Course Registration

1. From the Class Registration page with your Academic Advisor’s picture, select the “Register online” button.
2. From the pop-up window select the link “Register for Classes.”

3. Select the term you are wanting to register for and select “Continue”
If you see this screen, please contact your Academic Advisor.

4. The landing page is your schedule search page. You can enter any subject or keyword and search the course schedule. The “Advanced Search” function allows you to narrow your search by campus, times, level etc. Then select the “Search” button. If you already know the CRN number of your course, you may select the second tab which is “Enter CRNs” and enter the CRN numbers directly.
5. Once you have selected the course you would like to take for the term, select the “Add” button.

6. This will place the courses into your “Summary” panel. You will notice the courses have a status of pending. The courses are not registered yet, but this allows you to select a course schedule prior to submission. You will notice a pending class schedule populate under the schedule panel on the left. This will let you know of any conflicts in advance. In order to finalize your registration you must select the submit button in the bottom right hand corner.
7. All errors will appear at one time on the screen. If you have multiple classes, the ones without errors will register and the ones with errors will have a status of “Errors Preventing Registration.” In this case you can select “submit” again and it will remove the course from your summary.

8. When dropping a course, select the “Web Drop/Delete” under the “Action” column and then select “submit” again to complete the action. When you are wanting to add one course and drop another course at the same time but want to know if you can get into the added course before you finalize your drop, check the “Conditional Add and Drop” box. The drop will not take place unless the add goes through.

9. Right now we are not using the “Plans” tab, but plan to use this in the future
Wait-listing Courses

1. If a course has reached its capacity and allows for wait-listing, you will receive an error. In order to waitlist a course, select the "Wait List" option under "Action" and then the "Submit" button again and the course status will change to "Waitlisted."

2. When your turn comes to register for the course, simply choose the **Web Registered** “Action,” and select the submit button to finalize the registration.
Changing the Number of Credits

1. In order to change the number of credits you are taking for a course, select the “Schedule and Options” tab. Then, in the course where you want to make the change, you will see that the number of credits are underlined.

2. Select the underlined number of credits and a box will populate. Enter the number of credits you need the course for and then select the submit button in the lower right corner finalizing your registration change.
Printing, e-mailing or sending an outlook appointment to your calendar

1. From the “Schedule and Options” tab, select the printer icon in the upper right hand corner for a printable class schedule. By selecting the e-mail icon, you may e-mail your personal schedule to whomever you wish, as well as, send an .ics file to your personal calendar.