Registering for Corban Accelerated Online

These are the steps you are about to complete:

- ✓ Login to SIS
- ✓ Search for your course(s)
- ✓ Select the course(s)
- ✓ Add to your schedule
- ✓ Pay for your course(s)*
- ✓ You're in!

***Please note that Corban Accelerate Online requires payment at the time of registration**. If you do not complete payment in the allotted time your course reservation(s) will be removed.*

Let's begin! Point your browser to http://sis.corban.edu. The screen will look like this:

You will want to click on the "Online Registration" link to take you to the login screen. While you're here though, notice all the other fun things you can do from this system, including check your schedule and grades, see and pay your Bill, and check your Transcript. OK, now **click the "Online Registration" link**.

CORBAN COLLEGE
Dedicating Heart and Mind to God
5000 Deer Park Drive SE • Salem, Oregon 97317

Login

Select Term, enter your Student ID and PIN.
If you have a problem logging in to registration, there may be Registration Rules that prevent you from registering online.
Please refer to the 'Help' link below, or contact the Registrar.

Student ID
or SSN (no hyphens)
PIN
Login

Term:
Choose One

Confirm PIN   Help

If you wish to leave a session at any point after you've logged in, please use the 'Sign Out' link in the lower left corner of the screen to insure the privacy of your session.

Back to Main Menu   Email Registrar   Request Technical Support

Sign Out

You will have to provide information in one of the first two boxes on the left. You can fill in either your Student ID (found on your Student ID card) or your SSN (no hyphens). This acts as your User ID.

Then you will need to **provide your PIN** (the third box on the left) which begins as your SSN (again, no hyphens). You'll be asked to change that PIN when you log in and you should definitely do that. Please change it to something you will remember.

If you have changed your PIN and you don't remember what it is you can try the "Confirm PIN" option but that will try to email your PIN to your Corban email account. If that's not active you can click the "Request Technical Support" button, fill out the form, and we'll get back to you as soon as possible.

Finally, **choose the Term** for which you wish to register from the drop down list on the right. That's all the information we need for now.

Click the "Login" button to access the registration area.

Now you've entered the registration area. This screen will show any course for which you are already registered at the top and (if it is still possible) the option to drop one of those courses by clicking the "Drop Course(s)" button in the center. In this example we have no courses so we don't have to worry about that part yet.

Previously registered courses:

Further explanation of Campus/Bldg/College Codes is available by clicking on the code itself.

Course - Section (Session) Title	Instructor Campus/ Bldg /Room	Meeting Days Begin/End Dates Begin/End Time	Credit Hrs. Fee
No previous courses			

Drop Course(s)

Dropping a course after the drop date will result in a fee.

Enter the Course Code(s) below for which would like to register.

1. [ ] Enroll as: [Regular ▼]
2. [ ] Enroll as: [Regular ▼]
3. [ ] Enroll as: [Regular ▼]
4. [ ] Enroll as: [Regular ▼]
5. [ ] Enroll as: [Regular ▼]
6. [ ] Enroll as: [Regular ▼]
7. [ ] Enroll as: [Regular ▼]
8. [ ] Enroll as: [Regular ▼]

-OR- 🔍 Search **Search for courses offered this term.**

Continue

At the bottom is a space to enter the course codes or to search for courses. By far the easiest way to find the course you want is to **click the "Search for courses offered this term" link** on the right side (circled above).

This brings us to the Course Lookup screen that allows us to narrow our view to just the courses we want to see. You have a lot of options here to see courses that are offered in particular departments, by specific Instructors, on specific days or at chosen times.

The selection we want to make is the "Session" filter at the very top since the list of courses usually isn't that long for each month.

Search tip: Narrowing search criteria will improve response time.

Course Lookup   Help with Search

Session: | All

All
FALL SEMESTER 2009 - TRADITIONAL
FALL SEMESTER 2009 - CAO - SEPTEMBER
FALL SEMESTER 2009 - CAO - OCTOBER
FALL SEMESTER 2009 - CAO - NOVEMBER
FALL SEMESTER 2009 - GRAD: COUNSELING
FALL SEMESTER 2009 - GRAD: EDUCATION
FALL SEMESTER 2009 - GRAD: MBA

Department:

College/Program: | All
Course Level : | All
Instructor Lookup: | Any

Meet on Day(s) : ☑ Any day   M ☐ T ☐ W ☐ Th ☐ F ☐ S ☐
Su ☐
⦿ ONLY meets on chosen days
○ Meets on chosen days AND other days

Courses meet between : ☑ Any time [▾] : [▾] [▾] and [▾] : [▾]
[▾]

Start Search   Clear

In this example we are trying to locate CAO courses offered during the month of September of Fall Semester 2009. Just **locate your desired session on the list and select it**.

Now **click the "Start Search" button** at the bottom of the page.

