

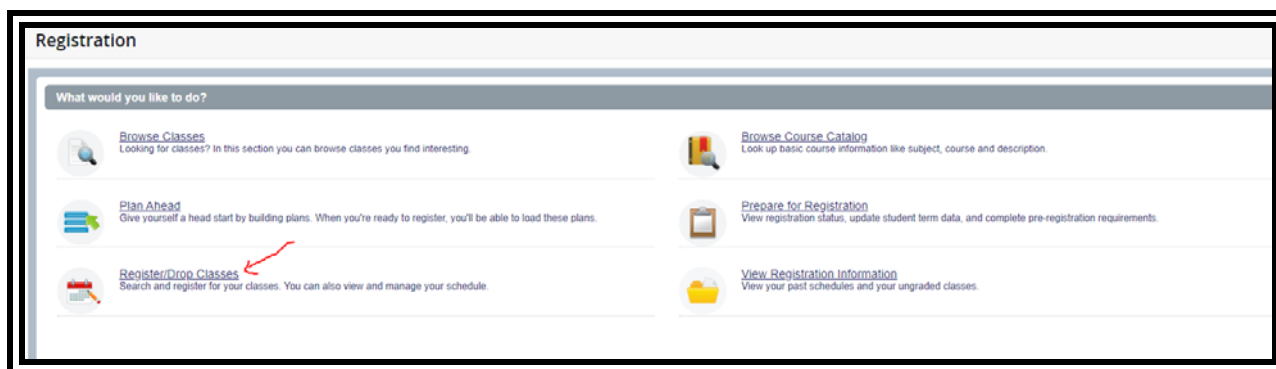
## Banner 9 Self-Service Registration: Registering for Classes

In this guide, the following topics will be covered:

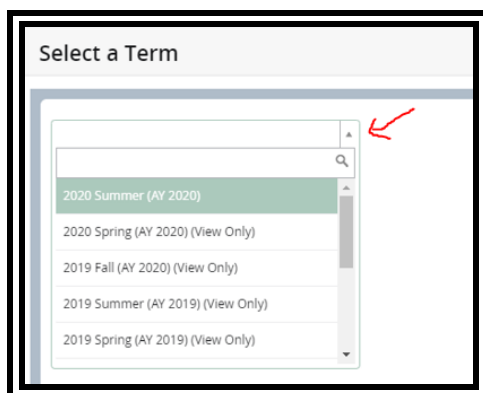
- A. Accessing Self-Registration
- B. Register/Drop Classes
- C. Conditional Add Drop
- D. Registering from a Plan

### B) Register/Drop Classes

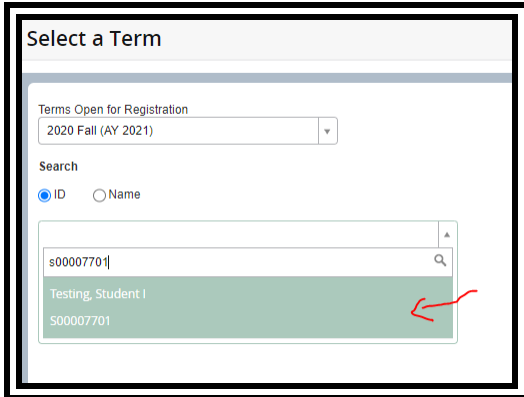
Click the **Register/Drop Classes** link:



Choose the desired term by clicking in the drop down menu box:

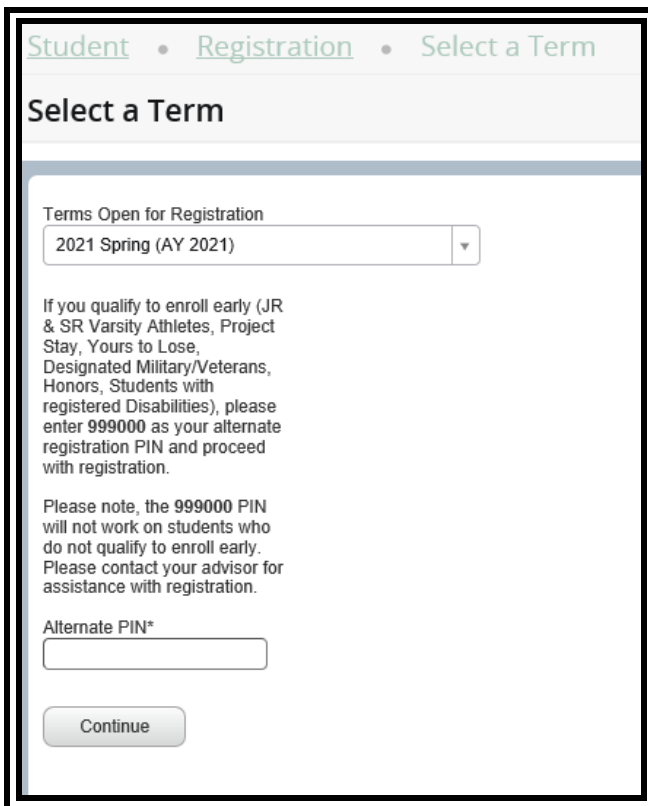


Note: All personas except Student will be prompted to enter a student ID number or name. Enter the ID number or name then click on the name of the student:



