



Course Catalog and Schedule

View course catalog information and look for specific class sections.

Class Search:

1. From the Navigator Home Page, click on [Academic Home Page](#) link.
2. Click [View Schedule of Classes](#).
3. Select **Term**.
4. Click **Basic Search**
5. For Basic Search, the following screen will appear:

Class Search

Basic Class Search

Institution: SBCOL Salem State College
 Term: 2062 Spring 2006

Select at least 2 criteria below then click Search to see the results.

Subject:

Catalog Number:

Open Classes Only

Description:

Course Component:

Course Career:

Session:

Campus:

Location:

[Advanced Search](#)

[Return to Select Institution and Term](#)

Select [Regular Academic Session](#) or the appropriate [Quarter](#) in the **Session** field. You must select at least 2 criteria.

Click **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 an Undergraduate Day Class.
- 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 an on-campus extension 2036.

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



Office of Student Records and Registrar

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This flyer contains helpful tips for Undergraduate Day College students to manage their Web Academic Home Page.

How to access

NAVIGATOR

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 **Sign In**
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 [Academic Home Page](#) link.
2. Click: [Enroll in an Undergraduate Day Division class](#).
3. If requested, enter your 5-Digit Registration Access Code and click: **OK - Continue to Registration**. Otherwise, proceed to Step 4.

4. Select the **Term**.

Note: Your class schedule displays as "View My Schedule". If you have not previously enrolled, no classes will display.

5. Click [Add Classes](#).
6. Type the **4-digit Class Number** in the **Class Nbr** field.
7. If provided, click on the [blue Subject/Catalog number](#) hyperlink and enter the numeric code into the **Class Permission Nbr.** box, otherwise, proceed to Step 8. (see [Entering a Class Permission Number below](#)).

Note: To search for classes, click the magnifying glass and refer to the [Class Search section](#) of this flyer.

8. Repeat Step 5 until all selected classes have been added. Click **Submit**.

! IMPORTANT !: If you receive an **Error** message, your course **WAS NOT ADDED**. You must click on the **Error** link to 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 6 in [Adding Day Division Classes](#)), click on the corresponding [blue Subject/Catalog number](#) hyperlink.
2. The **Class Enrollment Options** page will open. Enter the code into the **Class Permission Nbr.** box as displayed:

Class Permission Nbr:

3. Click **OK**. This will return you to the **Add Classes** window.
4. Return to [Adding Day Division Classes](#), Step 8.

Dropping Day Division Classes:

1. From your Navigator Home Page, click on [Academic Home Page](#) link.
2. Click: [Enroll in an Undergraduate Day Division class](#).
3. If requested, enter your 5-Digit Registration Access Code and click: **OK - Continue to Registration**. Otherwise, proceed to Step 4.
4. Select the **Term**.
5. Click [Drop/Update Classes](#).
6. Select **Drop** in the Action Field.
7. Click **Submit**.

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 [Academic Home Page](#) link.
2. Click [Enroll in an Undergraduate Day Division class](#).
3. If requested, enter your 5-Digit Registration Access Code and click: **OK - Continue to Registration**. Otherwise, proceed to Step 4.
4. Select the **Term**.
5. Click [Swap Classes](#).
6. Enter the **Class Number** that you want to Add in the **Swap To Class Nbr** field.

Note: The class that you want to swap within Step 5 will be indicated at the beginning of the line under the **Swap From Class** field.

Note: To search for classes, click the magnifying glass and refer to the [Class Search section](#) of this flyer.

7. Click **Submit**.

Viewing & Printing your Class Schedule:

1. From your Navigator Home Page, click on [Academic Home Page](#) link.
2. Click: [View My Class Schedule](#).
3. Select the **Term**. 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 [Academic Home Page](#) link.
2. Click: [View Enrollment Appointment](#).
3. Select the **Term**. Your enrollment appointment will be displayed.

Important Notes about your enrollment appointments:

Start and End dates of your enrollment appointment indicate the time-frame that you are allowed to conduct enrollment transactions. You will be assigned an appointment for the Regular Academic Session (full semester), and for each quarter within that session, and an appointment for Add/Drop.

For the Fall semester, Q1 First Quarter and Q2 Second Quarter appointments will be assigned in addition to the Regular Academic Session.

For the Spring semester, Q3 Third Quarter and Q4 Fourth Quarter appointments will be assigned in addition to the Regular Academic Session.

You may be assigned multiple enrollment appointments for each session dependent on your student status.

The earliest start dates and latest end dates will always take precedence.