And here are the results of our search:

Course Offering data as of 7/17/2009 @ 11:14 AM

Course - Section (Session) Title	Instructor Campus/ Bldg /Room College	Meeting Days Begin/End Dates Begin/End Time	Credit Hrs. Fee	Status AVL=Available FLD=#Filled	Register for this course
BI432GJWC (A1) GOSPEL OF JOHN	CHICA C - / - / - AS	09/06-10/10 OL	2.00	AVL= 15 FLD= 4	Select ☐
BI432TIWC (A1) TITUS	HARRY D - / - / - AS	09/06-10/03 OL	2.00	AVL= 15 FLD= 0	Select ☑
HI302MEWC (A1) HIST: MIDDLE EAST	SCOTT J - / - / - AS	09/06-10/03 OL	2.00	AVL= 15 FLD= 1	Select ☑
PS36300WC (A1) GROUP DYNAMICS	RUDKIN D - / - / - AS	09/06-10/10 OL	3.00	AVL= 15 FLD= 2	Select ☐
PS493DDWC (A1) PSYCH: DEATH & DYING	WENELL PC - / - / - AS	09/06-10/10 TBA	3.00	AVL= 15 FLD= 2	Select ☐

5 courses found.

Add to Schedule

Back to Main Menu   Search Return to Search   Request Technical Support

You can use this screen to find out if seats are still available, what days the class meets, the number of credit hours and any fees associated with the course and more.

Based on what you've found, you can **choose the course you'd like by checking the "Select" box** next to each course. Choose one or several depending on your plan.

If you don't see what you want or expected you can click the "Return to Search" link in the center at the bottom of the screen to change your filter criteria and try again.

Once you've made your selection(s), **click the "Add to Schedule" button** on the bottom right.

Now we can see our tentative schedule. Pay particular attention to the "Error Code" column (circled below). If you have errors you can click on the code for more explanation. Until you resolve those errors you cannot submit this schedule for registration. In some cases it's easiest to drop the problem course and come back register for that one later, after you've fixed the error.

In this example, we have no errors so we're doing great.

Previously registered courses:

Further explanation of Campus/Bldg/College Codes is available by clicking on the code itself.

Course - Section (Session) Title	Instructor Campus/ Bldg /Room	Meeting Days Begin/End Dates Begin/End Time	Credit Hrs. Fee
No previous courses			

Tentative course schedule:

To remove one of the following tentative courses, click on the 'Remove' box, then click on 'Update Tentative Schedule' to review change(s).
When satisfied, click on 'Submit for Registration' to process the selection(s). Registration will NOT be completed if error codes are present.
To add more courses to the 'Tentative Schedule', click on 'Additional Search'.

Further explanation of the Campus/Bldg/College Codes and Error Codes is available by clicking on the code itself.

Course - Section (Session) Title	Instructor Campus/ Bldg /Room	Meeting Days Begin/End Dates Begin/End Time	Credit Hrs. Fee	Error Code	Remove this Course
BI432TIWC (A1) TITUS	HARRY D - / - / -	/-/ On-line course	2.00		Remove ☐
HI302MEWC (A1) HIST: MIDDLE EAST	SCOTT J - / - / -	/-/ On-line course	2.00		Remove ☐

Additional Search	Update Tentative Schedule	Submit for Registration

You can now decide if you want to make other changes to your tentative schedule. You can remove a course by checking the "Remove" box next to a course and clicking "Update Tentative Schedule" button in the center.

You can add more courses by clicking the "Additional Search" button to find more courses to add.

We don't want to make any changes so we can **click on the "Submit for Registration" button**.

Once you submit your schedule for registration you will be redirected to the payment page if you do not have sufficient credit on your account to cover your charges for this registration. It usually happens very quickly but in some cases, during busy times, you might see this message:

Please wait while you are redirected to the payment page...

The redirection will finish shortly and you will be presented with a list of your course, a timer that is counting down from 15 minutes. *Obviously, your courses and the amount you are charged will vary depending on your circumstances,* which is to say, the screenshot below is for illustrative purposes only and is subject to change.

A seat is reserved for you in the following course(s):

Course	Title
AC1011	Financial Accounting
AR1031	Basic Painting

Preliminary registration time remaining:

01:41

(minutes:seconds)

If a payment of **$ 300.00** is not submitted below before time expires, or you cancel preliminary registration before submitting a payment, your reserved seat(s) will be removed and you will need to begin the registration process again.

(Note: If you wish to receive a receipt for your payment, enter a valid email address below)

Authorize.Net
SECURE CHECKOUT

Order Information   * Required Fields

The lower half of the screen will allow you to **complete your payment through our Secure Checkout** process. Please be sure you fill out all of the required fields and submit your payment before the clock runs out or your reservation will be removed and you will have to start over.

If for some reason you decide you don't want to pay at this time you can scroll to the very bottom of the page and click the "Cancel Registration" button. Your reservation will be removed and you will not be charges for your course(s).

If you have successfully completed your payment and provided us with a valid email address you will instantly be registered for your course(s), your account will be billed and you will receive an electronic receipt via email.

You did it! Remember you have lots of other options back on the main menu so you can check your schedule now if you would like, or review your bill (your payment won't post until the next business day) or see your unofficial transcript and more.

If at any time you have problems you can always click the "Request Technical Support" icon at that bottom of most pages. We'll get back to you as soon as possible. Please try to give a complete explanation of where you are stuck so we can provide the best answer possible on the first try.

You can also call the ADP Office for help during regular business hours.

Thanks for using the online registration system. We hope this makes registering for classes something easy to fit into your already busy schedule.