Registration Instructions

1. Click Registration from the Student Records menu.
2. Click Register for Classes

3. Select the term you intend to register for and enter your pin number. *(You will be prompted for you pin number each time you login to register.)*
   a. If you do not know your pin number, speak with your academic advisor.

4. On the Register for Classes screen you have several options.

   a. Find Classes – You can select the subject, course number, or keyword to find the courses.
      i. You can search for all courses within a subject
      ii. You can search for a specific course
b. **Enter CRNS** – If you know the 5-digit CRN number associated with the course you can enter it here.

![Enter Course Reference Numbers (CRNs) to Register](image1)

- **Term: 2022 Fall**
- **Enter CRN**
- **CRN 10001**
- **Contemporary Art History**
- **AS 4500, 003**
- Add Another CRN

![Add to Summary](image2)

5. **Schedule and Options** – View your currently registered courses and course information.

![Schedule and Options](image3)

6. **Schedule and Options** – View your currently registered courses and course information.

![Schedule and Options](image3)

5. Once you’ve found the course that you intend to register for, click the Add icon to add it to the Registration Summary at the bottom right of the screen *(Only courses with available seating or waitlists will have the Add icon available).*

![Schedule and Options](image3)

6. Once you’ve added all your courses to the Summary, click the Submit icon.

![Schedule and Options](image3)

7. If your registration was successful, you will see **Registered** in the status column.
a. If not, you will receive error messages instructing you on how to proceed with registering.

b. You will need to click Submit again to remove the course(s) with registration errors from your Registration Summary.

8. A weekly view of your schedule for the term will be available to the left of your registration Summary.
Dropping Courses

1. In Action column of your Registration Summary, click None in the drop-down menu.

2. From the drop-down menu select Web Drop (this can be done for multiple courses at once).

3. Once all the intended courses have been changed to Web Drop, click Submit.
   a. If done properly, the course will fade, and the status will change to Deleted.
   b. Students are not permitted to drop the last course on their schedule.