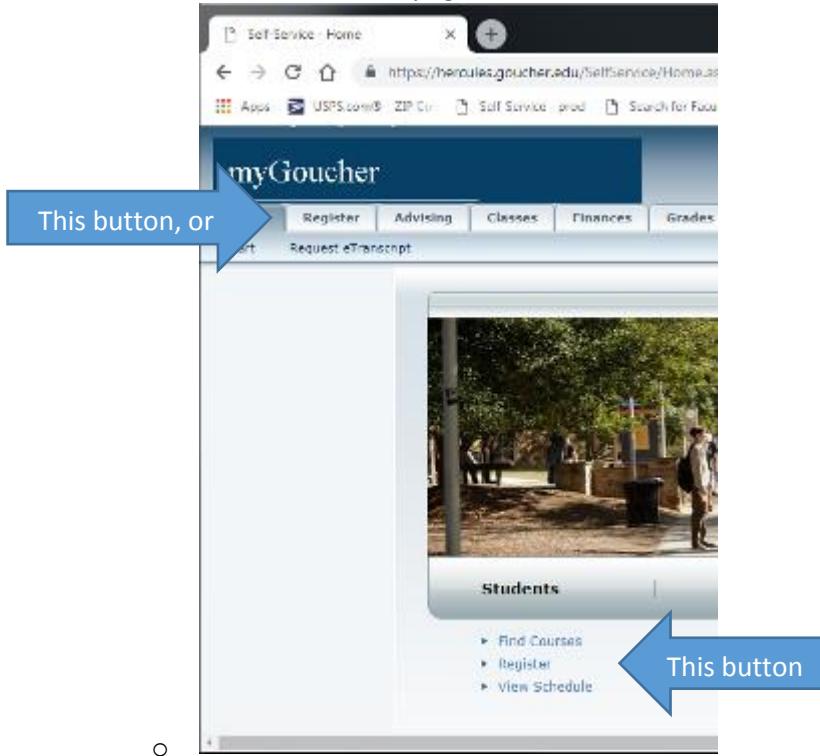


# Quick View of Online Student Registration

- ❖ **Get ready!**

- ❖ Log on to [myGoucher](#) with your Goucher username and password.

1. Click the “Register” tab at the top of the page or the “Register” link in the Students section in the middle of the page.



2. On the Register page, click the “Courses” link on the left side of the screen.



- ❖ On the Courses page, make sure the desired term is displayed.

3. To find courses to add to your cart, click the “Section Search” link on the left side of the screen.

**myGoucher**

Home Register Classes Finances Grades myGoucher Links Search My Profile

Courses

Related Links ▾

Section Search View Schedule

Courses

Select Period Review Schedule Finalize Complete

In order to begin the registration process, please select a registration period.

Period	Status
2018/Fall	OK to register.

4. In the Course Code box, enter the Department code for the class you are interested in (i.e. BUS, PHL, etc.). Department codes are listed in the [catalog](#).

**Section Search**

Basic Search Advanced Search

Keywords Course Code Registration Type

Period Session

Traditional Continuing Education Both

Search Clear

5. Enter the period (2<sup>nd</sup> 7 weeks, full term, etc.) and the session you are seeking to register for.  
6. Click the “Search” button at the bottom of the Course Section Search.

❖ Course offerings for the term will appear for the department you chose.

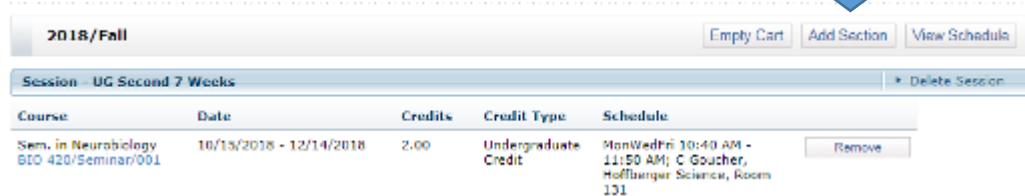
Showing 1 - 1 of 1

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
Seminar in Neurobiology BIO 420/Seminar/001	10/15/2018 - 12/14/2018	2018 Fall US Second 7 Weeks	2.00		MonWedFri 10:40 AM - 11:50 AM; Goucher College, Hoffberger Science, Room 131	1 of 12	Add

7. Closed courses will display a red box to the left of the course name. Next to the course title, the book icon's color clues you into whether the course is still available (green open book = open for registration, red closed book = closed for registration).
8. Available seats for each course appear on the far right side of the window.
9. If the course is open and has an available seat, click “Add” to add the course to your shopping cart.

