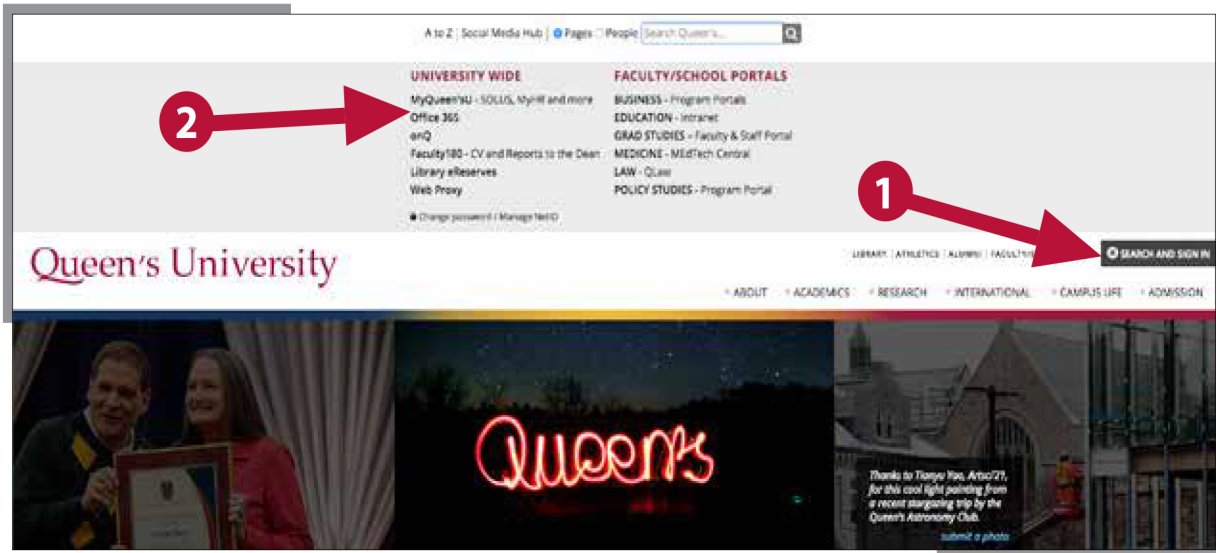


## Registering for Classes

This is the **fun part**—exploring all the courses and learning opportunities that lie ahead. For some people, it might be an easy decision, but if you're not sure where to start, **you can talk to an academic advisor before making any decisions** ([bhscadvisor@queensu.ca](mailto:bhscadvisor@queensu.ca)). If the steps below prove stressful, you can also email for help enrolling ([bhsc@queensu.ca](mailto:bhsc@queensu.ca)).

**A** Head over to <http://www.queensu.ca/>

- B**
1. Click on the link in the top right (Search and Sign in)
  2. Then choose *MyQueen'sU – SOLUS, MyHR and more*



**C** Login with your NetID and password

**D** Click Self Service and then Student Center



This is your SOLUS homepage, and **your new best friend when it comes to signing up for courses**, all the cost-related details and, before you know it, where you can apply to graduate!

## E Choose 'Search for classes'

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Queen's University

Term

2018 Summer

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search Criteria

Subject

Biomedical & Molecular Science

Course Number

is exactly

Course Career

Undergraduate Online

Campus

Main

Mode of Instruction

☐ Show Open Classes Only

☐ Open Entry/Exit Classes Only

▶ Additional Search Criteria

Clear

Search

Browse the course catalog. Filtering here can save you a lot of time and energy. **Choose 'Undergraduate Online'** from the Campus drop down as well as the correct term.

## F Learn more about the classes

Research Methodology					
Names	Room	Instructor	Meeting Dates	Status	
	TBA	Uvyeyqqy-Evoqx,Iyeyoy	2017/05/01 - 2017/07/21	<div></div>	<div>select</div>
Evolution, and Policy					
Names	Room	Instructor	Meeting Dates	Status	
	TBA	Yepoy,Ynyrae	2017/07/04 - 2017/08/14	<div></div>	<div>select</div>
Health Design and Methods					
Names	Room	Instructor	Meeting Dates	Status	
	TBA	Qdlo,Baelo	2017/05/01 - 2017/07/21	<div></div>	<div>select</div>

Scrolling down, you'll get a list of your class options. You'll find details on the instructor, prerequisites, the meeting dates (this is the full term for you), and the class and section number. **Click on the titles to learn more about them and on select when you want to apply.**

## G Exam Location

You have selected a class that is offered online. Click on the magnifying glass below to select a location to write your final exam.

Exam Centre

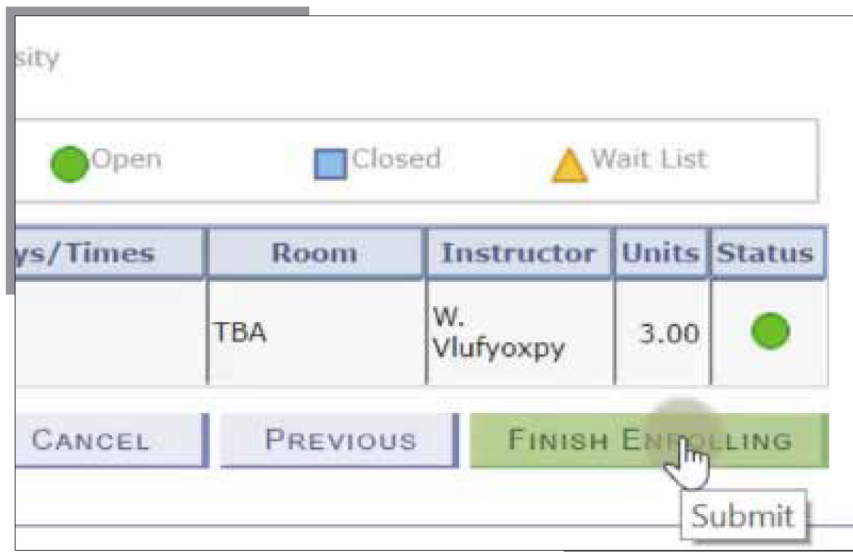
2222

Exam Centre Location

Online Proctor

Since you're taking your classes online, your exams are also online! **Just use the code '2222 Online Proctor.'**

