



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.
4. The following screen will appear:

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:

Course Number:

Course Career:

Academic Group:

Session:

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 Graduate or Continuing 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 

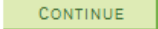
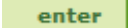
4. Your Navigator Home Page will be displayed.



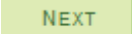
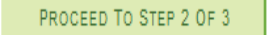
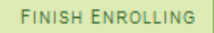

Enrollment

Enroll in classes, view your class and exam schedule.



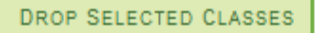
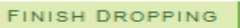
Adding DGCE Classes:

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. On the **View Results** page, click 

Dropping DGCE 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 

ELECTRONIC CLASS PERMISSIONS

Electronic class permissions replace the paper "permission slip" used to gain entrance into restricted admission courses, to override the course's prerequisite requirement, and/or to gain entrance into a course that is "closed" (reached enrollment capacity).

Two types of Electronic Class Permissions are used by Salem State College: 1. permission numbers, and 2. student specific permissions. If you are granted a student specific permission, the registration system will recognize your student ID number and will allow registration into the course. If you are provided with a permission number, you will need to enter the permission number online. Please see [Entering a Class Permission Number](#) below for instructions.

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.

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!

IMPORTANT PAYMENT INFORMATION

Courses taken through the Division of Graduate and Continuing Education require **full payment** when enrolling in the courses. Nonpayment will result in your course(s) being dropped/removed from your schedule.

Payment must be made via MasterCard, VISA, Discover Card, or American Express.

Tuition waivers, vouchers, or tuition remission are not available methods of payment through Navigator self-service registration at this time. Students who intend to use these payment methods must register via walk-in registration at the Registrar's Office. Original documents must be presented at the time of registration.

Making a Payment:

After enrolling in your courses, press the



button on the **View Results** page.

1. The **Make A Payment, Specify Payment Details** window will open. Enter your **Credit Card Information** and **Credit Card Billing Information** as requested. When finished, click NEXT to continue.
2. The **Make A Payment, Specify Payment Amount** window will open. Enter the Dollar Amount in the "What I Owed" payment field. Confirm your information. If you need to edit your information, click on Previous.
3. The **Make A Payment, Confirm Payment** window will open. Click Submit to Authorize your Payment. Please confirm that your "payment has been accepted"; otherwise, your course(s) will be dropped/removed from your schedule.

