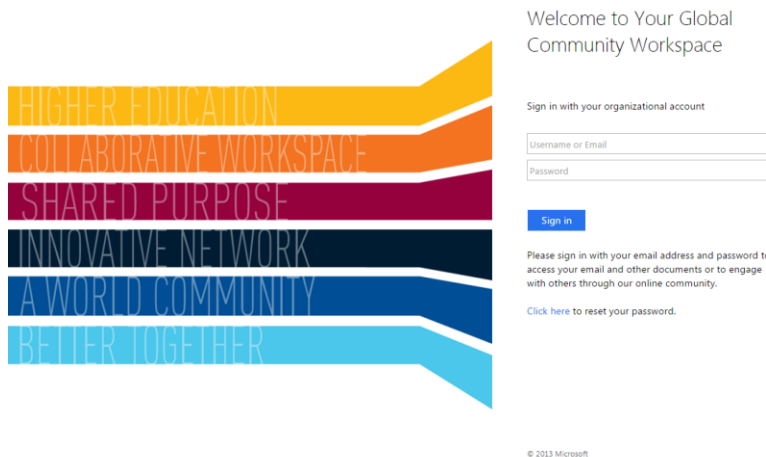


The purpose of the Course Search & Registration Tutorial is to assist you, as a student to navigate the Course Search, My Courses, Bookmarked, and Calendar Tabs so that you can search for courses, have the functionality to compare them, and then register! If you are having issues with navigating the new site, be sure to contact your advisor or the Registrar's Office for assistance.

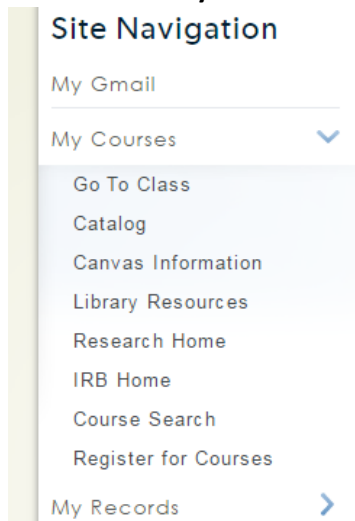
As a heads up, the new platform allows you to register for your courses in a number of different ways, so each section will give you some information on how/what to navigate and then it will tell you how you can use that section to get yourself registered.

LOGGING IN

- To start off, visit: <https://my.saybrook.edu/students/> and log in using your student credentials to enter the Student Gateway



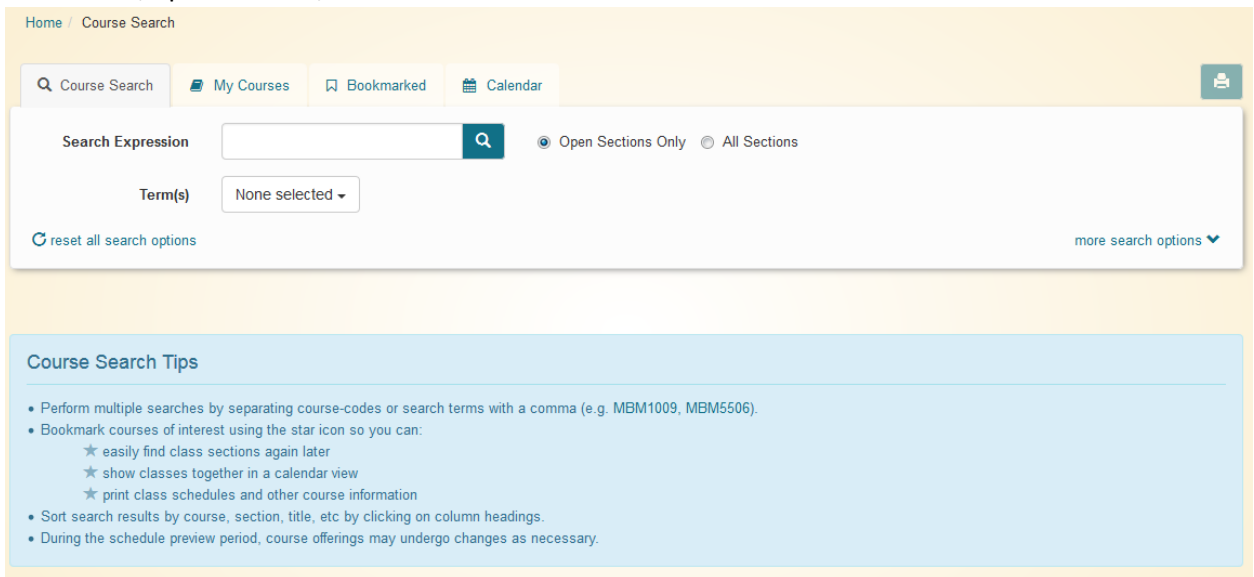
- Then click on **My Courses** on the left Site Navigation bar, then click on **Register for Courses**



