

E-BRUNO: REGISTERING FOR CLASSES AT UNO

To view Registration Times and Holds:

- Log on to the UNO's E-BRUNO web page, <https://ebruno.unomaha.edu>
- Enter your NU ID number and your PIN number.

Your 8 digit NU ID number can be found on your MavCard. If you don't remember your 6 digit PIN number you need to go the Registrar's Office (Eppley Administration Building 105) & show your student ID OR have it emailed to your Lotus Notes account by following the directions at <https://ebruno.unomaha.edu/php/ses/emailpin.html>

- Choose appropriate semester (Fall, Spring, Summer)
- Click on log in button
- Click on the hyper link that says "Holds and Registration Times"

This will tell you the date and time you can register. You may register anytime after that. You might have an advising hold if you are a new student or on probation. You may have other holds for things like parking tickets or late tuition fees. You will not be able to register until you clear up your holds. Please contact the appropriate office(s) to do so.

To view Semester Schedules and register for courses:

- Login to E-BRUNO
- Click on "scan course listings/web registration"
- **Read the Paragraph** and click "I understand"
- In the location bar choose the "subject area" under which your desired class is listed. You may also use "time", "type" and/or "location" to limit your search further. Under "location" if you select "internet" it will bring up the courses that are offered online.
- Click "Go" (You will see a list of classes and the days/times they are offered and the seats available)
- When you find the class you want to take, click "Add to Cart" (classes in your cart will be listed at the bottom of the screen—you may only add 6 classes at one time. If you need more than that, you will have to repeat the process to pick up your other classes)
- After you have added all of your classes, click on "check out" (the green check mark)
- You will see a screen that lists your classes. Select "click here to register for these classes"
- Make sure that you look to see that they all say "enrolled". If not, then you **are not** registered for that class. Also, check to see that you are registered in the correct number of hours.
- Print your schedule (the hyper link is on the main E-BRUNO page)

NOTE:

Some courses may require an authorization or permission before registration. Once you obtain an authorization or a permit for a course you are not registered for the class, it only means you are able to proceed with registration. You must register for the class through your E-BRUNO account.