SMC@ND Co-Exchange
Instructions for Registering for a Class at ND

These instructions apply to all Saint Mary's students who want to register for Notre Dame classes including students who must register for Notre Dame band/music classes, Notre Dame ROTC classes, and Notre Dame Center for Social Concerns classes.

See detailed instructions below.

STEP ONE: COMPLETE THE SMC@ND CO-EXCHANGE FORM.

STEP TWO: RECEIVE ndID AND REGISTRATION TIME FROM SMC REGISTRAR'S OFFICE ONE WEEK PRIOR TO ND REGISTRATION.

STEP THREE: ACTIVATE YOUR NOTRE DAME NETID (Username) AND PASSWORD.

STEP FOUR: FIND NOTRE DAME CLASSES USING "CLASS SEARCH" AT *INSIDE.ND.EDU*.

STEP FIVE: REGISTER FOR YOUR NOTRE DAME CLASSES (MAY REQUIRE DEPARTMENTAL PERMISSIONS).

STEP ONE: COMPLETE SMC@ND CO-EXCHANGE FORM

The SMC@ND Co-Exchange Form must be accessed through the Portal.

Complete and submit this form by the Friday before Spring or Fall semester break. A form must be submitted for each semester you plan to take a class (even if you are taking a class at Notre Dame in the current semester). **If you miss this deadline, you may still submit the form, but will not be able to register for Notre Dame classes until the first day of the semester.**

STEP TWO: RECEIVE ndID FROM SMC REGISTRAR'S OFFICE

The SMC Office of the Registrar will send your ndID (also called your "Notre Dame 900-number") and your Notre Dame registration appointment time to your SMC email address one week prior to the beginning of ND registration. **If you miss the Fall/Spring Break deadline, you will not be able to web register until the first day of the semester.**

STEP THREE: ACTIVATE YOUR NOTRE DAME NETID (USERNAME) AND PASSWORD.

This step is determined by the status of your ndID in the Notre Dame system. Follow the instructions below according to the category which applies to you:

"Continuing" students (i.e., you are currently taking a class at Notre Dame and want to take another Notre Dame class in the upcoming semester):

- Log into *inside.nd.edu.* Click on, "All Roles" and select student. Then click on "Hello. Sign In" Use your current Notre Dame NetID and password to login.
- If you have forgotten your NetID or password, you must go in person, with a photo identification card, to the Notre Dame Help Desk located in room 128, DeBartolo Hall for assistance

- Proceed to Steps Four and Five to find and register for your Notre Dame classes

"New" students (i.e., you have **never** submitted a Saint Mary's Co-Exchange Form):

- After you have received the email with your ndID and registration appointment time from the Saint Mary's College Office of the Registrar, go to into *inside.nd.edu.* Click on, "All Roles" and select student.
- Using the drop down arrow for "Browse Categories" select "IT Services"
- Then select "Activate Your NetID & Password"
- Then click on "To obtain your new NetID, click here."
- Read through the responsible use policy and select accept.
- Complete the responsible use quiz and obtain your NetID and set your new password using your ndID number (also called your "Notre Dame 900-number") and your birth date.
- Then click on "Hello. Sign In" Use your Notre Dame NetID and password to login. When it asks, "What would you like to find?" Type Add or drop.
- Proceed to Steps Four and Five to find and register for your Notre Dame classes

"Historical" student s (i.e., you have taken a class at Notre Dame in a previous semester, but not in the current semester. **OR** you submitted a Saint Mary's Co-Exchange Form in the past and did not take a Notre Dame class):

- Your previous Notre Dame NetID and password have expired or you forgot your password.
- To reactivate your NetID and password, you must go in person, with a photo identification card, to the Notre Dame Help Desk located in room 128 in DeBartolo Hall for assistance.
- After your account is reactivated, log into inside.nd.edu
- Proceed to Steps Four and Five to find and register for your Notre Dame classes

STEP FOUR: FIND NOTRE DAME CLASSES USING "CLASS SEARCH"

- Access "Class Search" at registrar.nd.edu or on inside.nd.edu by typing "Class Search" at the top of the page to search for classes.

STEP FIVE: REGISTER FOR YOUR NOTRE DAME CLASSES (MAY REQUIRE DEPARTMENTAL PERMISSIONS).

- Log into *inside.nd.edu*
- When it asks, "What would you like to find?" Type Add or drop.
- Select the appropriate academic term
- Registration restrictions which might prevent you from being able to web register can be overridden by the department offering the class. It is your responsibility to contact the Notre Dame department to request registration permission. Please provide the department with your Notre Dame ndId, or NetId.
- If you have any questions, please contact either the Office of the Registrar at Saint Mary's College at 574-284-4560 or the Office of the Registrar at Notre Dame at 574-631-1479.