<u>How to Register Classes</u>

1. Select **Student** (Upper Left hand corner)
2. locate **Academic Links** Block
3. Select **Registration**
4. Select **Registration for Classes**
5. Select **Term** in the Search by Term field
6. Select **Continue**
7. If you have an active **Action Item** a popup will appear:

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     o Select **Continue**
     o Click on the **Lower Box on Lower Left Hand Side** for message to appear
     o Message will appear on the Right Side of your screen
     o Read the Message
     o If response box exists at bottom of the Message. Select it.
     o Select Save
     o Select **Student** (Upper left hand corner)
     o Locate **Academic Links** Block
     o Select **Registration**
     o Select **Register for Classes**
     o Select **Term** in the Search by Term field
     o Select **Continue**

- **Locate or Add Courses you would like to register for:**
  o You have 2 options to locate/add/course:
    ▪ Find Classes
      ▪ Enter the information for the course(s) you want to register in.
      ▪ Find the section you want to register in
      ▪ Click the **ADD** button to add to the summary section
      ▪ Once all courses are entered, click the **Submit** button in the summary section in the lower right hand side of the screen
      ▪ If all registration requirements are met, the status of the course will change form Pending to Registered. If there is an issue with requirements, the status will be "Error Preventing Registration".

- OR -

      ▪ Enter CRNs

- Enter **CRN**
- Click **Add to Summary**
- Click **Add Another CRN**, if applicable
- Once all CRNs are entered click the **submit** button in the Summary Section in the lower right hand side of the screen
- If all registration requirements are met, the status of the course will change from "Pending" to "Registered". If there is an issue with requirements, the status will be "Error Preventing Registration".