

<http://www.salemstate.edu/academics/2413.php>

Register online for non-credit programs using Navigator

- If you have never taken a course at Salem State University, **create your Navigator account here: [First Time Self-Service for Non-Degree Students](#)**. (see url below)

First Time Self-Service for Non-Degree Students =
<http://www.salemstate.edu/academics/2804.php>

New Non-Degree students may use our [First-Time Self-Service for Non-degree Students](http://www.salemstate.edu/academics/2804.php), <http://www.salemstate.edu/academics/2804.php> At this webpage students may **create a student account and register online for the first time**. If you complete this process, you will be taking courses as a non-degree student. A non-degree student is not enrolled in a degree-granting program. If you wish to apply for admission to Salem State, please visit the [Admissions Office](#).

Create An Account Now! You may want to print this page for reference:

- Go to the [First-Time Self-Service for Non-degree Students system](#)
- Fill-out the required fields, including a valid U.S. Social Security Number
- Your Student ID will then be assigned
- Create a password when prompted
- You'll be transferred to Navigator to register for Continuing Ed or Graduate classes
- Please print and follow these Navigator Registration Steps for a **Continuing Education or Graduate course**
- Have your credit card ready - online registration requires payment in full by MasterCard, Discover or American Express
- After this initial process, you can login directly to Navigator to register for DGCE courses, review grades, and update info

Already taken a Course or Applied at Salem State?

If you've already taken a course or applied for Admission to Salem State, you can use your Student ID Number in Navigator to register for courses.

What is my Student ID Number?

- Your Student ID Number is a 7-digit number that is on your SSU Clipper Card.
- If you do not know your Student ID Number, you can get it from the [Office of Student Records and Registrar](#).

The registrar's office is located on the first floor of the administration building on North Campus. Our hours of operation are Monday through Thursday from 8:30 am to 5:30 pm, and Fridays from 9:30 am to 5 pm. You may contact us at **978.542.6300**, fax us at **978.542.6336** or email us at registrar@salemstate.edu.

- Once you have created your Navigator account, you can register for courses online.
- If you have taken a course in the last two years at Salem State University you can use your Student ID number in Navigator to register for courses. Check this website often for updates.
- If you are trying to register for a course, and receive the message "You do not have access to register at this time" call the registrar's office at 978.542.6300 to be **TERM ACTIVATED!**
- Don't forget to print your STUDY LIST (this is your course registration confirmation) when finished registering.

Activate Your Salem State University Email Address

When you register for any Professional and Community Enrichment course, you are automatically assigned a Salem State University email address. This email address will be used to keep you informed of the latest courses, registration dates, inclement weather course cancellations, and other Salem State University news. To activate your account, go to saalemstate.edu/email. Have your **student ID (found on your study list to the left of your name)** and the **last four digits of your Social Security number** ready.

Click to activate your student email account. Once you have activated your account, we encourage you to check your Salem State email daily.