

YOU CAN REGISTER AT HOME USING YOUR COMPUTER OR IN THE C-LAB ON CAMPUS

1. Sign on to the Internet.
2. Type in **my.devry.edu** and click the **GO button**.
3. Click **login** (upper right side of window).
4. Use your **DeVry Student number** (D00....) as your **user name**. Use the **year and month** you were **born** as your **password (198301)**. You will be asked to change your password. Your new password must contain at least one number. (For help with your password visit Academic Affairs or the Registrar's office).
5. Click on Student Self Service **Home** (located in Application Navigator Box in the middle left side of window).
6. **You will be asked to verify your name and address when you sign in. Please verify and click the verify button on the (upper right side of the window). Check and clear any ALERTS that you have before continuing with the registration process.**
7. Click on the **My Academic Information tab** (top right side of window).
8. Click on **Enrollment** (top left side of window).
9. Click on the **Career/Term box** (upper right side of the window).
10. Delete **Fall 2003**.
11. Type in **Spring 2004 (or current semester)** and **press the tab key**.
12. Click the **Advanced Search button** (middle right side of window).
13. Click in the **Location box** (right side of window). Type in **Tinley Park, IL/Campus** and **press the tab key**. Do NOT choose Tinley Park, IL/Center.
14. Click in the **Unit Code/Title** box (left side of the window). The unit code is the course abbreviation. **Type in the unit code that you want to register in** (One at a time) (ECT250, CIS120, ENGL112, etc) and **press the tab key. (You have to enroll in each course individually)**.
15. Click the **GO** button on the lower left side of window.
16. **This will return you to another window with courses listed. Sometimes, there will be more than one course listed.**
17. Click the **Add to Enrollment Cart** button (right side of window).
18. **Read all "Warnings" or "Confirmation" messages that are displayed.**
19. **Repeat steps #12 - #18 until all courses you wish to enroll show up in your enrollment cart.**
20. Click **View Enrollment Cart** button (right side of the window).
21. **Verify that all classes are the correct choices.**
22. Click **Submit Enrollment Cart** button (on the right side of window).
23. **Read all "Warnings" or "Confirmation" messages that are displayed.**

24. Click the **View your Schedule** button (on the lower right side of window).
25. Print 2 copies of this schedule. **Do NOT choose the “printable page” option.**
26. One copy is for you to keep.
27. Please turn in the second copy to the Registrar's Office. Please print your name and DSI number on this copy and then sign and date the copy.

IF YOU HAVE ANY HOLDS THAT ARE PREVENTING YOU FROM REGISTRATION, YOU MUST CLEAR THEM WITH STUDENT FINANCE, THE REGISTRAR'S OFFICE AND/OR STUDENT SERVICES.

If you have questions regarding your curriculum or if you are unable to register because you are on academic probation or you were dismissed, please email your academic dean.

ECT/EET – Dean Booker; jbooker@tp.devry.edu

NCM – Dean DeSalvo; jdesalvo@tp.devry.edu

CIS – Dean Luzwick; mluzwick@tp.devry.edu

BSBA – Dean Luzwick; mluzwick@tp.devry.edu

BSTM – Dean Garbison; dgarbison@tp.devry.edu

Evening/Weekend – Dean Garbison; dgarbison@tp.devry.edu

GenEd – Dean Mocek; nmocek@tp.devry.edu

If you will be graduating at the end of the Spring Term, please be sure to stop by Student Services to complete your graduate application. These must be completed and returned to Student Services by Friday, March 5th.