



Course Catalog and Schedule

View course catalog information and look for specific class sections.

Class Search:

1. From the Navigator Home Page, click on the [Student Home](#) link.
2. Click on the [Academic Home](#) link under **Academics**.
3. Click on the **Registration** tab and at the bottom of the page, click on the [search](#) link.

[Search for Classes](#)

Enter Search Criteria

Institution:

Term:

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria	
Course Subject	<input type="text" value="select subject"/>
Course Number	<input type="text" value="is exactly"/>
Course Career	<input type="text" value="Undergraduate"/>
Academic Group	<input type="text"/>
Session	<input type="text" value="(optional)"/>
<input checked="" type="checkbox"/> Show Open Classes Only	

Use Additional Search Criteria to narrow your search results.

5. Select your search criteria and press Search
6. Class search results will be displayed.

Helpful Tips:

Selecting the **Open Classes Only** checkbox will return classes that have seats available for enrollment.

Selecting **Course Career** and/or **Session** will speed your search.

Using the Advanced Search option can further narrow and speed up your search.

Need help?

The Navigator Login Screen accessed via <http://navigator.salemstate.edu> has helpful links for:

- Login Help
- Forgot your password
- First time logging in

Additionally, there are links for tutorials on:

- How to enroll in a Graduate/Continuing Education Course.
- How to view your Class Schedules
- How to view the Course Catalog
- How to view Schedule of Classes

Still need help?

Contact:

Information Technology ~ User Support

Email: it-helpdesk@salemstate.edu

Phone: 978-542-2036 or from on-campus extension 2036.

Walk-in: 12:00 p.m. – 4:00 p.m., Monday – Friday in CC127



Office of Student Records and Registrar

**352 Lafayette Street
Salem, MA 01970**

Phone: 978-542-6300

Fax: 978-542-6336

registrar@salemstate.edu



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This flyer contains helpful tips for students enrolling in Day Education courses.

How to access



1. Navigate to:

<http://navigator.salemstate.edu>.

(If this is your first time using Navigator, click on the [First Time Logging In?](#) link).

2. Enter your **User ID:** and **Password:**

3. Click

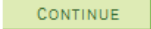
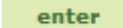
4. Your Navigator Home Page will be displayed.



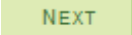
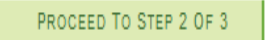

Enrollment

Enroll in classes, view your class and exam schedule.

Adding Day Division Classes:

1. From your Navigator Home Page, click on the Student Home link.
2. Click on the Academic Home link under **Academics**.
3. Click on the **Registration** tab. Add classes will appear.
4. Select the **Term** and click 
5. Type the **4-digit Class Number** in the **Class Nbr** field and click 
6. **Enrollment Preferences** appears.

*If you have a class permission number, enter it into the **Permission Nbr** field.

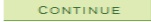

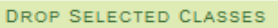
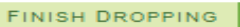
7. Click 
8. Repeat Steps 5 - 7 until all selected classes have been added. Click 
9. **Confirm Classes** page appears. If everything seems satisfactory, press 
10. The **View Results** page will appear. If there is a green check mark under the status column next the courses, you have successfully enrolled.
! IMPORTANT! : If you receive an *Error* message, your course **WAS NOT ADDED. You must read the message detailing why the course was not added.**

Entering a Class Permission Number:

A permission number is a numeric code that will allow you to enroll into a closed class, or to enroll without meeting the course requisites.

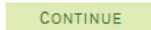
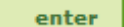
1. After entering the **4-digit Class Number** (step 5 in Adding DGCE Classes) press the **enter** button.
2. The **Enrollment Preference** page appears.
3. In the **Permission Nbr** field, type in your permission number. Click Next and continue with registration.

Dropping Day Division Classes:

1. From your Navigator Home Page, click on the Student Home link.
2. Click on the Academic Home link under **Academics**.
3. Click on the **Registration** tab. Click on the drop link.
4. Select the term and click 
5. Select classes to drop by clicking the box next to the course in the **Select** column 
6. When finished, click 
7. **Confirm Your Selection** page appears. Click 

Swapping Day Division Classes

This feature allows you to drop one class and enroll in another class in a single transaction. This eliminates the need to conduct two separate drop and add transactions

1. From your Navigator Home Page, click on the Student Home link.
2. Click on the Academic Home link under **Academics**.
3. Click on the **Registration** tab.
4. Click on the Swap tab 
5. Select the **Term** and press
6. From the Swap this Class **Drop Down Menu**, select the class you wish to swap.
7. Specify the course you wish to replace it with by either searching for a class, Selecting from your shopping cart or entering the **4-digit course number** and press 

Viewing & Printing your Class Schedule:

1. From your Navigator Home Page, click on the Student Home link.
 2. Under **Academics**, click on the Academic Home link.
 3. Click on the **Registration** tab.
 4. Click **my class schedule**.
 5. Select the **Term** and click **continue**. Your class schedule will be displayed.
 4. To print, click the Printer Friendly Page link.
 5. Use your Web browser to print the page.
- Note:** You will not receive a copy of your class schedule in the mail. Don't forget to print your schedule and bring it for the first day of classes!

Viewing Your Enrollment Appointment

1. From your Navigator Home Page, click on the Student Home link.
2. Click on the Academic Home link under **Academics**.
3. Click on the **Registration** tab.
4. Click on the Term Information link.
5. Click on View my enrollment dates

Finding Your Advisor

1. From your Navigator Home Page, click on the Student Home link.
2. Click on the Academic Home link under **Academics**.
3. Click on the **View My Advisors** link