COURSE SEARCH

The Course Search tab is a great first step for determining what courses you want, when they are offered, who the instructor(s) are and whether or not there are any available seats left in the course.

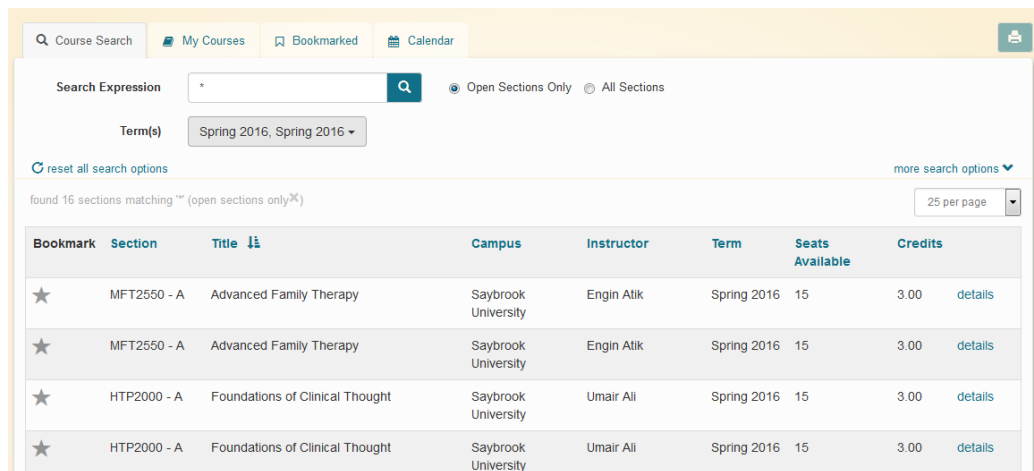
- You will be brought to the Course Search Page where you can search for courses by course code, course title, open sections, and term.



The screenshot shows the Course Search page with a search bar and filters. The search bar is empty, and the term(s) dropdown is set to "None selected". There are radio buttons for "Open Sections Only" (selected) and "All Sections". A "reset all search options" link is visible. Below the search bar is a "Course Search Tips" section with the following text:

- Perform multiple searches by separating course-codes or search terms with a comma (e.g. MBM1009, MBM5506).
- Bookmark courses of interest using the star icon so you can:
 - ★ easily find class sections again later
 - ★ show classes together in a calendar view
 - ★ print class schedules and other course information
- Sort search results by course, section, title, etc by clicking on column headings.
- During the schedule preview period, course offerings may undergo changes as necessary.

