

Advising & Registration Step-by-Step Resource Guide

(Use this guide with the accompanying My.Butler screenshots.)

STEP 1: Accept Financial Responsibility

Students must accept financial responsibility each semester as they get ready to enroll for classes. This will show as a “hold” on their account until they have done the following:

1. Log in to my.butler.edu and click on **Self Service Student Homepage**
2. Click on the tile marked **Tasks**, then click on **Butler Accept Financial Responsibility**
3. Review the text thoroughly before clicking **Next** (at the upper right of the screen)
4. Read the agreement and check the box next to **Accept Terms and Conditions**, then click **Next** (at the upper right of the screen)
5. Click **Finish** to complete the process. The "hold" will be removed to allow registration

STEP 2: Address any HOLDS on your account

A number of holds may prevent registration, so be sure to identify and address any holds. To view the impact of a “hold”:

1. Log in to my.butler.edu and click on **Self Service Student Homepage**
2. Click on **Student Center**
3. If you have any holds, they will be posted under the **Hold** section
4. Click on **View “hold” impacts** and **Details** for information about the hold and how to address it

STEP 3: Find and record your enrollment date

STEP 4: Identify your Academic Advisor

Step 5: View Academic Requirements

1. Log in to my.butler.edu and click on **Self Service Student Homepage**
2. Click on **Student Center**
3. Under the **Academics** section, click on the "**other academic...**" drop-down menu and select **Academic Requirements**
4. Then click the >> button next to the drop-down menu
5. On this page, you can view the academic requirements. Requirement areas will be expanded automatically, while satisfied sections will be minimized.

Step 6: Create “What-if” report

1. Log in to my.butler.edu and click on **Self Service Student Homepage**
2. Click on **Student Center**
3. Under the **Academics** section, click on the "**other academic...**" drop-down menu and select **What-if Report**
4. Then click the >> button next to the drop-down menu
5. On the What-if Report page, click the **Create New Report** button

6. On the Create What-if Scenario page, complete the options boxes under the Program Scenario section from left to right. If desired, select a different Academic Program first, then Area of Study, and finally Concentration (optional).
7. Click on the **Submit Request** button

STEP 7: Enrollment Shopping Cart

1. Log in to my.butler.edu and click on **Self Service Student Homepage**
2. Click on **Student Center**
3. Click on the **Enrollment Shopping Cart** link within the Academics section
4. If prompted, select which semester you are looking to register your classes, then click **Continue**
5. Click on the **Search** button to begin looking for your classes
6. Enter in the search criteria, then click on the **Search** button
7. Find the course among your search results, and then click the **Select** button
 - a. If the class has an accompanying lab section, select the desired option, and click **Next**
8. Click **Next**
9. The course now shows in your Enrollment Shopping Cart

Step 8: Enroll in classes from Shopping Cart

1. Log in to my.butler.edu and click on **Self Service Student Homepage**
2. Click on **Student Center**
3. Click on the **Enrollment Shopping Cart** link within the Academics section
4. If prompted, select which semester you are looking to register your classes, then click **Continue**
5. Click on the **Search** button to begin looking for your classes
6. Once your Enrollment Shopping Cart contains the classes you want to add, you can validate your courses in the shopping cart
7. Once you have found and validated all of the courses, check the box next to all of the classes you want to enroll in, and click the **Enroll** button
8. The *Confirm Classes* screen appears. Verify that the classes are correct, then click the **Finish Enrolling** button
9. The results screen appears. Each of your requested classes appears with either a green check mark or a red "X" in the status column, along with a message explaining your enrollment confirmations or errors

NOTE: First-year students must work with their academic advisors to enroll in their desired courses.

NOTE: Classes that have co-requisites must be submitted at the same time.