

Spring Hill College Web Registration

All Continuing Studies and Graduate students (except Teacher Education) register in BadgerWeb, the College's online registration site. Graduate Teacher Education students should contact their advisor for registration approval.

- Contact your advisor to clear you to register in **BadgerWeb**.
- The URL for the **BadgerWeb** interface is: <http://adminweb.shc.edu>. A link to **BadgerWeb** can also be found from the main web page, www.shc.edu, by clicking on the icon in the lower right corner for Current Students.
- Once you enter BadgerWeb, make sure the "Current Option Settings" in the Welcome to BadgerWeb box is set for the correct program level, session, and year. Please note: Continuing Studies students will use the Undergraduate setting.
- Select the Registration option on the left navigation bar. Follow the directions on the registration page to add or drop courses. Be careful to select the correct section. If you have difficulty registering for the course, please confirm the "Current Options Settings" and section numbers. Make sure there are no spaces between the course id and number; e.g., ENG121.
- Permissions to override a closed class will be handled by the Graduate Program Director, Dean of Continuing Studies, or the Department Chair. Graduate students taking undergraduate foundation courses will need special overrides through Continuing Studies. Call 251-380-3065.
- You may make the schedule adjustments through **BadgerWeb** until the close of the add/drop period for that session. You will need to use the paper Course Change Form for any course withdrawals or changes after the close of add/drop.
- After you have registered, you should confirm your schedule, room location, billing, and financial aid awards in **BadgerWeb**. Please confirm any room changes before your first class meeting. Also check the academic calendar for exact starting dates for your course. The exact course dates for courses varying from the academic calendar will also be listed in the view notes under course requirements within the course catalog option.

If you have difficulty in accessing BadgerWeb or need a password, Please contact the helpdesk at 251-380-2276.