The screenshot shows a web interface titled "Select a Term". At the top, there is a dropdown menu labeled "Terms Open for Registration" with "2020 Fall (AY 2021)" selected. Below this is a "Search" section with two radio buttons: "ID" (selected) and "Name". A search input field contains the text "s00007701". Below the input field is a search results list with two entries: "Testing, Student 1" and "S00007701". A red arrow points to the second entry, "S00007701".

If prompted for an **Alternate PIN**, read the instructions carefully and enter the PIN:



The screenshot shows a web interface titled "Select a Term" with a breadcrumb trail: "Student • Registration • Select a Term". The "Terms Open for Registration" dropdown menu is set to "2021 Spring (AY 2021)". Below the dropdown, there is a block of text: "If you qualify to enroll early (JR & SR Varsity Athletes, Project Stay, Yours to Lose, Designated Military/Veterans, Honors, Students with registered Disabilities), please enter 999000 as your alternate registration PIN and proceed with registration." Below this text is another block of text: "Please note, the 999000 PIN will not work on students who do not qualify to enroll early. Please contact your advisor for assistance with registration." Below the text is an input field labeled "Alternate PIN\*" which is currently empty. At the bottom of the form is a "Continue" button.

Click **Continue**:

### Select a Term

Terms Open for Registration  
2020 Fall (AY 2021) ▼

**Search**

ID  Name

Testing, Student I ▼

Student Testing, Student **CONFIDENTIAL**

The following screen will appear. If the student has already enrolled in classes, the student's schedule and a summary will be displayed at the bottom of the page:

Student • Registration • Select a Term • Register for Classes [New Search](#) Student: Testing, Student **CONFIDENTIAL** ID: 800007701

#### Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria [?](#)

Term: 2020 Fall (AY 2021)

Subject

Course Number

Keyword

[Advanced Search](#)

---

**Schedule** | Schedule Details

Class Schedule for 2020 Fall (AY 2021)

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			Intermediate Yoga		Intermediate Yoga		
9am			Jazz Styles & Appreciation		Jazz Styles & Appreciation		
10am							
11am		Survival Japanese		Survival Japanese		Survival Japanese	

**Summary**

Title	Details	Hours	CRN	Schedule Typ	Status	Action
Intermediate Yoga	KINE 0101, 06	1	8706	Structured ...	Registered	None
Jazz Styles & Appreciation	MUS 0101, 01	3	8552	Structured ...	Registered	None
Lifeline Wellness	KINE 0103, 57	2	8733	Distance L...	Registered	None
Survival Japanese	JPN 0103, 01	5	8254	Combined ...	Registered	None

Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 10

There are two ways to enroll in classes from this screen:

- a. enter search criteria such as subject, course number, or keyword
- b. enter the CRNs

- a. To enroll by entering search criteria, enter course information at the top of the screen:

### Register for Classes

Find Classes | Enter CRNs | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: 2020 Fall (AY 2021)

Subject

Course Number

Keyword

[▶ Advanced Search](#)

Optional: Click **Advanced Search** to view more search criteria:

### Register for Classes

Find Classes | Enter CRNs | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: 2020 Fall (AY 2021)

Instructor

Subject and Course Number

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus

Level

Buildings

College

Departments

Enter the subject word to search for specific classes within the given subject.

Instructional Methods

Schedule Type

Duration

Part Of Term

Title

Sessions

Course Number Range  to

Credit Hour Range  to  hours

Meeting Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time

End Time

Open Sections Only

When all desired criteria has been entered, click the **Search** button:

**Register for Classes**

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria

Term: 2020 Fall (AY 2021)

Subject

Course Number

Keyword

**Search** Clear [Advanced Search](#)

The search results are displayed:

Student • Registration • Schedule Term • Register for Classes

**Register for Classes** [New Search](#) Student: Testing Student **CONFIRMATION** ID: 50007701

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 168 Classes  
Term: 2020 Fall (AY 2021) Subject: Art, Education

