

Getting Started

- The Scholars Forum Registration system ("Classmate") is online at <http://register.dasa.ncsu.edu/scholars/>
- Click the "Login to Classmate" button on the right side of the screen, and login to the system. You must do this to be able to access the registration system.
- On the left side of the screen, "Upcoming Classes" will display the next three events on the Scholars Forum schedule.
- On the right side of the screen, "My Current Events" will display events you sign up for.

Finding Events

- You can find events using the Calendar or Search pages.
- Click the "Calendar of Events" link at the top of the page. **All Scholars Forum events, whether they require sign-up or not, appear in the Calendar.** The only exception are Scholars Village/VIA events which are not in the Calendar. You can filter by location or date.
- To search for specific events, click the "Search for Events" link at the top of the page. You can search for events by type (ie. film, book, crafts, etc.) or topic (ie. energy, journalism, Haiti, etc.). When you select an event, the calendar details will appear in a grey box on the right side of the screen.

Signing Up for Events

- **Please note that the first date to sign-up for Week 2-Week 5 events is Friday, January 16.** Sign-up for Week 6-Week 10 events will begin on Friday, February 6. Sign-up for Week 11-Week 15 events will begin on Friday, February 27.
- Once you have selected an event, click the "Signup For Event" button.
- On the next page will be a green bar that indicates how many spaces are available for the event. If the event is already full it will tell you how many waitlist spaces are available.
- To sign-up for the event (or get on the waitlist if the event is full) click the "Sign-Up To Attend Now!" button.
- When you have successfully signed up for the event, you will be redirected to the homepage, and a bar will appear across the screen with the message "You have successfully signed up for [name of event]. Your reservation will show up on the homepage. Should you need to cancel your reservation, you can do so from the "My Events" section on the homepage."
- You will receive an automatic message from scholarsforum@ncsu.edu with your registration confirmation. You will also receive a reminder email 96 hours in advance and again 48 hours in advance.
- If you are on the waitlist, and a space becomes available, you will receive an automatic message notifying you that you are registered for the event.

Canceling Event Registrations

- Click the "My Events" link at the top of the page.
- All your upcoming events will be listed on the right side of the page.
- To cancel your registration for an event, click the "Cancel Reservation" button.
- You will be asked if you are sure you want to cancel. If yes, click the "Yes, Cancel My Reservation" button on the bottom of the page.
- When you have successfully canceled the event registration, you will be redirected to the homepage, and a bar will appear across the screen with the message "You have successfully canceled your reservation for [name of event]."
- **Note: You can cancel an event registration up to 48 hours before the start time for the event using the online Scholars Forum Registration system with no penalty. After that, you can cancel your registration by emailing the instructor directly, but you will be charged for the cost of the event.**

Checking Attendance

- Click the "Check attendance" link at the top of the page.
- This will open up a new browser window for Wolfware: <http://courses.ncsu.edu/usp110/> (fall) or <http://courses.ncsu.edu/usp111/> (spring)
- Remember, although you can keep track of events you have signed up for using the Scholars Forum Registration system, this is not how attendance is tracked. **Your official attendance record is what appears on Wolfware.**

Additional Items

- Although you do **not** need to register for **events that don't require sign-up**, you can do so if you would like to keep track of the events you plan to attend using this system. This is just for your own record-keeping, and does not guarantee you a space for the event or require you to cancel your reservation if you decide not to attend.