- You can search for courses individually or you can search for all courses available. To search for all available courses:

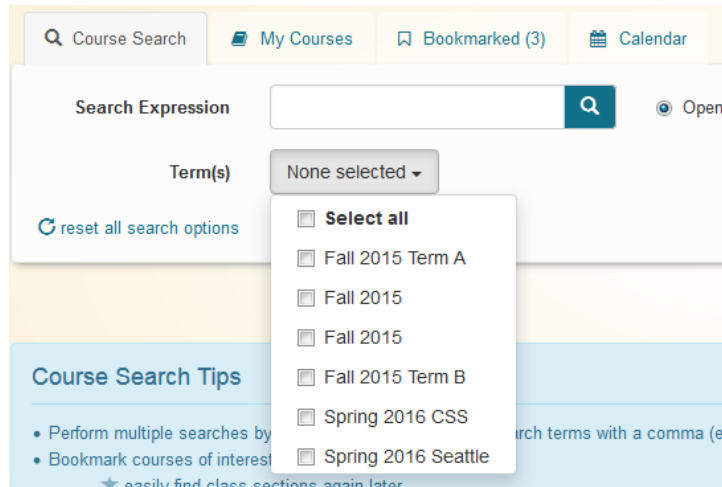


The screenshot shows the Course Search page with search results. The search bar contains an asterisk (*), and the term(s) dropdown is set to "Spring 2016, Spring 2016". The search results show 16 sections matching the criteria. The results are displayed in a table with the following columns: Bookmark, Section, Title, Campus, Instructor, Term, Seats Available, and Credits. Each row includes a star icon for bookmarking and a "details" link.

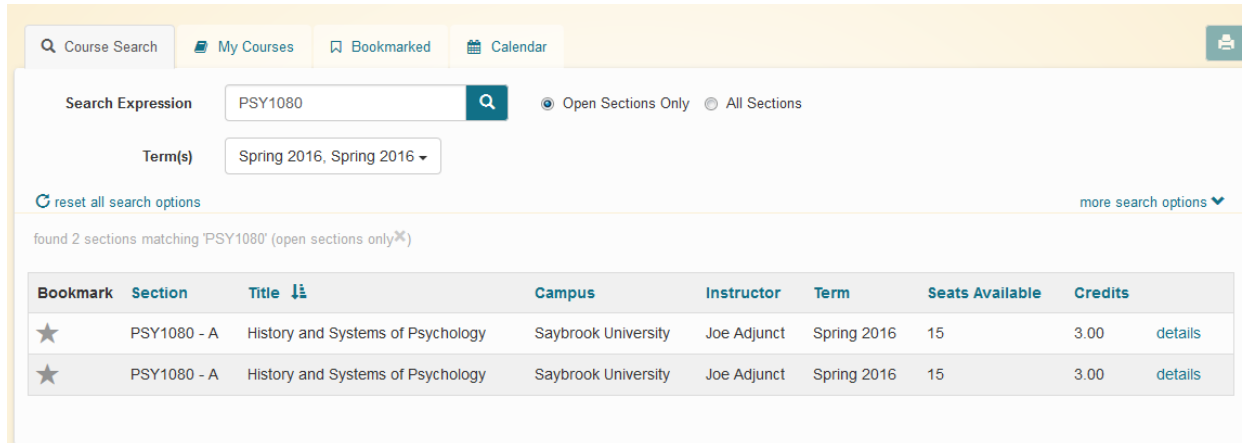
Bookmark	Section	Title	Campus	Instructor	Term	Seats Available	Credits	
★	MFT2550 - A	Advanced Family Therapy	Saybrook University	Engin Atik	Spring 2016	15	3.00	details
★	MFT2550 - A	Advanced Family Therapy	Saybrook University	Engin Atik	Spring 2016	15	3.00	details
★	HTP2000 - A	Foundations of Clinical Thought	Saybrook University	Umair Ali	Spring 2016	15	3.00	details
★	HTP2000 - A	Foundations of Clinical Thought	Saybrook University	Umair Ali	Spring 2016	15	3.00	details

- Search Expression: Leave this section blank
- Term(s): Choose the term(s), example Spring 2016 CSS

- Note: You can choose multiple terms.