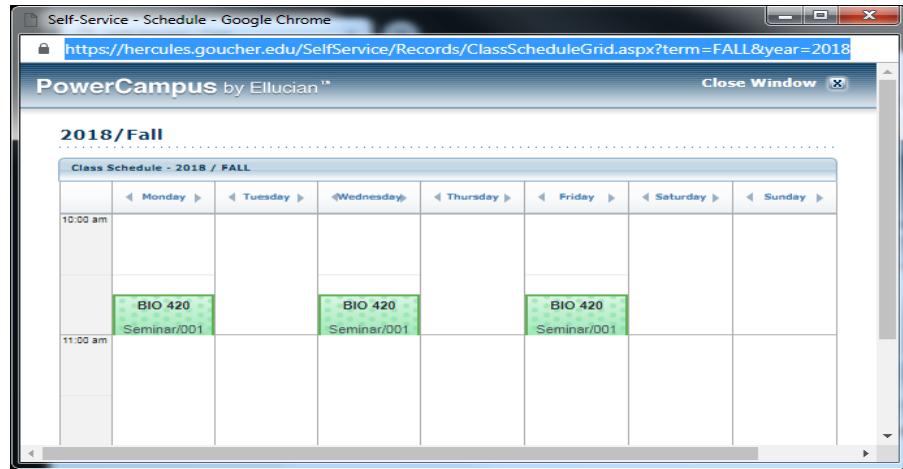
❖ Tip: Putting courses in your cart doesn't mean you have officially added these courses. They could still be taken by other students until you have finalized your schedule. If there is only one seat available in a course you really want or need, complete the registration process for this course before registering for other, less in demand, courses.

**Cart**



Session - UG Second 7 Weeks					<a href="#">Empty Cart</a>	<a href="#">Add Section</a>	<a href="#">View Schedule</a>	<a href="#">Delete Session</a>
Course	Date	Credits	Credit Type	Schedule				
Sem. in Neurobiology BIO 420/Seminar/001	10/15/2018 - 12/14/2018	2.00	Undergraduate Credit	MonWedFri 10:40 AM - 11:50 AM; C Goucher, Hofflinger Science, Room 131		<a href="#">Remove</a>		

- ❖ Tip: You can preview your schedule of your courses on a grid to make sure there are no scheduling conflicts before attempting to save the courses.



- ❖ A window will appear, asking you if you want to go to your cart or proceed to registration. If you are ready to register, click “Proceed to Registration”, otherwise go back to the Section Search.
- ❖ Tip: You can register for all of your courses at the same time, or register for them one at a time. Online registration will remain open typically until the end of the first week of classes, so you can log in & out of your account and make any desired changes until that time.
- ❖

The screenshot shows a web browser window titled "Self-Service - Cart" with the URL <https://hercules.goucher.edu/SelfService/Registration/ShoppingCart.aspx>. The page is part of the "myGoucher" system. At the top, there is a navigation bar with links for Home, Register, Advising, Classes, Finances, Grades, myGoucher Links, Search, My Profile, and Administration. Below the navigation bar, there are two buttons: "Cart" and "Request eTranscript". The main content area is titled "Cart" and displays a section for "2018/Fall". It shows a table with one row of data:

Course	Date	Credits	Credit Type	Schedule
Sem. in Neurobiology BIO 420/Seminar/001	10/15/2018 - 12/14/2018	2.00	Undergraduate Credit	MonWedFri 10:40 AM - 11:50 AM; C Goucher, Hoffberger Science, Room 131

Below the table, there is an "Instructors:" field containing "Lenkowski, Jenny". At the bottom of the page, there are three buttons: "Empty Cart", "Add Section", and "View Schedule". A blue arrow points down to the "Empty Cart" button, and another blue arrow points left to the "Remove" link in the table row.

10. If you would like to clear your cart and start over or remove a class from your cart, please click on those appropriate buttons
11. You will be asked to review your schedule. To finish registration, make sure all desired courses are checked off and click "Next", then "Next" again when you are asked to finalize.

**Congratulations! You have completed your Registration**