## H Add to your cart & keep searching or pay



The screenshot shows a web form for course enrollment. At the top, there are three status indicators: a green circle for 'Open', a blue square for 'Closed', and a yellow triangle for 'Wait List'. Below these is a table with the following columns: 'Days/Times', 'Room', 'Instructor', 'Units', and 'Status'. The table contains one row with the following data: 'TBA' for Room, 'W. Vlufyoxpy' for Instructor, '3.00' for Units, and a green circle for Status. Below the table are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING'. A mouse cursor is pointing at the 'FINISH ENROLLING' button, and a 'Submit' button is visible below it.

Days/Times	Room	Instructor	Units	Status
	TBA	W. Vlufyoxpy	3.00	Open

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#) [Submit](#)

The next button will add the course to your shopping cart. Leave your shopping cart to find more classes using search (bottom left) or proceed to Step 2 of 3 (bottom right).

## I Review and make sure you're enrolling in all the right classes

## J Payment



The screenshot shows two columns of text and links. The left column has the text 'When you click the following link you will be transferred to a page that will allow you to pay your tuition using a credit card.' followed by a link 'Click here to' and a button 'Pay Distant Education Tuition Using Credit Card' with a green dollar sign icon. The right column has the text 'When you click the following link you will be transferred to a page that will allow you to enter / review bank account details.' followed by a link 'Click here to' and a button 'Enter/Review Bank Information' with a building icon.

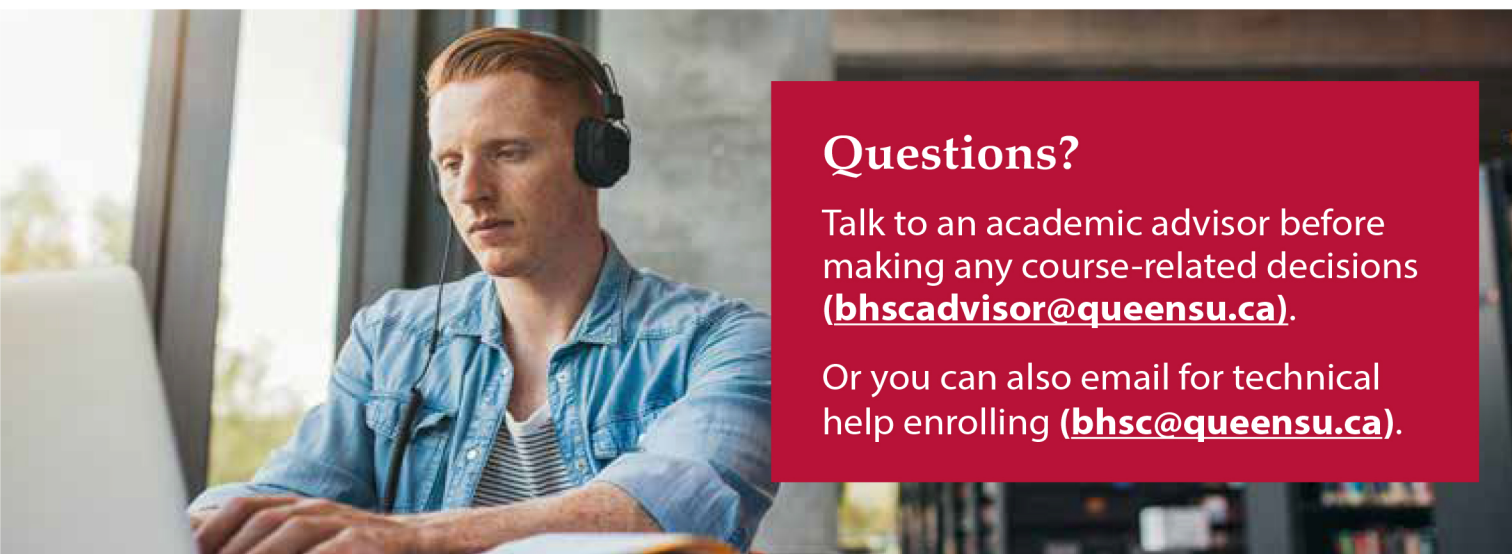
When you click the following link you will be transferred to a page that will allow you to pay your tuition using a credit card.

Click here to [Pay Distant Education Tuition Using Credit Card](#)

When you click the following link you will be transferred to a page that will allow you to enter / review bank account details.

Click here to [Enter/Review Bank Information](#)

Pay for your classes by going back to the SOLUS homepage. Below the drop-down for your academics (the thing that lists all your courses), you'll see one for finances, with a summary of the current term. If you want to pay with Debit, click Enter/ review bank information. If you want to pay with Credit, click Pay distance education tuition using credit card.



## Questions?

Talk to an academic advisor before making any course-related decisions ([bhscadvisor@queensu.ca](mailto:bhscadvisor@queensu.ca)).

Or you can also email for technical help enrolling ([bhsc@queensu.ca](mailto:bhsc@queensu.ca)).