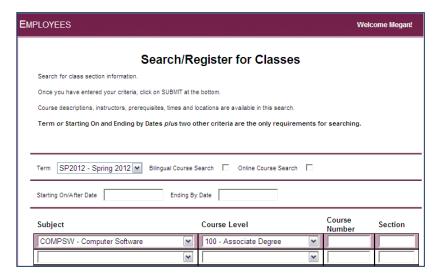# How to Search and Register for Courses with INFOnline

Students and faculty can register for courses online through the INFOnline Website. If you do not already know the course and section number of the course you would like to enroll in, you can search and register for classes at the same time:
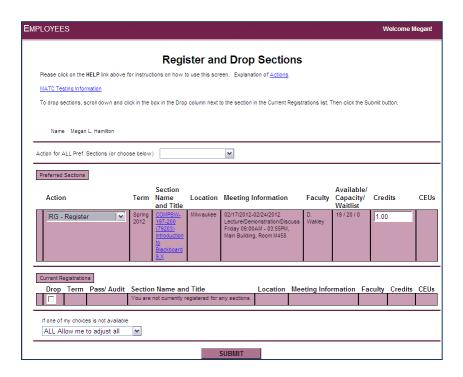
1. First, log into INFOnline. Then, click the *Employee* button on the Main Menu page.

2. On the Employee page, click the *Register for Sections* link. A list of options will appear. Click the *Search and Register for Sections* link.

3. The *Search for Classes form* will appear. Choose your desired Term, Subject, and Course Level (or Course Number). Then, click *Submit*.

EMPLOYEES   Welcome Megan!

Search/Register for Classes

Search for class section information.

Once you have entered your criteria, click on SUBMIT at the bottom.

Course descriptions, instructors, prerequisites, times and locations are available in this search.

Term *or* Starting On and Ending by Dates *plus* two other criteria are the only requirements for searching.

Term [SP2012 - Spring 2012 ▼]   Bilingual Course Search ☐   Online Course Search ☐

Starting On/After Date [_____]   Ending By Date [_____]

Subject	Course Level	Course Number	Section
COMPSW - Computer Software ▼	100 - Associate Degree ▼		
▼	▼		

4. Your search results will be displayed on the page. Search results include information about the course as well as its course numbers, location, instructor, credits, prerequisites, and availability.

5. To enroll yourself in a course, *check the Select checkbox* next to the name of the course. Then, click *Submit*.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
☑	Spring 2012	Open	COMPSW-197-200 (79203) Introduction to Blackboard 9.X	Milwaukee	02/17/2012-02/24/2012 Lecture/Demonstration/Discuss Friday 09:00AM - 03:55PM, Main Building, Room M458 Ren Rodee, WCTC Independent Consultant K. Mulvenna access to enter grades only Open to Employees Only	D. Wakley	19 / 20 / 0	1.00
☐	Spring 2012	Open	COMPSW-197-202 (84416) Introduction to Blackboard 9.X	West Allis	03/24/2012-03/31/2012 Lecture/Demonstration/Discuss Saturday 09:00AM - 04:25PM, Main Building, Room 203 Open to Employees Only	To be Announced	20 / 20 / 0	1.00

6. The Register and Drop Sections form will appear. The course you selected will appear under the Preferred Sections list. In the *Action* drop-down menu next to the name of the course, select *Register*. Then, click *Submit*.

7. Your *Registration Results* page will display and confirm that you are enrolled in the course.

How to Register for Courses with INFOnline's Express Registration

If you know the full course and section number of the course you want to enroll in, you can follow this simple process:

1. Log into InfOnline. Then, click the *Employee* button.

2. On the Employee page, click the *Register for Sections* link. A list of options will appear. Click *Express Registration*.

3. On the Express Registration page, *fill in the following form fields*:

- **Synonym**   Example: Type "86281"
- **Subject**   Example: Choose "COMPSW" from list
- **Course Number**   Example: Type "197"
- **Section Number**   Example: Type "401"
- **Term**   Example Choose "SP2012" from list

   Click *Submit* when done.

4. You will be taken to a *Register and Drop Sections* page. In the *Action* menu next to the name of your course, select *Register*. Then click *Submit*.

5. Your *Registration Results* page will display and confirm that you are enrolled in the course.