- Choose option: Open Sections Only to see sections that have seats available OR All sections, to see all sections offered for the chosen campuses/term
- Click on the Magnifying Glass icon to search
- To search for an individual course enter the following:



- Search Expression: List the specific course code, example: PSY1080 (spacing does not matter; PSY 1080 could also have been entered; you can also search for multiple courses such as PSY1080, PSY7500)
- Term(s): Choose the term, example 2015 Fall
- Choose option: Open Sections Only to see sections that have seats available OR All sections, to see all sections offered for the chosen campuses/term
- Click on the Magnifying Glass icon to search
- The courses listed fall within the parameters of your search and will note section, meeting dates/times, instructor, start/end dates, seats available, and credits. In addition, the “details” link will provide the course descriptions, prerequisites (if any),

Building/Classroom, Course Type, and will list out each meeting date/time.

Bookmark	Section	Title ↓	Campus	Instructor	Term	Seats Available	Credits	
★	PSY1080 - A	History and Systems of Psychology	Saybrook University	Joe Adjunct	Spring 2016	15	3.00	hide details

History and Systems of Psychology PSY1080 - A ×

The focus of this course is two-fold; first to introduce the student to the craft of historiography as a legitimate method in psychology, and second, to more accurately place the history of humanistic and transpersonal psychology within the larger framework of the history of American academic psychology. Persistent issues in psychology and the evolution of answers to these problems are examined. This course also focuses on the historical development of psychology as a separate scientific discipline in relation to applied psychology, the humanities, and the human sciences. 3.0 credits

Campus	Term	Start	End	Instructor	Seats Available	Credits	Course Type
Saybrook University	Spring 2016	1/23/2016	5/15/2016	Joe Adjunct	15	3.00	Lecture

Class Schedule: [refer to course syllabus](#)

- You may choose to Bookmark this course for later review by clicking on the star in the Bookmark column. (You can Bookmark multiple sections of the same course for review.)

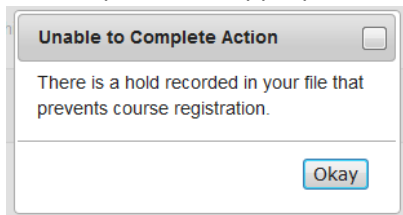
Bookmark	Section	Title ↓	Campus	Instructor	Term	Seats Available	Credits	
★	PSY1080 - A	History and Systems of Psychology	Saybrook University	Joe Adjunct	Spring 2016	15	3.00	details

REGISTRATION via COURSE SEARCH

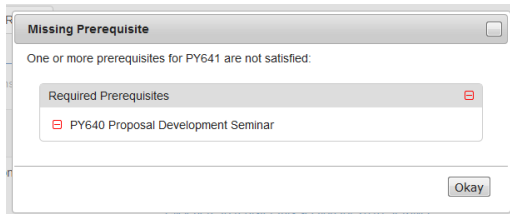
- You may also choose to register for a course directly from this screen by clicking on the “Click here to register for this section for the Year/Semester” button.

★	PSY1080 - A	History and Systems of Psychology	Saybrook University	Joe Adjunct	1/23/2016	5/13/2016	15	3.00	details
Click here to register this section for Spring 2016 PHS									

- The application will note if you have a hold. Note: You will not be able to progress further with registration if you have a hold on your account. Please follow up with the appropriate office to have your hold removed.



- The application will note if you have not met a pre-requisite. You will not be able to register for the specific course but you will be able to register for other courses where you have met the pre-requisites, or a pre-requisite is not required.



- If there are no holds/pre-requisites, the application will prompt you to “Apply 1 Pending Change” on the My Courses tab.

Registered Courses - Spring 2016 PHS - Saybrook University (1 Pending Change)

Registration Status	Open	Last Day to Add	10/11/2015 at 10:00 PM	Last Day to Drop	10/11/2015 at 10:00 PM
PSY1080 - A	Days/Times	Seating			⊕ Pending Registration
History and Systems of Psychology view details	refer to course syllabus	15 seats available of 15 maximum			
Your pending change above will not take effect until you apply it →					Apply 1 Pending Change
+ Add					

- You can choose the drop down for the Orange “Pending Registration” button and choose to “Cancel Pending Registration”. Or you can “Apply 1 Pending Change”. (Note: If you do not click the “Apply Pending Change” button, your registration will not be finalized.)

