

ONLINE REGISTRATION

Follow the steps below to find out when you can begin registering and how to register online:

1. Login to the UST Portal and select Student Self Service from the myStThom menu on the left to open your Student Center.
2. The right column of your Student Center will have a section called Enrollment Dates. Check this area for your Enrollment Appointment, the day and time that priority registration begins for you. Use the details link to obtain your complete listing of Enrollment Appointments.



3. To register, select the [Add a Class](#) hyperlink from the Enrollment menu on the top left.

Enrollment
[My Class Schedule](#)
[Add a Class](#)
[Drop a Class](#)

4. Select the appropriate term from the Select Term drop down menu, then select the search button to Search for Classes OR you may enter class numbers in the Enter Class Nbr field.

my class schedule class search add drop swap

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Select Term 2007 Spring change

Add a class using one of the following:

Search for Class Search for Classes search

----- OR -----

Enter Class Nbr enter


- As you select classes from the search or enter the class numbers in the Enter Class Nbr field, the classes will appear in your Enrollment Shopping Cart.

| Delete | Class | Description | Days/Times | Location | Instructor | Units | Status |
|---|------------------------------------|--|---------------------|-----------------|------------|-------|---|
|  | ENGL 1341-A (1492) | Classical Trad: Lit & Comp I (Lecture) | MWF 8:10AM - 9:00AM | Malloy Hall 014 | C. Krohn | 3.00 |  |

View All Classes in Cart First  1 of 1  Last

PROCEED TO STEP 2 OF 3



- When you are finished selecting class, click the Proceed to Step 2 of 3 button (pictured above).
- Confirm your selections by selecting the Finish Enrolling button.

| Class | Description | Days/Times | Location | Instructor | Units | Status |
|------------------------------------|--|---------------------|-----------------|------------|-------|---|
| ENGL 1341-A (1492) | Classical Trad: Lit & Comp I (Lecture) | MWF 8:10AM - 9:00AM | Malloy Hall 014 | C. Krohn | 3.00 |  |

CANCEL

PREVIOUS

FINISH ENROLLING

- After submitting your enrollment request, you will see one of two notations under the Status heading. They are defined below:
 -  - the green check mark signals a successful registration
 -  - the red X identifies a problem with the registration. Check the message to the left of the red X to find out the problem

If you have any questions about online registration, contact the Registrar's Office at (713) 525-2150.