

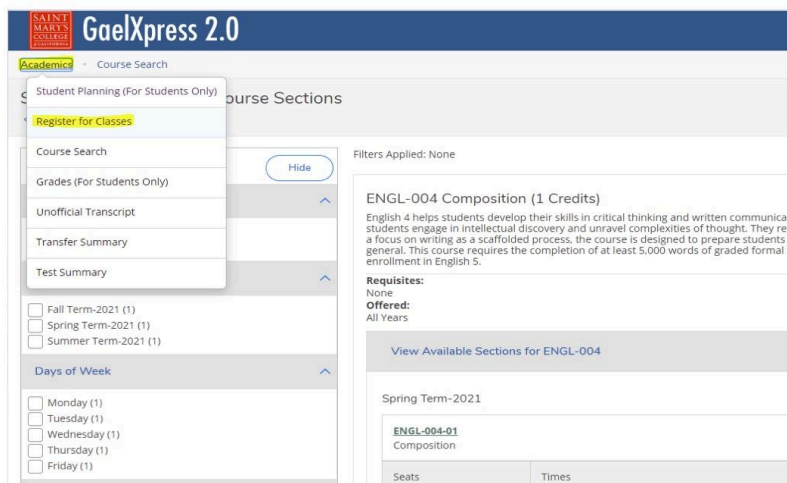
Hi everyone!

Here's a reminder on how to register for classes.

**If you have already created your shopping cart:**

After logging in to Gaelxpress 2.0

1. Click on "Course search"
2. Then on the top left click on "Academics" and then "Register for Classes" on the drop down menu.



**When you are ready to register, click "Academics" on the top left of your screen, and then select "Register for Classes" on the pop up menu.**

3. Here, it will show you the classes you are currently enrolled in, so make sure you use the arrow at the top of the schedule to change the term from the current term to the next.
4. Here you will see a list of all the classes you have added to your "shopping cart" so far. When it comes time for you to register you can click on the blue button that says "register" for the class you want to sign up for. **You are not able to see the option now since it is not your registration time yet but it will give you the option once the**

**time arrives.** You do not need to remove the other classes from the shopping cart, since it won't register you for it unless you actually click register.

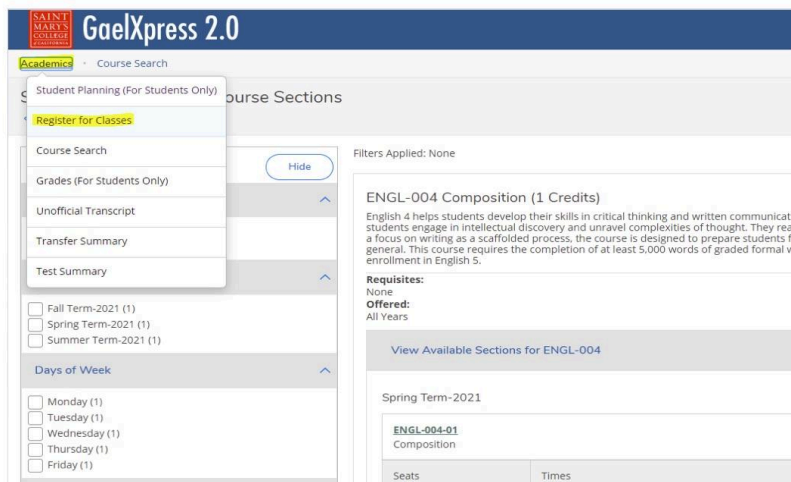
The screenshot displays the GaelXpress 2.0 interface. At the top, the Saint Mary's College logo is on the left, and the text 'GaelXpress 2.0' is on the right. Below the header, there are navigation links: 'Academics', 'Student Planning (For Students Only)', and 'Register for Classes'. A main heading reads 'Plan your Degree and Schedule your courses'. Below this, there are tabs for 'Register for Classes', 'Timeline', 'Advising', and 'Course Permission(s)'. The 'Register for Classes' tab is active. The interface shows a term selector set to 'Fall Term-2021' with navigation arrows. There are buttons for 'Filter Sections' and 'Save to iCal'. A course card for 'ENGL-004C-01: Writing About Writing Cohort' is displayed, featuring a green checkmark and the word 'Registered' in a green box. Below this, course details are listed: 'Credits: 1 Credits', 'Grading: Graded', 'Instructor: Staff', '8/30/2021 to 12/11/2021', and 'Seats Available: 19'. There is a 'Meeting Information' section with a dropdown arrow, a blue 'Register' button, and a 'View other sections' link at the bottom.

**You will have successfully registered for the course once the middle record reflects a green check mark labeled as “Registered”**

## If you still don't have a shopping cart:

After logging in to Gaelxpress 2.0

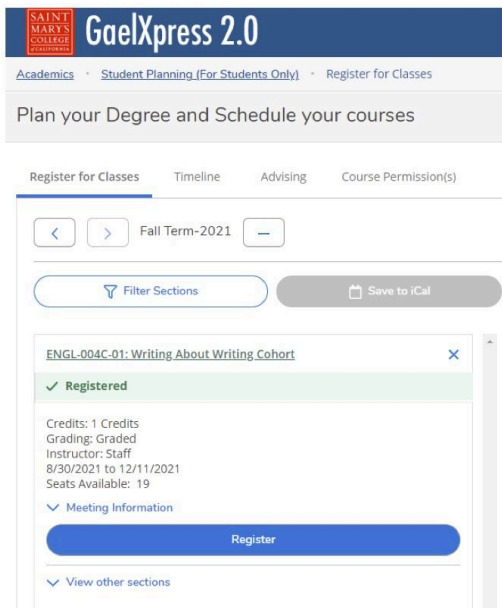
1. Click on course search
2. Select the next term from the "Term" drop down menu
3. Select the department you're interested in from the "Courses and Sections" drop down menu and click search
4. Here you can see a list of all the courses. Once you find the one you are interested in click on "view available sections for ----". This will show you the different times this class is being offered.
5. Once you find one that works for you, click on the blue bar that says "Plan Section"
6. Repeat this with all the classes you wish to add to your shopping cart
7. To actually register, on the top left click on "Academics" and then "Register for Classes" on the drop down menu.



**When you are ready to register, click "Academics" on the top left of your screen, and then select "Register for Classes" on the pop up menu.**

8. Here, it will show you the classes you are currently enrolled in, so make sure you use the arrow at the top of the schedule to change the term from the current one to the next.

9. Here you will see a list of all the classes you have added to your "shopping cart" so far. When it comes time for you to register you can click on the blue button that says "register" for the class you want to sign up for. **You are not able to see the option now since it is not your registration time yet but it will give you the option once the time arrives.** You do not need to remove the other classes from the shopping cart, since it won't register you for it unless you actually click register.



**You will have successfully registered for the course once the middle record reflects a green check mark labeled as "Registered"**