

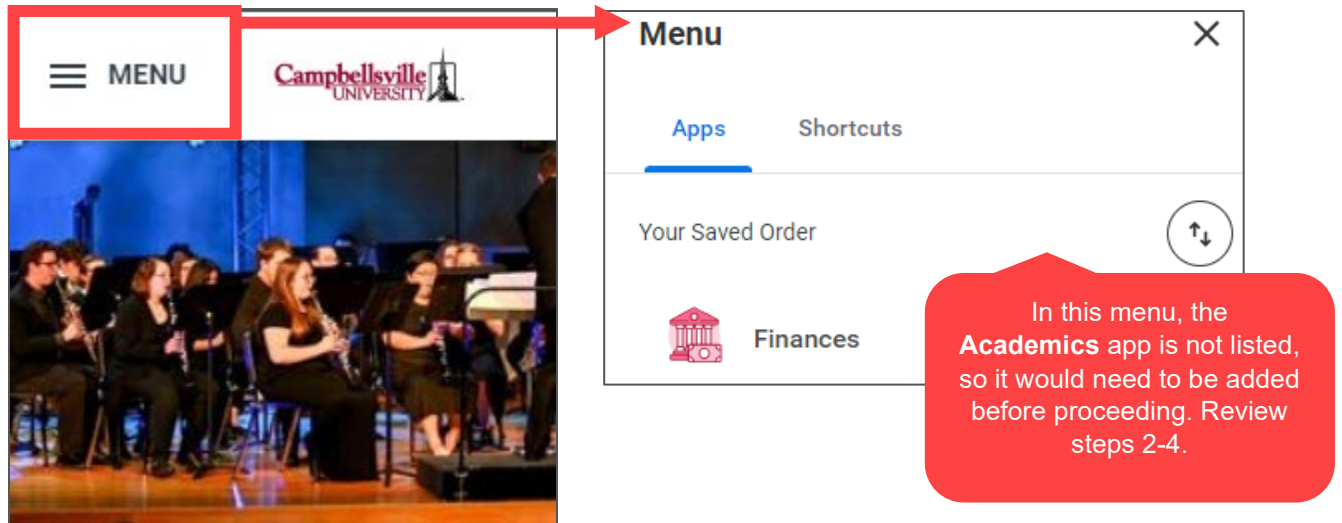
REGISTER FROM COURSE SECTION REPORT

Summary

This guide will help students develop and register directly from the course section report.

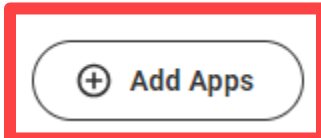
Verify Necessary Apps on Menu

1. From the homepage, open the **Menu** in the upper left-hand corner

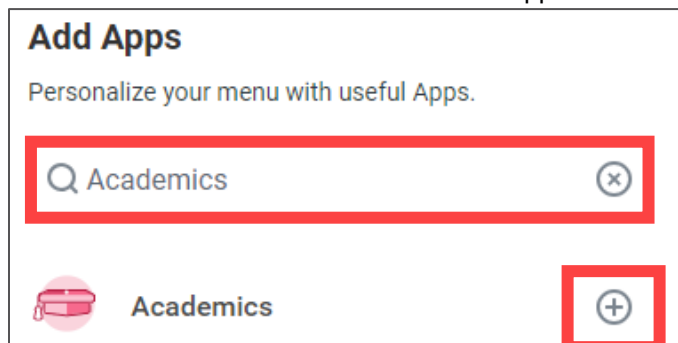


You should see a list of apps that you can access for topics like **finances** or **academics**. If you do not see the **Academics** app in the menu, use steps 2-4 to add the necessary app. If this app is already listed on your menu, skip to step 5.

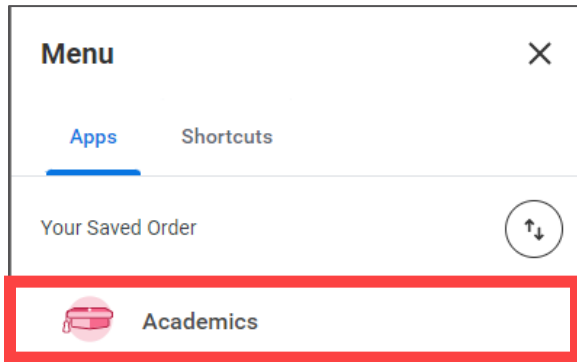
2. At the bottom of the **Menu** click the **Add Apps** button.



3. In the **Find Apps** search bar, enter **Academics**.
4. Select the "+" icon next to the **Academics** app to add it to your menu.