Registered Courses - Spring 2016 PHS - Saybrook University (1 Pending Change)

Registration Status	Open	Last Day to Add	10/11/2015 at 10:00 PM	Last Day to Drop	10/11/2015 at 10:00 PM
PSY1080 - A	Days/Times	Seating			⊕ Pending Registration
History and Systems of Psychology view details	refer to course syllabus	15 seats available of 15 maximum			⊖ Cancel Pending Registration
Your pending change above will not take effect until you apply it →					Apply 1 Pending Change
+ Add					

- Once the change has been applied, the course will show up in Registered status.

Registered Courses - Spring 2016 PHS - Saybrook University

Registration Status	Open	Last Day to Add	10/11/2015 at 10:00 PM	Last Day to Drop	10/11/2015 at 10:00 PM
PSY1080 - A	Days/Times	Seating			✓ Registered
History and Systems of Psychology view details	refer to course syllabus	14 seats available (1 of 15 seats taken)			
+ Add					

- If the registration period is still open, and you decide that you would no longer like to take the course, click on the Registered drop down button, and choose to “Drop Registered Course”

Registered Courses - Spring 2016 PHS - Saybrook University

Registration Status	Open	Last Day to Add	10/11/2015 at 10:00 PM	Last Day to Drop	10/11/2015 at 10:00 PM
PSY1080 - A	Days/Times	Seating			✓ Registered
History and Systems of Psychology view details	refer to course syllabus	14 seats available (1 of 15 seats taken)			⊖ Drop Registered Course
+ Add					

- This will result in a “Pending Drop” status, which must also be finalized by clicking on the “Apply 1 Pending Change” button.

Registered Courses - Spring 2016 PHS - Saybrook University (1 Pending Change)

Registration Status **Open** Last Day to Add 10/11/2015 at 10:00 PM Last Day to Drop 10/11/2015 at 10:00 PM

PSY1080 - A	Days/Times	Seating	Pending Drop
History and Systems of Psychology view details	refer to course syllabus	14 seats available (1 of 15 seats taken)	⊖ Pending Drop ▾

Your pending change above will not take effect until you apply it → **Apply 1 Pending Change**

+ Add

MY COURSES

- The My Courses tab can include up to three (3) sections.
 - Registered Courses (for a current semester/session) → Once registration is closed, you will no longer be able to make changes to your schedule via the My Courses tab and will need to work with the Registrar’s Office directly.

Course Search My Courses Bookmarked (3) Calendar

Registered Courses - Fall 2015 - Saybrook University

The registration period for your group ended on 8/23/2015

- Registered Courses (for a future semester/session) → You are able to quick add courses to this section and make changes to your schedule.

Registered Courses - Spring 2016 - Saybrook University

Registration Status **Open** Last Day to Add 2/4/2016 at 10:00 PM Last Day to Drop 2/4/2016 at 10:00 PM

No courses have been registered for this term yet.

+ Add ← click to add a course registration for Spring 2016

- My Courses (which includes courses that are part of your degree requirements) → You are able to see the courses that are required for your degree, and can choose the section you would like to register for.

My Courses - M.A. Psychology, Counseling Specialization - Saybrook University

SCO5084 Couple and Family Therapy - Theory III view details	no sections available for online registration at this time
SCO5085 Couple and Family Therapy - Technique III view details	no sections available for online registration at this time
SCO5086 Human Sexuality view details	no sections available for online registration at this time
SCO5087 The Self of the Therapist IV view details	no sections available for online registration at this time

REGISTRATION via MY COURSES

- SECTION: REGISTERED COURSES (future semester/session):
 - While registration is open, you can click on the +Add button to add courses if you already know what course code you are looking for. (Note: The last day to Add or Drop a course is also listed here for you to reference)

Registered Courses - Spring 2016 - Saybrook University

Registration Status **Open** Last Day to Add 2/4/2016 at 10:00 PM Last Day to Drop 2/4/2016 at 10:00 PM

No courses have been registered for this term yet.

