

To register for classes, sign into your Schreiner One account and follow the directions given on the following pages. Click the "students" tab followed by the "registration" tab.



Home **Students** Academic Campus Life Technology University Re

You are here: [Home](#) > [Home](#)

❖ [COVID-19 Information](#)



Home Students **Academic** Campus Life Technology

You are here: [Students](#) > [Home](#)

❖ [COVID-19 Information](#)

Students

- Home
- CASHNet
- View Account Statements and 1098-T
- Financial Aid
- Student Account Information
- What Do I Owe?
- Registration**
- Degree Plans

Students

➔ [Current Students](#) > [Home](#)

Your Courses in Canvas

All of your courses are now accessible in Canvas: <https://schreiner.instructure.cc>

If you are logged in to Office 365 you can get help. Support for Canvas is available 24/7, and your help options are there.

Ensure you have no current conditions. If you do have a hold contact financial services or your admissions counselor. Complete the "personal info update" and "registration agreement" that appears on your screen.

You are here: [Students](#) > [Registration](#)

✦ [COVID-19 Information](#)

- Students
- Home
- CASHNet
- View Account Statements and 1098-T
- Financial Aid
- Student Account Information
- What Do I Owe?
- Registration
- Degree Plans

Registration

Registrar > REGISTRATION

Registration Quick Start

Quick Start

Students, as always, should log into Schreiner One, from a computer (not phone), go to the Student tab and choose Registration.

- Step 1: Complete the Student Information Update and Registration Agreement. This must be completed once per term.
- Step 2: Choose Add/Drop Courses and the Course Search option.
- Step 3: Enter 4-letter prefix in the course code box and hit search; select

Accounting Services > My Current Conditions

My Current Holds

Current Conditions

Condition	Action required
No current conditions	

Registration Add/Drop

Add/Drop

Personal Info Update

This form is used by the Registrar's Office to collect student personal information each semester before class registration.

[Complete the Personal Info Update form](#)

Registration Agreement

This form is for the registration agreement.

[Complete the Registration Agreement form](#)

[Go to Main screen](#)

Click the "add/drop courses" link.

Registration

➔ [Registrar](#) > [REGISTRATION](#)

Registration Quick Start

Quick Start

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- Step 1: Complete the Student Information Update and Registration Agreement. This must be completed once per term.
- Step 2: Choose Add/Drop Courses and the Course Search option.
- Step 3: Enter 4-letter prefix in the course code box and hit search; select desired course.

If you have difficulties or questions contact our office at registrar@schreiner.edu

Registration Add/Drop



Add/Drop

Current Term : Fall 2022

Add Period Open / Drop Period Open



Select the "terms" you are registering for. You MUST register for sessions A & B at the same time or be registered for at least 6 credits total for sessions A & B combined in order to use financial aid. Use the first letters of the class you desire in the "course code" box only. Ensure the division says "undergraduate". Press "search".

Add/Drop

Term:

Add Period Open / Drop Period Open

You are currently registered for **12 credits**.

[Add by Course Code](#) [Course Search](#)

Title:

Course Code:

Term:

Department:

Division:

[View Search Options](#)

All courses that have the course code "BSAD" will be pulled up for you to view.

A box will appear on the left side of each class you are able to register for.

Check the box of the course you want to register for.

Click "add course" at the bottom of the screen.

Search Results

[Search Again](#)

Term:

Division:

Other previously selected search criteria still apply.

Add	Textbox	Course code	Title	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>	<input type="checkbox"/>	BSAD 5306 A1	FOUNDATIONS OF BUSINESS DISCIPLINE ()	Woodhull, Mark	28/29	Open	Online; Online, Online	3.00	8/15/2022	9/30/2022
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BSAD 5306 B1	FOUNDATIONS OF BUSINESS DISCIPLINE ()	Woodhull, Mark	28/29	Open	Online; Online, Online	3.00	10/6/2022	11/22/2022
<input type="checkbox"/>	<input type="checkbox"/>	BSAD 5307 A1	FOUNDATION BUSI ETHICS-SCHOLARLY WR ()	Woodhull, Mark	28/29	Open	Online; Online, Online	3.00	8/15/2022	9/30/2022
<input type="checkbox"/>	<input type="checkbox"/>	BSAD 5307 B1	FOUNDATION BUSI ETHICS-SCHOLARLY WR ()	Woodhull, Mark	28/29	Open	Online; Online, Online	3.00	10/6/2022	11/22/2022
<input type="checkbox"/>	<input type="checkbox"/>	BSAD 5332 A1	BUSINESS LAW FOR MANAGERS ()	Gebbia, Robert F	39/50	Open	Online; Online, Online	3.00	8/15/2022	9/30/2022

The screen will change, the checked courses will appear under "your schedule".

To remove/drop a course, check the box to the left of the course you plan to drop.

Click "drop selected courses".

Your Schedule (Registered)

Drop	Course Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	BSAD 5332 A1	BUSINESS LAW FOR MANAGERS ()	Online	Online Online	3.00	Credit	Graduate
<input type="checkbox"/>	MGMT 5321 B1	LEADERSHIP AND TEAM BUILDING ()	Online	Online Online	3.00	Credit	Graduate
<input checked="" type="checkbox"/>	MGMT 5322 A1	LEADERSHIP COMMUNICATION ()	Online	Online Online	3.00	Credit	Graduate
<input type="checkbox"/>	MGMT 5323 B1	ADVANCED ORGANIZATIONAL BEHAVIOR ()	Online	Online Online	3.00	Credit	Graduate

[My Account Info](#)

Summer and Fall registration open the first week of April.

Spring registration opens the first week of November.

Registration for each session will end on the first day of class at 11:59 PM mid-night. At that time no one will be able to add any additional classes for that session.

DROPPING A COURSE AFTER COURSE HAS STARTED

To drop a course AFTER the course has started: Student must send an email from their Schreiner email address to officeoftheregistrar@schreiner.edu and financialservices@schreiner.edu and roliver@schreiner.edu stating which course(s) they would like to withdraw from as well as a brief reason why.

The registrar will withdraw the student from the course.

If using financial aid, the drop may affect the amount of aid the student may keep and it may affect future disbursements of aid.

The Refund Policy for 7 week online courses:

- 100% refund for dropped courses or session withdrawals before the first class day of the session.
- 50% refund for dropped courses or session withdrawals between the 1st and 5th class day of the session (end of the first week)
- 25% refund for dropped courses or session withdrawals between the 6th and 10th class day of the session (end of the second week)
- No refund will be given for drops or withdrawals after the 11th day of classes, or after the beginning of the third week.