Self-Registration Instructions

Follow the steps in this guide to process your registration. If you have questions about your Financial Aid, please contact your Student Services Advisor.

**Step 1: Check for Holds**

Log in to my.chamberlain.edu. Under the Quick View section at the upper right, check to see if you have any student holds. **If you have any holds, contact your Student Services Advisor.** If there are zero holds, go to the Quick Links section and select Register for Classes.

**Step 2: Select the Term**

The next screen will read, “Select Term or Data Range.” Select the term and click **Submit.**

**Step 3: Search for and Add a Class**

On the “Look up Classes” screen (not shown), click **Advanced Search.**

On the screen that follows, choose your subject, campus (online students select **Online**), level, and if you know it, your instructor’s name. Select **Section Search.**
When results display, add one of the courses to your schedule by checking the box in the Select column. Next click Register.

**Step 4: View Your Schedule**

After adding a course, you will be taken to a screen that shows your current schedule. If you want to register for additional courses, select the Register for Another Term link at the bottom left and repeat Step 3. If you're finished registering, select View Detail Schedule.

If you have any questions about the process, please contact Student Services at 888.556.8226, option 3. We’re available Monday through Thursday from 7:00 am to 9:00 pm, and Fridays from 7:00 am to 7:00 pm (CT). Thank you.

**Student Services Team**  
Chamberlain College of Nursing  
888.556.8226, option 3