CRN	Section	Subject	CRN	Term	Instructor	Days	Time	Type	Building	Seats	Action	
ART 0130	Basic Digital Photography Lecture/Lab	Art	02	3	8289	2020 F...	Bucher, Frederick (Primary)	S   M   T   W   F   S	01:00 PM - 03:29 PM	Class Building: Fir	5 of 16 seats remain.	Add
ART 0140	Basic Digital Photography Lecture/Lab	Art	01	3	8290	2020 F...	Outhouse, Michael (Primary)	S   M   T   W   F   S	03:30 PM - 06:00 PM	Class Building: Fir	<b>FULL: 0 of 16 se...</b>	Add
ART 0140	Basic Digital Photography Lecture/Lab	Art	02	3	8292	2020 F...	Outhouse, Michael (Primary)	S   M   T   W   F   S	06:30 PM - 09:00 PM	Class Building: Fir	1 of 16 seats remain.	Add
ART 0200	Beginning Fibers Structured Class	Art	01	3	8293	2020 F...	Minter, Amber (Primary)	S   M   T   W   F   S	09:00 AM - 11:29 AM	Type: Class Building: Fir	<b>FULL: 0 of 12 se... Time Conflict</b>	Add
ART 0205	Beginning Jewelry, Design/Metalmit Lecture/Lab	Art	01	3	8294	2020 F...	Lietzmaier, Peggy (Primary)	S   M   T   W   F   S	09:00 AM - 11:29 AM	Type: Class Building: Fir	3 of 14 seats remain. Time Conflict	Add
ART 0207	Beginning Ceramics Lecture/Lab	Art	01	3	8295	2020 F...	Pishur, Franc (Primary)	S   M   T   W   F   S	01:00 PM - 03:29 PM	Type: Class Building: Fir	7 of 15 seats remain.	Add

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Records: 168

Schedule Schedule Detail

Class Schedule for 2020 Fall (AY 2021)

Class	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
7am							
8am			Intermediate Yoga		Intermediate Yoga		
9am			Small Groups Discussion		Small Groups Discussion		
10am							
11am	Survival Jeopardy		Survival Jeopardy		Survival Jeopardy		

Summary

Title	Details	Hours	CRN	Schedule Typ	Status	Action
Intermediate Yoga	KINE 0101, 06	1	8706	Structured ...	Registered	None
Jazz, Blues & Accapation	MUS 0101, 01	3	8552	Structured ...	Registered	None
Lifetime Wellness	KINE 0103, 57	2	8733	Distance L...	Registered	None
Survival Jeopardy	JPN 0103, 01	5	8254	Combined ...	Registered	None

Total Hours: Registered: 11 | Billing: 11 | CED: 0 | Min: 0 | Max: 10

Check the **Status** column for any full courses or courses with time conflicts:

Search Results — 168 Classes  
Term: 2020 Fall (AY 2021) Subject: Art, Education

CRN	Section	Subject	CRN	Term	Instructor	Days	Time	Type	Building	Seats	Action	
ART 0130	Basic Digital Photography Lecture/Lab	Art	02	3	8289	2020 F...	Bucher, Frederick (Primary)	S   M   T   W   F   S	01:00 PM - 03:29 PM	Type: Class Building: Fir	5 of 16 seats remain.	Add
ART 0140	Basic Digital Photography Lecture/Lab	Art	01	3	8290	2020 F...	Outhouse, Michael (Primary)	S   M   T   W   F   S	03:30 PM - 06:00 PM	Type: Class Building: Fir	<b>FULL: 0 of 16 se...</b>	Add
ART 0140	Basic Digital Photography Lecture/Lab	Art	02	3	8292	2020 F...	Outhouse, Michael (Primary)	S   M   T   W   F   S	06:30 PM - 09:00 PM	Type: Class Building: Fir	1 of 16 seats remain.	Add
ART 0200	Beginning Fibers Structured Class	Art	01	3	8293	2020 F...	Minter, Amber (Primary)	S   M   T   W   F   S	09:00 AM - 11:29 AM	Type: Class Building: Fir	<b>FULL: 0 of 12 se... Time Conflict</b>	Add
ART 0205	Beginning Jewelry, Design/Metalmit Lecture/Lab	Art	01	3	8294	2020 F...	Lietzmaier, Peggy (Primary)	S   M   T   W   F   S	09:00 AM - 11:29 AM	Type: Class Building: Fir	3 of 14 seats remain. Time Conflict	Add
ART 0207	Beginning Ceramics Lecture/Lab	Art	01	3	8295	2020 F...	Pishur, Franc (Primary)	S   M   T   W   F   S	01:00 PM - 03:29 PM	Type: Class Building: Fir	7 of 15 seats remain.	Add

Page 2 of 17 | 10 Per Page

Records: 168

Check to see if the course is still available for enrollment. The **Add** button is disabled after the last day to enroll has passed:

K-8 Methods Structured Class	Art	0300	01	2	8330	2020...	Minted_Amber (Primary)	S M T W T F S	09:00 AM - 12:20 PM	Type: Class B	Main ...	12 of 15 seats re... Time Conflict	Upper Division Hours	Add
9-12 Methods Structured Class	Art	0381	01	2	8331	2020...	Minted_Amber (Primary)	S M T W T F S	09:00 AM - 12:20 PM	Type: Class B	Main ...	12 of 15 seats re... Time Conflict	Upper Division Hours	Add
Fiber Structured Class	Art	0385	01	3	8332	2020...	Minted_Amber (Primary)	S M T W T F S	09:00 AM - 11:29 AM	Type: Class B	Main ...	4 of 4 seats rema...	Upper Division Hours	Add
Advanced Drawing Lecture/Lab	Art	0400	01	3	8333	2020...	Slamper_Jason (Primary)	T F S M T W T F S	03:30 PM - 06:00 PM	Type: Class B	Main ...	2 of 2 seats rema...	Upper Division Hours	Add

Click the **Add** button to select a course:

K-8 Methods Structured Class	Art	0300	01	2	8330	2020...	Minted_Amber (Primary)	S M T W T F S	09:00 AM - 12:20 PM	Type: Class B	Main ...	12 of 15 seats re... Time Conflict	Upper Division Hours	Add
9-12 Methods Structured Class	Art	0381	01	2	8331	2020...	Minted_Amber (Primary)	S M T W T F S	09:00 AM - 12:20 PM	Type: Class B	Main ...	12 of 15 seats re... Time Conflict	Upper Division Hours	Add
Fiber Structured Class	Art	0385	01	3	8332	2020...	Minted_Amber (Primary)	S M T W T F S	09:00 AM - 11:29 AM	Type: Class B	Main ...	4 of 4 seats rema...	Upper Division Hours	Add
Advanced Drawing Lecture/Lab	Art	0400	01	3	8333	2020...	Slamper_Jason (Primary)	T F S M T W T F S	03:30 PM - 06:00 PM	Type: Class B	Main ...	2 of 2 seats rema...	Upper Division Hours	Add

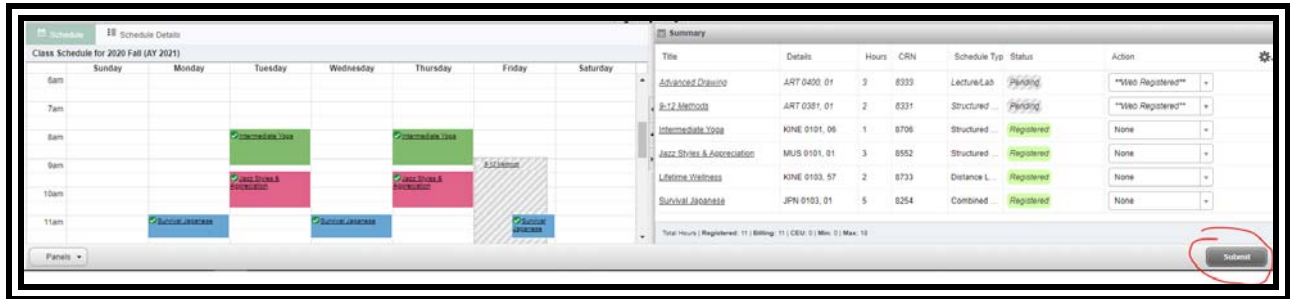
The selected courses will show at the bottom of the page with a **Pending** status:

Title	Details	Hours	CRN	Schedule Typ	Status	Action
Advanced Drawing	ART 0400, 01	3	8333	Lecture/Lab	Pending	"Web Registered"
9-12 Methods	ART 0381, 01	2	8331	Structured	Pending	"Web Registered"
Intermediate Yoga	KINE 0101, 06	1	8706	Structured	Registered	None
Jazz Shoes & Association	MUS 0101, 01	3	8552	Structured	Registered	None
Lifetime Wellness	KINE 0103, 57	2	8733	Distance L.	Registered	None
Survival Japanese	JPN 0103, 01	5	8254	Combined	Registered	None

To remove a course, click **Remove** in the drop down action menu:

Title	Details	Hours	CRN	Schedule Typ	Status	Action
Advanced Drawing	ART 0400, 01	3	8333	Lecture/Lab	Pending	"Web Registered"
9-12 Methods	ART 0381, 01	2	8331	Structured	Pending	"Web Registered"
Intermediate Yoga	KINE 0101, 06	1	8706	Structured	Registered	Remove
Jazz Shoes & Association	MUS 0101, 01	3	8552	Structured	Registered	**Re-Register by Web**
Lifetime Wellness	KINE 0103, 57	2	8733	Distance L.	Registered	None
Survival Japanese	JPN 0103, 01	5	8254	Combined	Registered	None

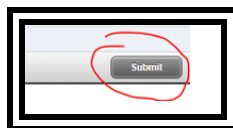
Click the **Submit** button on the lower right to finish enrolling:



Check the top right of the screen for the status of each course. In this example, the student was successfully enrolled in one of the two courses attempted. The student did not meet the prerequisite/test score for ART 0381 and was not enrolled.



