INSTRUCTIONAL GUIDE TO:
REGISTERING FOR CLASSES FOR EACH SEMESTER
*Make sure there are NO current holds on your account*

If so, either contact your advisor or the office your hold concerns before continuing.
STEP 1: Go to www.manhattan.edu
Step 2:
Click on “Current Students” tab in upper right corner
Step 3: Scroll down & Select “Self Service”
Step 4:
Log in using your Jaspernet ID and password
Step 5: Select “Student”
Step 6: Select “Registration”
Step 7: Select “Add or Drop Classes”
Step 8: Read and agree terms to proceed with registration

I Agree, and want to register for classes.

[Optional: I Disagree; I do not wish to register for classes at this time; contact the Student Accounts and Bursar Services office for clarification.]
Step 9:
Select “Term you are registering for” as term in drop box
Step 10:
Input all CRN numbers of classes desired for Spring 2023 semester

*each class to a box*
Step 11: Once each class CRN is inputted, select “Submit”