Instructions for Web Registration

Web registration starts at: www1.emmanuel.edu

Step 1:
Select the “Online Academic Resources Login” link.
Select the “Log In” tab in the upper-right corner.
Step 2:
Enter your User ID and Password.
Note: Your User ID and Password are the same as your First Class User ID and Password. If you do not know your User ID or Password or have trouble logging in, please contact the Helpdesk at 617-735-9966.

Step 3:
Select the “Student Main Menu” tab on the right side.
Step 4:
On the Student Main Menu page, please select “Register for Sections” under the Registration header.

Step 5:
If you want to search for the courses you would like to take, please select “Search Register for Sections”. We suggest this as the preferred method of registration as it allows you to view all of the courses we are offering by term.
Step 6:
On this page you will be able to search by term for courses. You must select a term from the drop down menu to search and register. You may also further narrow your search by choosing the subject of your course or other parameters. If you are having trouble finding a particular course, try searching with the fewest restrictions (i.e. only highlighting the term) to produce the broadest range of results. After you have chosen your term and any other parameters, please click “Submit”. I will search the term “Summer Session I ECAP 07”.

Step 7:
I am registering for ART 6201 05 and BIOL 6103 05. Place a checkmark in each course that you want to register for, and then scroll down to the bottom and click on “Submit”.

Step 8:
In the drop down menu beside each course, please select “Register”, and then click “Submit”. Leave all other fields blank.

Step 9:
This page will appear as confirmation of your registration.
Checking your schedule:
We recommend that you review your schedule after each registration to check for accuracy.

Step 1:
To double check your registration, please return to the Student Main Menu and select “My Class Schedule” under the Academic Profile header.

Step 2:
Select the term and click “Submit”. Your schedule will appear like this:
Dropping Courses:
You may also drop courses on-line as long as you are dropping prior to the first class meeting. If you want to withdraw from a course after the first class meeting, please contact the Registrar’s Office at 617-735-9960.

Step 1:
To drop courses, please go to the Student Main Menu and choose “Register and Drop Sections”.

Step 2:
Place a checkmark next to the course(s) you wish to drop. Leave all other fields blank and click “Submit”.

Step 3:
This page will appear as confirmation of your dropped class. You may also want to review your schedule to make sure the class has been dropped.