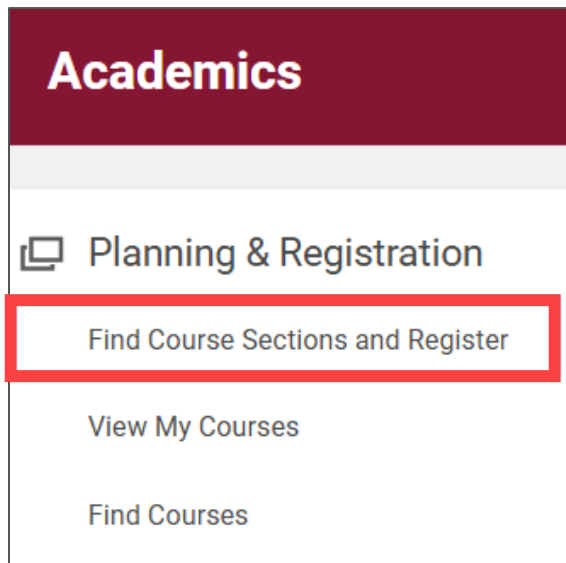
5. From the **Menu**, click the **Academics** app.



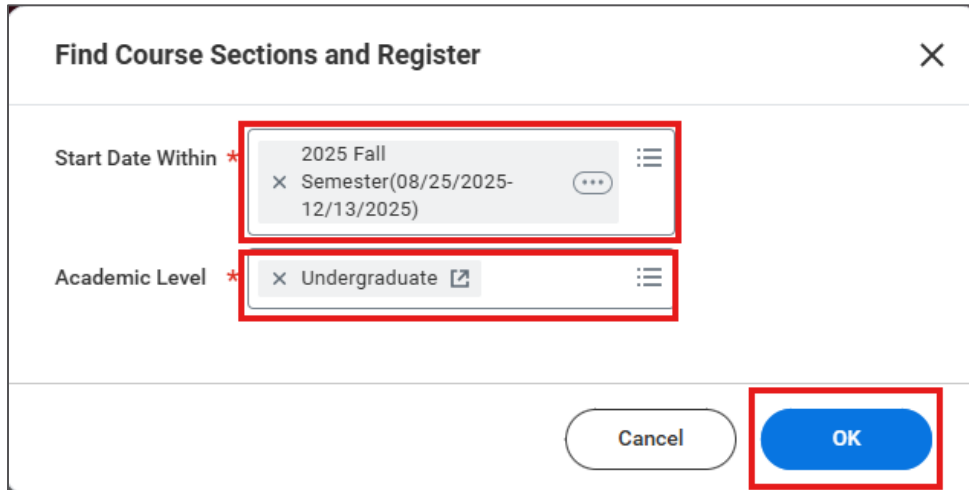
Register from the Course Section Report

You will see a list of actions that you can take from the **Academics** page.

