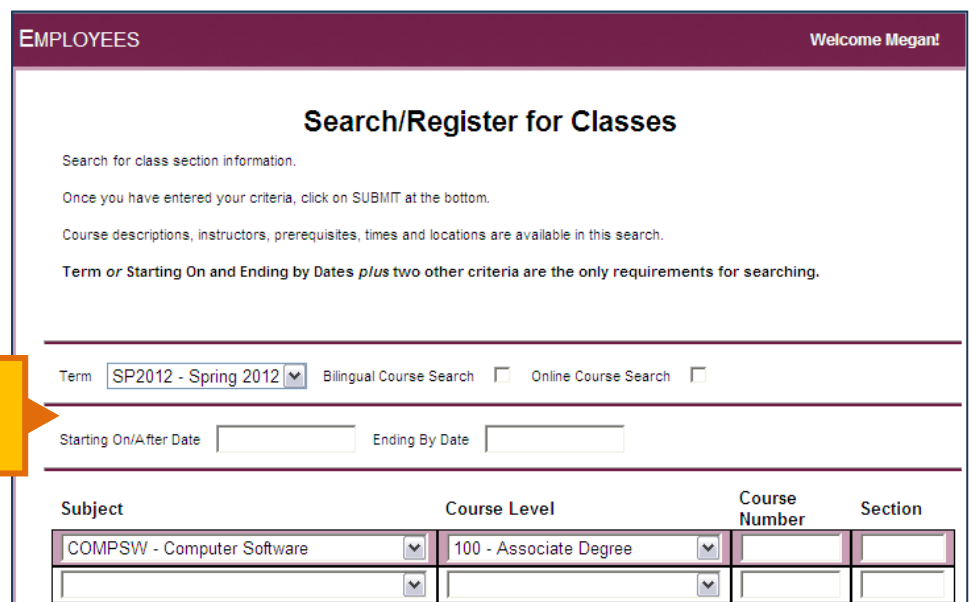


# ONLINE COURSE REGISTRATION

Faculty are encouraged to register for professional development courses through the [INFOnline](#) Website. You can search and register for classes using this process:

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). The form needs at least three fields completed to search for a class. When ready, 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:  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	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add 3 search criteria to the form (ex: term, subject, course number)

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. 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
<input checked="" type="checkbox"/>	Spring 2012	Open	<a href="#">COMPSW-197-200 (78203) Introduction to Blackboard 9.X</a>	Milwaukee	02/17/2012-02/24/2012 Lecture/Demonstration/Discuss Friday 09:00AM - 03:55PM, Main Building, Room M458  Ren Rodeo, WCTC Independent Consultant K. Mulvenna access to enter grades only  Open to Employees Only	D. Wakley	19 / 20 / 0	<input type="text" value="1.00"/>
<input type="checkbox"/>	Spring 2012	Open	<a href="#">COMPSW-197-202 (84418) Introduction to Blackboard 9.X</a>	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	<input type="text" value="1.00"/>

SELECT a class by checking the course's checkbox.

- 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**.

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

## HOW TO REGISTER WITH 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:

- Log into [INFOnline](#). Then, click the **Employee** button.
- On the Employee page, click the **Register for Sections** link. A list of options will appear. Click **Express Registration**.
- 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.

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