To remove the course with errors from the **Summary** section, choose **Remove** from the drop down box and click the **Submit** button:



b. To enroll by entering CRNs, click **Enter CRNs** at the top of the page:

The screenshot shows the 'Register for Classes' interface. At the top, there are three tabs: 'Find Classes', 'Enter CRNs' (which is circled in red), and 'Schedule and Options'. Below the tabs is a section titled 'Enter Your Search Criteria' with a dropdown menu set to 'Term: 2020 Fall (AY 2021)'. There are three input fields: 'Subject', 'Course Number', and 'Keyword'. Below these fields are buttons for 'Search', 'Clear', and a link for 'Advanced Search'.

Enter the CRNs in the boxes and click **Add to Summary**:

This screenshot shows the 'Enter Course Reference Numbers (CRNs) to Register' section. The 'Term' is '2020 Fall (AY 2021)'. There are three input boxes for CRNs. The first two are filled with '8285' and '8152', both circled in red. The first box also shows 'Art Appreciation ART 0110, 53' and the second shows 'Content Area Literacy II: Secondary/Middle School Interventions EDUC 0424, 01'. There is a third empty CRN box. At the bottom, there are buttons for '+ Add Another CRN' and 'Add to Summary'.

The courses will show at the bottom of the page with a **Pending** status:

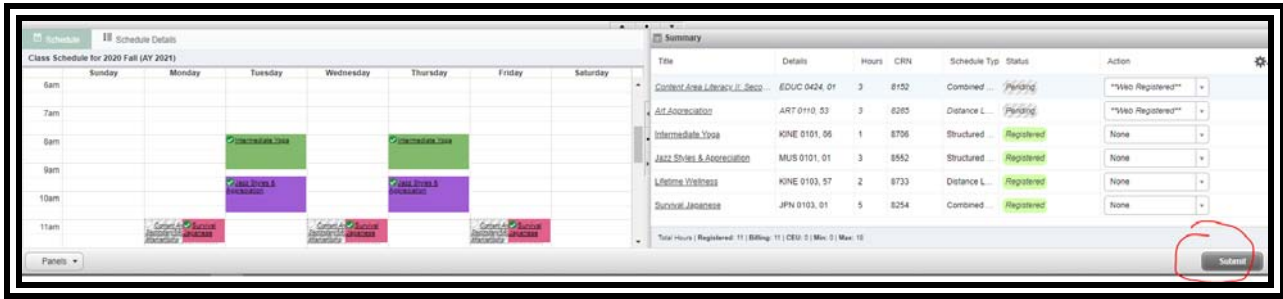
The screenshot displays the 'Class Schedule' for 2020 Fall (AY 2021) and a 'Summary' table. The schedule shows classes on Tuesday and Thursday from 8am to 11am. The 'Summary' table lists the following courses:

Title	Details	Hours	CRN	Schedule Typ	Status	Action
Content Area Literacy II: Seco	EDUC 0424, 01	3	8152	Combined	Pending	"Web Registered"
Art Appreciation	ART 0110, 53	3	8285	Distance L	Pending	"Web Registered"
Intermediate Yoga	KINE 0101, 06	1	8706	Structured	Registered	None
Jazz Styles & Association	MUS 0101, 01	3	8552	Structured	Registered	None
Lifetime Wellness	KINE 0103, 57	2	8733	Distance L	Registered	None
Survival Japanese	JPN 0103, 01	5	8254	Combined	Registered	None