+ Add ← click to add a course registration for Spring 2016

- Once you click the +Add button, you can enter a course code and hit the Magnifying Glass icon to search. The search results will include all sections offered for the given term. To register, click the “Register this section” button.

Registered Courses - Spring 2016 - Saybrook University

Registration Status **Open** Last Day to Add 2/4/2016 at 10:00 PM Last Day to Drop 2/4/2016 at 10:00 PM

No courses have been registered for this term yet.

Add registrations: My Bookmarks ▾ psy1080 🔍 Cancel

Quick Search Results - found 1 section matching 'psy1080':

PSY1080 - A	Instructor	Days/Times	Seating
History and Systems of Psychology view details	Joe Adjunct	refer to course syllabus	15 seats available of 15 maximum

[register this section](#)

- Refer to Page 4 to continue registration
- SECTION: MY COURSES
 - You can also use the My Courses section to register for courses that are specifically part of your degree program. NOTE: If you do not see the courses you need in this section, you are still able to register via Course Search, Bookmarks, and the +Add button of the Registration section.
 - To register for a course via My Courses, scroll to the course you are interested in, and select a section from the drop down.

My Courses - M.A. Psychology, Counseling Specialization - Saybrook University

PSY1080	Register for Fall 2015	Register for Fall 2015 Term B	Register for Spring 2016
History and Systems of Psychology view details	<input type="text" value="select section"/>	no sections found	<input type="text" value="select section"/>
Register for Spring 2016 PHS	<input type="text" value="select section"/>		

PSY1080 - A
Instructor - Louis Hoffman

- Refer to Page 4 to continue registration

- My Courses will indicate if you are already registered for a course.


SCO5077 - 1 (Scheduled)	Term	Instructor
Diagnosis and Assessment of Individuals view details	Fall 2015	Carol Jakus Tim Weber Daniel Leahy

- My Courses will also indicate whether you have already completed a course.

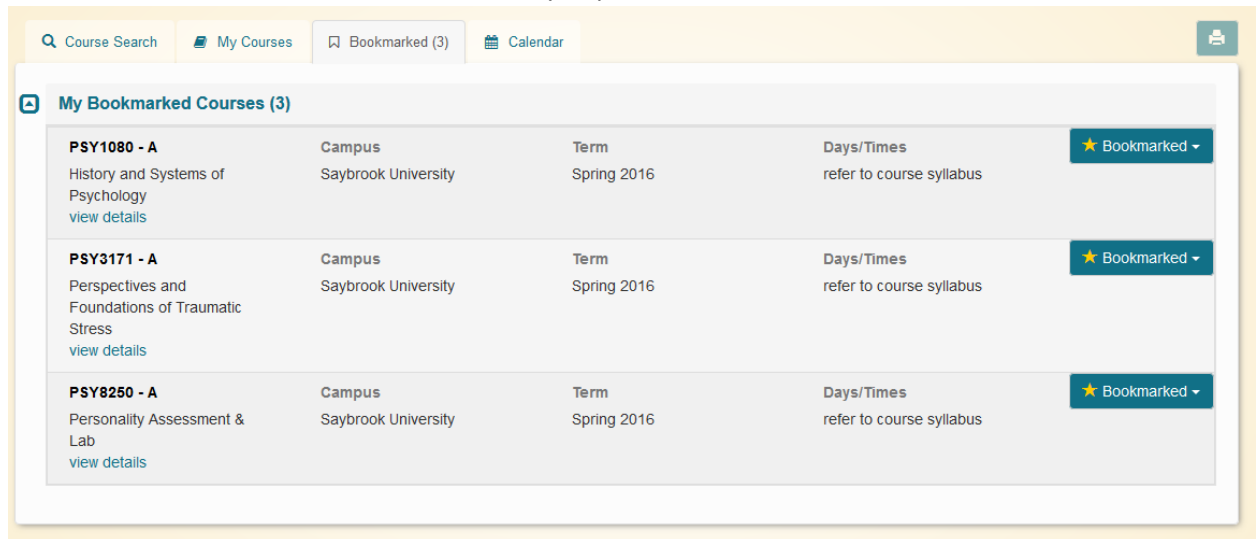
SCO5070 (Grade Posted)	Term	Instructor	Grade	Credits Earned
Couple and Family Therapy - Theory I view details	Spring 2015	Tim Weber Daniel Leahy Carol Jakus K. Alexandra Onno George Callan	AC	2.00

