

# Saint Mary's Students Registration for Notre Dame Classes Instructions

## Step One: Fill out the Saint Mary's Co-Exchange Form

## Step Two: Notre Dame NetID & Password

- **New** – SMC Students who have never filled out a Saint Mary's Co-Exchange Form or taken a class at Notre Dame
- **Historical** – SMC students who have attended classes during any previous semester but not during the current term
- **Continuing** – SMC students who are taking at least one class during the current semester

## Step Three: Access insideND & “Student Academic” Channel

## Step Four: Perform a Class Search

## Step Five: Register for Classes

---

## Step One: Fill out the Saint Mary's Co-Exchange Form

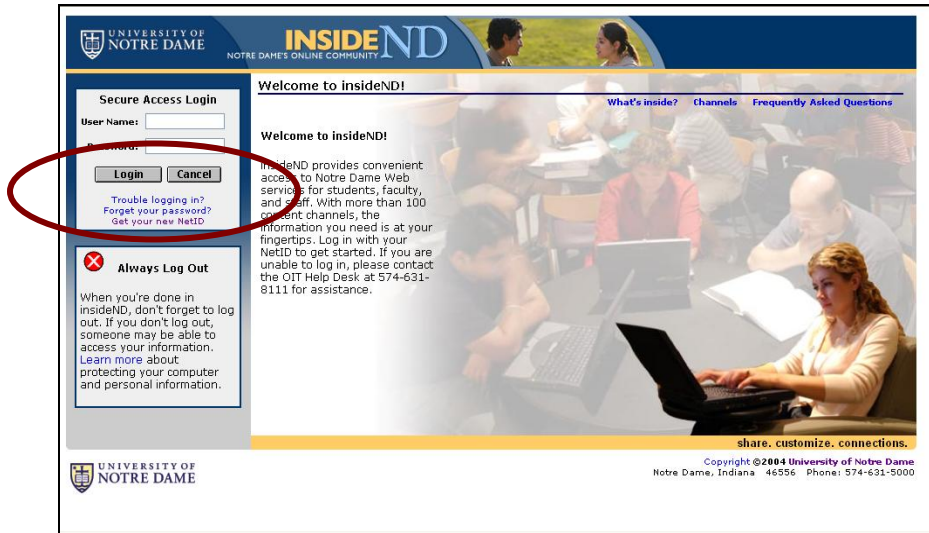
The Saint Mary's Co-Exchange Form must be requested through the Office of the Registrar at **Saint Mary's College**. The form is found at the following link <http://www.saintmarys.edu/~regoff> then select “SMC at ND CoExchange Form (SMC students)”, or pick up a copy of the form at the Office of the Registrar, at Saint Mary's College. The form must be submitted the Friday before fall or spring break to assure a priority registration time. Forms submitted after this date will be assigned a registration time for the day before the first class day at Notre Dame.

## Step Two: Notre Dame NetID (user name) and Password

**New** – SMC students who have never submitted a Saint Mary's Co-Exchange Form or taken a class at Notre Dame

- Obtain your ndID from the Office of the Registrar at either the University of Notre Dame or Saint Mary's College.
- **Go to** insideND at <http://inside.nd.edu>
- **Select** “Get your new NetID”, located in the “Secure Access Login” window
- **Follow** the directions, tutorial, and procedure.
- **Enter** your ndID and date of birth.
- You will be given your Notre Dame NetID and you will choose a password.

- If your Notre Dame NetID and password are not returned to you online you must go, in person and with a photo identification card, to the Notre Dame Help Desk located in room 128 DeBartolo Hall for assistance.



## Historical – SMC students who have attended classes during a previous semester but not during the current term

- Your previous Notre Dame **NetID and password have expired**
- To reactivate your Notre Dame NetID and password you must go, in person and with a photo identification card, to the Notre Dame Help Desk located in room 128 DeBartolo Hall for assistance.

## Continuing – SMC students who are taking at least one class during the current semester

- As a current student you will use your current Notre Dame NetID and password.
- If you have **forgotten** your Notre Dame NetID or password you must go, in person and with a photo identification card, to the Notre Dame Help Desk located in room 128 DeBartolo Hall for assistance.

## Step Three: Access insideND

- Go to <http://inside.nd.edu>
- Enter your Notre Dame NetID in the “User Name” field in the “Secure Access Login” window
- Enter your password in the “Password” field
- Click the “Login” button

## Step Four: Perform a Class Search

Search for available classes and information about registration restrictions, cross-listed classes, seat allocations, pre-requisites/co-requisites, equivalent courses, and other explanatory comments.

- You may access the class searches on [insideND](#)

Or

- You may access the class searches and tutorials from the Office of the Registrar web site <http://registrar.nd.edu/registration.shtml>

## Step Five: Register for Classes

- Information and tutorials are found at the Office of the Registrar web site <http://registrar.nd.edu/registration.shtml>
- Select the [Frequently Asked Questions](#) for more specific registration information.
- Select the [registration tutorial](#) for a short tutorial.
- **COURSES WITH RESTRICTIONS, PREREQUISITE(S), OR DEPARTMENT APPROVAL:**
  - **Restrictions:** If you are planning to register for a class that has registration restrictions (ex: Majors),” you will also need to go to the department offering the class and get an electronic override to register for the class. **Please provide the department with either your SMC ID# or your ND NetID.**
  - **Prerequisite:** If a course you wish to take has a prerequisite, you must take a copy of your Saint Mary’s transcript (official or unofficial) to the department of the course. If you have met the pre-requisite, the department will place an electronic override on your record. Once you have this electronic override, you may use web registration to register for the course. **Please provide the department with your either your SMC ID# or your ND NetID.**
  - **Department Approval Required:** If you are planning to register for a class that is “Department Approval Required,” you will also need to go to the department offering the class and get an electronic override to register for the class. **Please provide the department with either your SMC ID# or your ND NetID.**

**IF YOU HAVE ANY QUESTIONS:** Contact the Notre Dame Office of the Registrar, 105 Main Building, 631-7043.