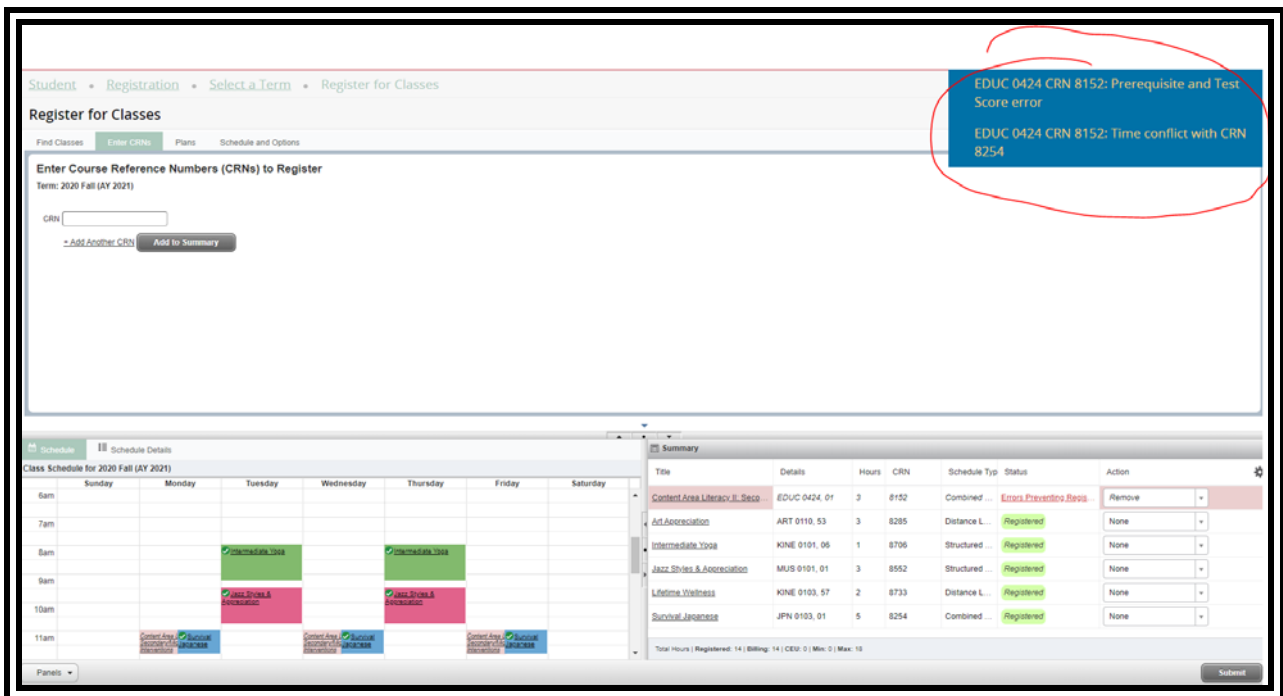
The 'Status' column shows 'Pending' for the first two courses, which are circled in red. The other three courses are 'Registered'. At the bottom of the summary table, it says 'Total Hours | Registered: 11 | Billing: 11 | CRN: 0 | Max: 10'. There is a 'Submit' button at the bottom right.



Click the **Submit** button on the lower right to finish enrolling:



Check the top right of the screen for the status of each course. In this example, the student was successfully enrolled in one of the two courses attempted. The student was not enrolled into EDUC 0424 due to a prerequisite/test score and time conflict.



The **Summary** section at the bottom of the screen also shows the status of these courses:

Title	Details	Hours	CRN	Schedule Typ	Status	Action
Content Area Literacy II: Seco...	EDUC 0424, 01	3	8152	Combined ...	Errors Preventing Regs	Remove
Art Appreciation	ART 0110, 53	3	8285	Distance L...	Registered	None
Intermediate Yoga	KINE 0101, 06	1	8706	Structured ...	Registered	None
Jazz Styles & Appreciation	MUS 0101, 01	3	8552	Structured ...	Registered	None
Lifetime Wellness	KINE 0103, 57	2	8733	Distance L...	Registered	None
Survival Japanese	JPN 0103, 01	5	8254	Combined ...	Registered	None

Total Hours | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 18

Submit

To remove the course with errors from the **Summary** section, choose **Remove** from the drop down box and click the **Submit** button:

Title	Details	Hours	CRN	Schedule Typ	Status	Action
Content Area Literacy II: Seco...	EDUC 0424, 01	3	8152	Combined ...	Errors Preventing Regs	Remove
Art Appreciation	ART 0110, 53	3	8285	Distance L...	Registered	None
Intermediate Yoga	KINE 0101, 06	1	8706	Structured ...	Registered	None
Jazz Styles & Appreciation	MUS 0101, 01	3	8552	Structured ...	Registered	None
Lifetime Wellness	KINE 0103, 57	2	8733	Distance L...	Registered	None
Survival Japanese	JPN 0103, 01	5	8254	Combined ...	Registered	None

Total Hours | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 18

Submit

To drop a course, choose **Web Drop** from the drop down box and click **Submit**:

Title	Details	Hours	CRN	Schedule Typ	Status	Action
Art Appreciation	ART 0110, 53	3	8285	Distance L...	Registered	None
Intermediate Yoga	KINE 0101, 06	1	8706	Structured ...	Registered	None
Jazz Styles & Appreciation	MUS 0101, 01	3	8552	Structured ...	Registered	Web Drop
Lifetime Wellness	KINE 0103, 57	2	8733	Distance L...	Registered	**Re-Register by Web**
Survival Japanese	JPN 0103, 01	5	8254	Combined ...	Registered	None

Total Hours | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 18

Submit

The course is still listed in the **Summary** section but with a **Deleted** status:

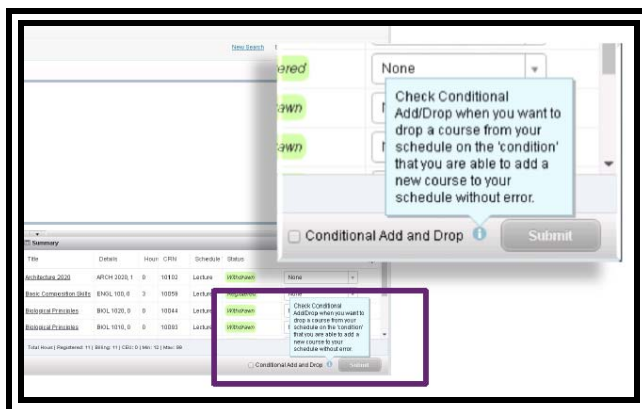
Title	Details	Hours	CRN	Schedule Typ	Status	Action
Art Appreciation	ART 0110, 53	0	8285	Distance L...	Deleted	None
Intermediate Yoga	KINE 0101, 06	1	8706	Structured ...	Registered	None
Jazz Styles & Appreciation	MUS 0101, 01	3	8552	Structured ...	Registered	None
Lifetime Wellness	KINE 0103, 57	2	8733	Distance L...	Registered	None
Survival Japanese	JPN 0103, 01	5	8254	Combined ...	Registered	None

Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 18

### C) Conditional Add Drop

To drop a course under the condition that the desired added course completes successfully, click the **Conditional Add Drop** box. A scenario for using **Conditional Add Drop** might be when a student desires to change sections of a course. The student is enrolled in one section but wants to switch to another section but only if they can get a seat. The **Conditional Add Drop** function will only process the drop if the other course can be successfully added. **Conditional Add Drop** also allows users to cancel the enrollment process when an error occurs for one class, even if other classes submitted do not have errors.

Hovering over the blue icon provides additional information about **Conditional Add Drop**:



In this example, the student is enrolled in EDUC 0100 CRN 1680 but would like to switch to EDUC 0100 CRN 1681. The student has selected **Web Drop** from the drop down menu and clicked **Conditional Add Drop**:

Details	Title	Hours	CRN	Schedule Typ	Status	Action
EDUC 0100, 02	Introduction to Teacher Educa...	3	1681	Structured ...	Pending	**Web Registered**
ENG 0102, 10	College Composition II (Writin...	0	1280	Structured ...	Dropped	None
EDUC 0100, 01	Introduction to Teacher Educa...	3	1680	Structured ...	Registered	Web Drop

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 3

Conditional Add and Drop

Click **Submit**:

Details	Title	Hours	CRN	Schedule Typ	Status	Action
EDUC 0100, 02	Introduction to Teacher Educa...	3	1681	Structured ...	Pending	**Web Registered**
ENG 0102, 10	College Composition II (Writin...	0	1280	Structured ...	Dropped	None
EDUC 0100, 01	Introduction to Teacher Educa...	3	1680	Structured ...	Registered	Web Drop

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 3

Conditional Add and Drop

The student was dropped from CRN 1680 and enrolled into CRN 1681:

Details	Title	Hours	CRN	Schedule Typ	Status	Action
EDUC 0100, 02	Introduction to Teacher Educa...	3	1681	Structured ...	Registered	None
ENG 0102, 10	College Composition II (Writin...	0	1280	Structured ...	Dropped	None
EDUC 0100, 01	Introduction to Teacher Educa...	0	1680	Structured ...	Deleted	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 3

Conditional Add and Drop

Here is another example of **Conditional Add Drop**. In this scenario, the student is attempting to drop KINE 0101 Intermediate Yoga and add GB 0320 Business Communication. GB 0320 is full and has a time conflict with another course. The student was not enrolled in GB 0320 and was not dropped from KINE 0101.

Unable to make requested changes so your schedule was not changed.

Details	Title	Hours	CRN	Schedule Typ	Status	Action
GB 0320, 02	Business Communication	3	9240	Combined ...	Errors Preventing Regi...	Remove
ART 0110, 53	Art Appreciation	0	8285	Distance L...	Dropped	None
KINE 0101, 06	Intermediate Yoga	1	8706	Structured ...	Registered	None
MUS 0101, 01	Jazz Styles & Appreciation	0	8552	Structured ...	Withdrawn	None
KINE 0103, 57	Lifetime Wellness	2	8733	Distance L...	Registered	None
JPN 0103, 01	Survival Japanese	5	8254	Combined ...	Registered	None

Total Hours | Registered: 8 | Billing: 11 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

## D) Registering from a Plan

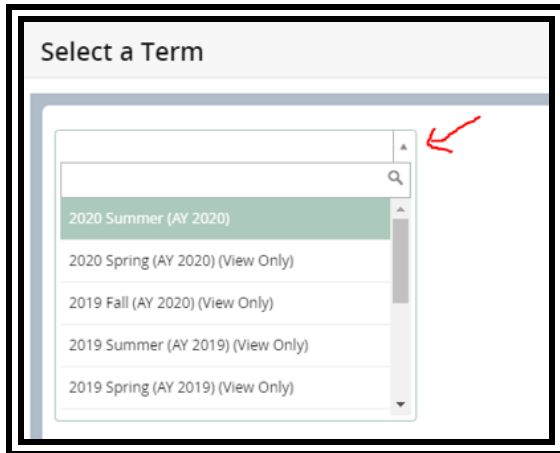
Click the **Register/Drop Classes** link:

Registration

What would you like to do?

