

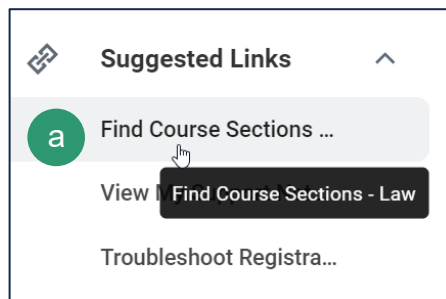
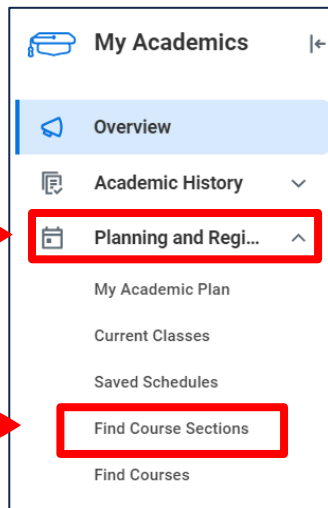
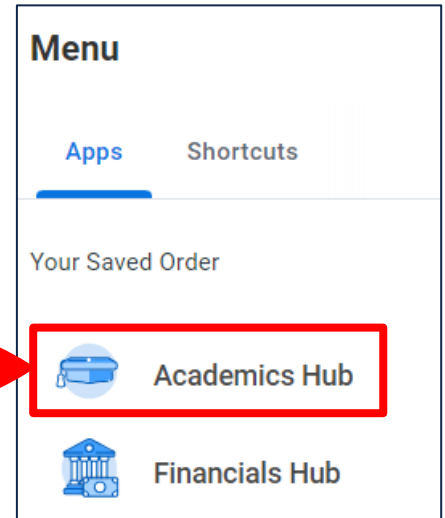
**Description:** This quick guide demonstrates how to register for a course from the Find Course Sections report.

**Applies to:** Students

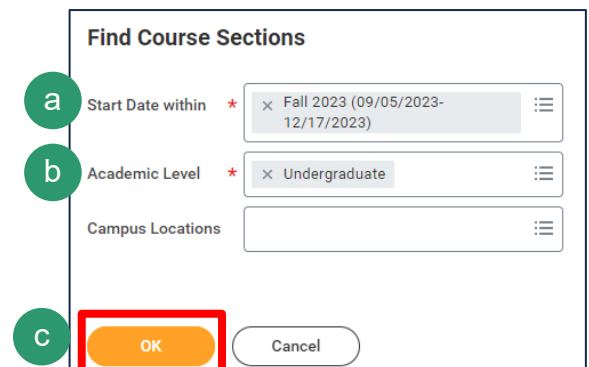
## REGISTER FROM FIND COURSE SECTION REPORT

Students may register from the Find Course Sections (or for Law students: Find Course Sections – Law) report during their registration window.

1. From the Global Navigation Menu, select the **Academics Hub**.
2. Click to expand the **Planning and Registration** section.
3. Select **Find Course Sections** or **Find Course Sections – Law** report.
  - a. The **Find Course Sections – Law** report is located in the **Suggested Links** section within the Academics Hub.



4. Enter selection criteria for the **Find Course Sections** report.
  - a. In the **Start Date within** field, select the Academic Period.
  - b. Select the **Academic Level**.
  - c. Click **OK**.



5. Locate the course section you wish to register for.
  - a. Use the **Search Bar** to enter key words to search for the course.
  - b. Alternatively, select **Search Criteria** on the left-hand side.

**Find Course Sections** ...

Institution Suffolk University Academic Level Undergraduate

Start Date within Fall 2023(09/05/2023-12/17/2023)

a Q accounting decision

> Saved Searches

**Current Search**

Save Clear All

Subject

b  Accounting (13)

Section Status

Open (8)

Waitlist (5)

**13 Results**

ACCT 201-A - Acct for Decision Making I  
Acct for Decision Making I | Waitlist | [redacted]  
Section Details Sargent Hall Room 355 | M\_W | 8:00 AM - 9:15 AM

6 ACCT 201-AE - Acct for Decision Making I ...  
Acct for Decision Making I | Waitlist  
Section Details

ACCT 201-B - Acct for Decision Making I  
Acct for Decision Making I | Waitlist  
Section Details

6. Select the hyperlinked **Course Section** within the search results.

ACCT 201-AE - Acct for Decision Making I ...

Acct for Decision Making I | Waitlist

Section Details

See in New Tab

Copy URL



**Quick Tip:** To keep the Find Course Sections report open while also viewing details of a course section, *right click* the **Related Actions** icon to the right of the course section and select **See in New Tab** from the drop-down. This will open the course section in a new browser tab.

## 7. Select Register.

Course	ACCT 150 - Fraud Examination	Instructional Formats	Lecture
Academic Period	Fall 2023	Delivery Mode	Hybrid
Status	Open		
Start/End Date	09/05/2023 - 12/17/2023		
Grading Basis	Audit Credit/Non Credit Graded Pass/Fail		
Credits	3 Credits		
Description	Study of the varieties of fraud, including financial statement fraud, fraud against organizations, consumer fraud, bankruptcy fraud, tax fraud and e-commerce fraud. The causes, prevention, detection and investigation of fraud are explored. Examination of famous past frauds with hands-on cases are used to apply these concepts and to understand the resolution of fraud in the legal system.		

**Note:** if you are not eligible to register for the course section due to a hold, an eligibility requirement (E.g., prerequisite), or your registration window being closed, you will see a **Troubleshoot** button rather than register. Click the Troubleshoot button to review information as to why you are unable to register for the course section.

Add to Saved 7 Register

8. The course you selected will appear on the left side of the screen. Check the **Select** checkbox of the course section you wish to register for.

## 9. Click Register.

⊕ Add Course
🗑️

ACCT 201 - Acct for Decision Making I  
3 Credits

**Course Listing** ACCT 201 - Acct for Decision Making I

**Description** Introduces students to the accounting cycle, the financial statements, and the theory underlying accounting as information. Provides users of accounting information with a basic understanding of how to appraise and manage a business. Addresses current accounting topics, including relevant ethical and international issues found in the financial press.

**Eligible**

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns
<input checked="" type="checkbox"/>	ACCT 201-1 - Acct for Decision Making I	<input checked="" type="checkbox"/>	Open	09/05/2023	12/17/2023	Hybrid	W   5:00 PM - 5:55 PM ^
<input type="checkbox"/>	ACCT 201-A - Acct for Decision Making I	<input checked="" type="checkbox"/>	Waitlist	10/05/2023	12/15/2023	Online Synchronous	M,W   8:00 AM - 9:15 , Sargent Hall Room 35

9
Register
Cancel

10. You will see the below confirmation once registration is complete.

**Register for Course Section**

Successfully Registered Courses 1 item

Course	Section
ACCT 201 - Acct for Decision Making I	ACCT 201-E - Acct for Decision Making I

View Registered Courses
View Student Account