BOOKMARKED




- Courses can be bookmarked through the Course Search tab (see Course Search section) by clicking on the star icon in the Bookmark column. (You can Bookmark multiple sections of the same course for review.)

Bookmark	Section	Title	Campus	Instructor	Term	Seats Available	Credits
	PSY1080 - A	History and Systems of Psychology	Saybrook University	Joe Adjunct	Spring 2016	15	3.00 details

- All courses that are bookmarked will then show up in the Bookmarked tab. You can use the Bookmarked tab to determine which section you prefer.



The screenshot shows the 'My Bookmarked Courses' tab with three courses listed:

Course ID	Campus	Term	Days/Times	Action
PSY1080 - A History and Systems of Psychology view details	Saybrook University	Spring 2016	refer to course syllabus	 Bookmarked
PSY3171 - A Perspectives and Foundations of Traumatic Stress view details	Saybrook University	Spring 2016	refer to course syllabus	 Bookmarked
PSY8250 - A Personality Assessment & Lab view details	Saybrook University	Spring 2016	refer to course syllabus	 Bookmarked

- The courses listed in the Bookmarked tab, will have the same information listed on the Course Search tab with the exception of the meeting dates/times. Most of the information can be

located through the “view details” link.

History and Systems of Psychology PSY1080 - A

The focus of this course is two-fold; first to introduce the student to the craft of historiography as a legitimate method in psychology, and second, to more accurately place the history of humanistic and transpersonal psychology within the larger framework of the history of American academic psychology. Persistent issues in psychology and the evolution of answers to these problems are examined. This course also focuses on the historical development of psychology as a separate scientific discipline in relation to applied psychology, the humanities, and the human sciences. 3.0 credits

Campus	Term	Start	End	Instructor
Saybrook University	Spring 2016	1/23/2016	5/15/2016	Joe Adjunct

Seats Available: 15 Credits: 3.00 Course Type: Lecture

Class Schedule: [refer to course syllabus](#)

Close

REGISTRATION via BOOKMARKED

- You can choose to register via the “Click to register this section” link in the details section.

History and Systems of Psychology PSY1080 - A

The focus of this course is two-fold; first to introduce the student to the craft of historiography as a legitimate method in psychology, and second, to more accurately place the history of humanistic and transpersonal psychology within the larger framework of the history of American academic psychology. Persistent issues in psychology and the evolution of answers to these problems are examined. This course also focuses on the historical development of psychology as a separate scientific discipline in relation to applied psychology, the humanities, and the human sciences. 3.0 credits

Campus	Term	Start	End	Instructor
Saybrook University	Spring 2016	1/23/2016	5/15/2016	Joe Adjunct

Seats Available: 15 Credits: 3.00 Course Type: Lecture

Class Schedule: [refer to course syllabus](#)

[Click here to register this section for Spring 2016](#)

Close

- Or you can register by choosing “Register for this section” in the Bookmarked drop down.

My Bookmarked Courses (3)

PSY1080 - A	Campus	Term	Days/Times	★ Bookmarked
History and Systems of Psychology view details	Saybrook University	Spring 2016	refer to course syllabus	Remove from Bookmarks Select a Different Term Register for this Section
PSY3171 - A	Campus	Term	Days/Times	
Perspectives and Foundations of Traumatic	Saybrook University	Spring 2016	refer to course syllabus	

- Refer to Page 4 to continue registration