1. Under **Planning & Registration**, select **Find Course Sections and Register**.

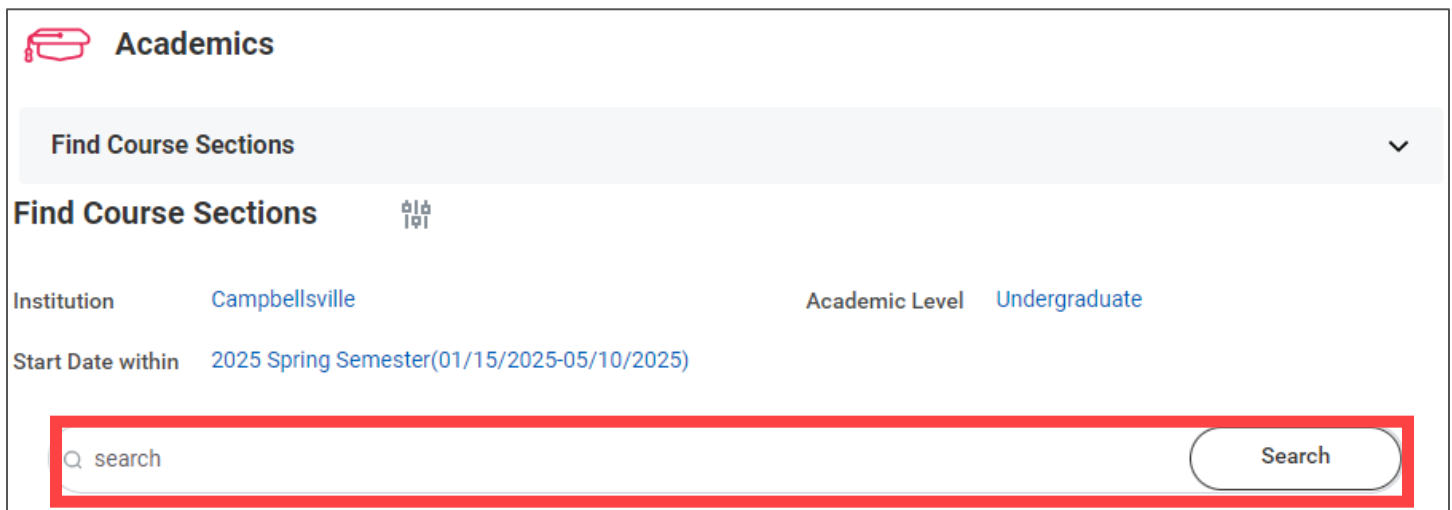


2. In the **Start Date Within** field, choose the academic term for which you are registering (ex: 2025 Fall Semester)
3. In the **Academic Level** field, select your academic level (ex: undergraduate, technical, etc.)
4. Click **OK**.



The dialog box titled "Find Course Sections and Register" contains two selection fields. The "Start Date Within" field is set to "2025 Fall Semester(08/25/2025-12/13/2025)". The "Academic Level" field is set to "Undergraduate". At the bottom right, there are "Cancel" and "OK" buttons. Red boxes highlight the selection fields and the "OK" button.

On the **Academics** page you will have the option to search for a course using the search bar function or using the filters located on the left-hand side.



The "Academics" page features a search bar and filter options. The search bar is labeled "Find Course Sections" and has a dropdown arrow. Below it, the "Find Course Sections" title is repeated. The filter options are: Institution: Campbellsville, Academic Level: Undergraduate, and Start Date within: 2025 Spring Semester(01/15/2025-05/10/2025). At the bottom, there is a search bar with a magnifying glass icon and a "Search" button. A red box highlights the search bar and the "Search" button.


Once you have found the course that you are searching for, click on it to be able to register for that course.

Current Search	1331 Results
<div>Save Clear All</div>	
> Subject	ACC 223-01-FA - Principles of Accounting I Principles of Accounting I Open Section Details (empty)
> Section Status	ACC 223-02-FA - Principles of Accounting I Principles of Accounting I Open Section Details (empty)
> Course Definition	ACC 223-03-FA - Principles of Accounting I Principles of Accounting I Open Section Details (empty)
> Instructional Format	ACC 223-04-FA - Principles of Accounting I Principles of Accounting I Open Section Details (empty)
> Delivery Mode	ACC 223-69-FA - Principles of Accounting I Principles of Accounting I Open Section Details (empty)
> Academic Periods	
> Flexible Dates	

Filters

Click on a course section to register.

5. If you are eligible to register for the course, there will be a **Start Registration** button. Click the **Start Registration** button.

View Course Section ACC 223-01-FA-ACC - Principles of Accounting I 

Course	ACC 223 - Principles of Accounting I	Instructional Formats	Lecture
Academic Period	2024 Fall Semester	Delivery Mode	In-Person
Status	Open	Enrolled/Capacity	31/0
Start/End Date	08/21/2024 - 12/07/2024	Meeting Patterns	(empty)
Grading Basis	Audit Credit/Non Credit Graded Satisfactory/Unsatisfactory		
Credits	0 - 4 Semester Credits		

Add to Saved Schedule

Start Registration

You will have a final opportunity to review course selections before registering. Review each course individually. When you have completed your review, click **Register**.

Register for Course Section

Academic Period2024 Fall Semester

+ Add Course

ACC 223 - Principles of Accounting I

0 - 4 Semester Credits

Viewing

Course Listing

ACC 223 - Principles of Accounting I

Description

An introduction to financial accounting concepts and principles as they apply to various forms of for profit business. The role of accounting information in decision-making, financial statement interpretation and use, communicating accounting knowledge, an

Eligible

☒

Lecture

4 items

Select	Section	Eligible	Section Status	Start
<input checked="" type="checkbox"/>	ACC 223-01-FA-ACC - Principles of Accounting I	<input checked="" type="checkbox"/>	Open	08/21
<input type="checkbox"/>	ACC 223-02-FA-ACC - Principles of Accounting I	<input checked="" type="checkbox"/>	Open	08/21
<input type="checkbox"/>	ACC 223-03-FA-ACC - Principles of Accounting I	<input checked="" type="checkbox"/>	Open	08/21
<input type="checkbox"/>	ACC 223-69-FA-ACC - Principles of Accounting I	<input checked="" type="checkbox"/>	Open	08/21

Register

Cancel

You will see the results of your registration. Courses that were added successfully added will show in the **Successfully Registered Courses** table. You may also see courses in the **Waitlisted Courses** table if the course you attempted to add was already full.

NOTE: If you would like to register for courses to replace your waitlisted course(s), return to the **Find Course Sections and Register** report (reviewed earlier in this help guide) and register directly from the course section report rather than adding it to a saved schedule.

Return to the **Academics** page and select **View My Courses** to confirm successful addition of the course(s).