


## ADD A COURSE – HOW TO

1. Log into E-Services, select Courses & Registration and click on Search for a Course




2. Select the desired campus, semester and course search criteria then click Search

The screenshot shows the 'Search' page with various search criteria. The 'Campus' dropdown is set to 'Anoka-Ramsey CC - Coon Rapids Campus' and the 'Semester' dropdown is set to 'Fall 2024 (Aug - Dec)'. The 'Subject' dropdown is set to 'BIOLOGY (BIOL)'. The 'Search >' button is highlighted with a red arrow.

3. Once you find the course you wish to register for, you will want to add the open course to your wishlist. Click the  on the row of the course you want to add

The screenshot shows the 'My Plan for Fall 2024' page with search results for Fall 2024. The 'Add Equivalent Waitlist' button is highlighted with a red arrow.

Add Equivalent Waitlist	ID #	Subj #	Sec #	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc	
	000449	FREN	1101	51	Beginning French Language and Culture I	08/26 - 12/20	M.W.F.	10:00am - 11:25am	5.0	Open	Westmoreland, Jen	Completely Online - Synchronous	

4. Click Search in the upper left and repeat steps 2 and 3 until you have selected all desired courses

5. Once you added all your courses to your wishlist, click on Continue to Review My Plan

**Important: Until step 7 is completed, you have NOT reserved a seat in the course**

Student ID [redacted] Logout

Search Search Results & Plan Review My Plan Register

**My Plan for Fall 2024**

Wish List: 1 Wait List: 0 Registered: 0

< Search Continue to Review My Plan >

Search Results for **Fall 2024**

<< first < prev 1 next > last >> Showing courses 1 - 1 of 1 50 per page Filter by Instructor :

Add Equivalent Wishlist	ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc	
<input type="checkbox"/>	000449	FREN	1101	51	Beginning French Language and Culture I	08/26 - 12/20	M W F	10:00am - 11:25am	5.0	Open	Westmoreland, Jen	Completely Online - Synchronous	

6. To officially register for your courses, click the box next to the desired course(s), then click

Select Course(s) to proceed to Register >

## Review My Plan

[New Search](#)

Summer 2024 **Fall 2024**

### Anoka-Ramsey Community College

Plan was last changed 7/31/2024 at 10:37 AM

#### Wish List (2)

Your registration window is currently **open**. Registration Window Close Date/Time: 12/13/2024 11:59 PM

<input type="checkbox"/>	ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc	
<input checked="" type="checkbox"/>	000011	ANTH	2251	50	Environmental Anthropology	08/26 - 12/20	n/a	n/a	3.0	Open	Becker, Lisa	Completely Online - Asynchronous	
<input checked="" type="checkbox"/>	000449	FREN	1101	51	Beginning French Language and Culture I	08/26 - 12/20	M W F	10:00am - 11:25am	5.0	Open	Westmoreland, Jen	Completely Online - Synchronous	

Select Course(s) to proceed to Register

Remove Selected Course(s) from Wish List

7. Select the desired grading method for each course. Students have the option of choosing between Normal (A-F Grading), Pass/Fail, or Audit. To register, enter your password, then click

Register

Search Search Results & Plan Review My Plan **Register**

< Review My Plan

**Fall 2024**

By confirming this registration, whether or not you have applied for or accepted financial aid (grants, loans, scholarships), you are accepting any financial and academic obligations incurred as a result of this transaction. Failure to pay will result in my debt being referred to the State of Minnesota collection agency (Minnesota Department of Revenue, Collection Division) or a private collection agency. If this happens, I agree to reimburse the fees of any collection agency, which may be based on a percentage at a maximum of 40% of the debt, and all costs and expenses, including reasonable attorney's fees, incurred in such collection efforts.

I also authorize the college or university, and their respective agents and contractors to contact me regarding my debt request, including repayment of my debt, at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

If you are degree seeking and want more information about graduation requirements, visit your college or university's web site.

Enter your StarID password and register [password field] Register

Select the grading method on this page.

ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Grade Method	Instructor	Delivery Method	Loc	
000449	FREN	1101	51	Beginning French Language and Culture I	08/26 - 12/20	M W F	10:00am - 11:25am	5.0	Normal	Westmoreland, Jen	Completely Online - Synchronous	

You have chosen to register for the courses listed above. Please check with your academic advisor to ensure selected courses apply toward graduation. If you have not been admitted to Anoka-Ramsey Community College, please keep in mind that not all courses may transfer or apply to another institution.

8. A **successful add** attempt will look like this

Registration Successful												
ID #	Subj #	Sec	Title	Dates	Days	Time	Crds	Grade Method	Instructor	Delivery Method	Loc	
000449	FREN	1101	51	Beginning French Language and Culture I	08/26.....12/20	M.W.F.	10:00am - 11:25am	5.0	Normal	Westmoreland, Jen ✉	Completely..Online... Synchronous	📍

A **failed add** attempt will look like this. You will see **Registration Failed**. The reason your registration has failed will appear in red

Registration Failed												
ID #	Subj #	Sec	Title	Dates	Days	Time	Crds	Grade Method	Instructor	Delivery Method	Loc	
000449	FREN	1101	51	Beginning French Language and Culture I	08/26.....12/20	M.W.F.	10:00am - 11:25am	5.0	Normal	Westmoreland, Jen ✉	Completely..Online... Synchronous	📍
✘ You have a registration hold: 0005 - Immunization. You have an immunization hold at Anoka-Ramsey Community College. Please download the Immunization Form under Student Records and Printable Forms, complete and return it to Records and Registration.												

For registration issues or holds and how to resolve them, please visit <https://www.anokaramsey.edu/resources/records-and-registration/> and select the Registration Issues – Why Can't I Register tab.