- [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.
- [Browse Course Catalog](#)  
Look up basic course information like subject, course and description.
- [Plan Ahead](#)  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.
- [Register/Drop Classes](#)  
Search and register for your classes. You can also view and manage your schedule.
- [View Registration Information](#)  
View your past schedules and your ungraded classes.

Choose the desired term by clicking in the drop down menu box:



The screenshot shows a web interface titled "Select a Term". Below the title is a search bar with a magnifying glass icon. A dropdown menu is open, displaying a list of terms: "2020 Summer (AY 2020)", "2020 Spring (AY 2020) (View Only)", "2019 Fall (AY 2020) (View Only)", "2019 Summer (AY 2019) (View Only)", and "2019 Spring (AY 2019) (View Only)". A red arrow points to the top of the dropdown menu.

Note: All personas except Student will be prompted to enter a student ID number or name. Enter the ID number or name then click on the name of the student:



The screenshot shows a web interface titled "Select a Term". Below the title is a dropdown menu labeled "Terms Open for Registration" with the value "2020 Fall (AY 2021)". Below that is a "Search" section with two radio buttons: "ID" (selected) and "Name". A search input field contains the text "s00007701". A dropdown menu is open below the search field, displaying a list of results: "Testing, Student I" and "500007701". A red arrow points to the "Testing, Student I" result.

If prompted for an **Alternate PIN**, read the instructions carefully and enter the PIN:

[Student](#) • [Registration](#) • [Select a Term](#)

## Select a Term

Terms Open for Registration

2021 Spring (AY 2021) ▼

If you qualify to enroll early (JR & SR Varsity Athletes, Project Stay, Yours to Lose, Designated Military/Veterans, Honors, Students with registered Disabilities), please enter 999000 as your alternate registration PIN and proceed with registration.

Please note, the 999000 PIN will not work on students who do not qualify to enroll early. Please contact your advisor for assistance with registration.

Alternate PIN\*

Click **Continue**.

## Select a Term


Terms Open for Registration

2020 Fall (AY 2021) ▼

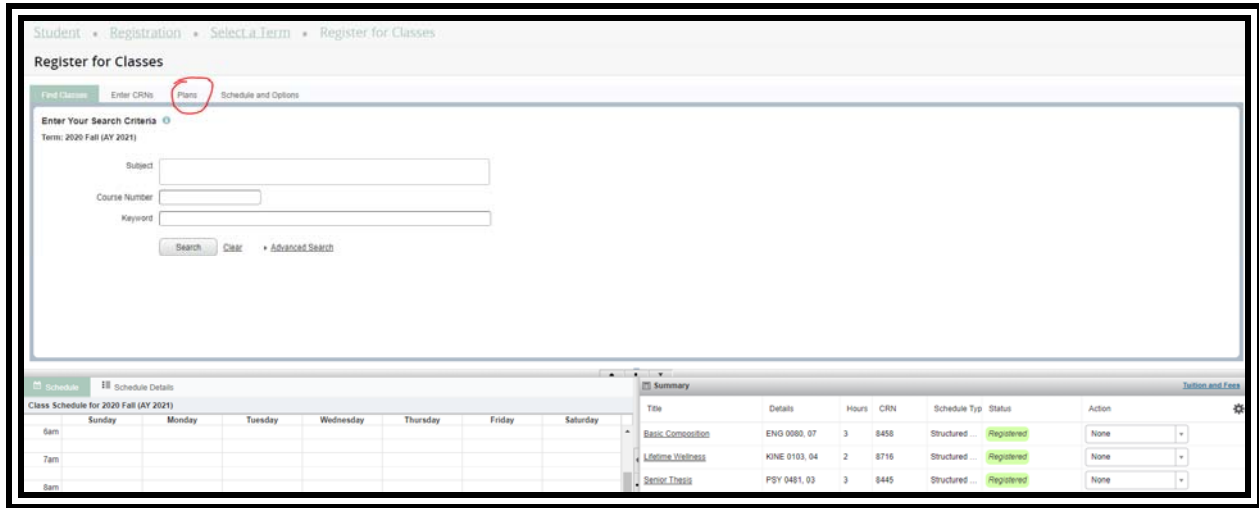
Search

ID  Name

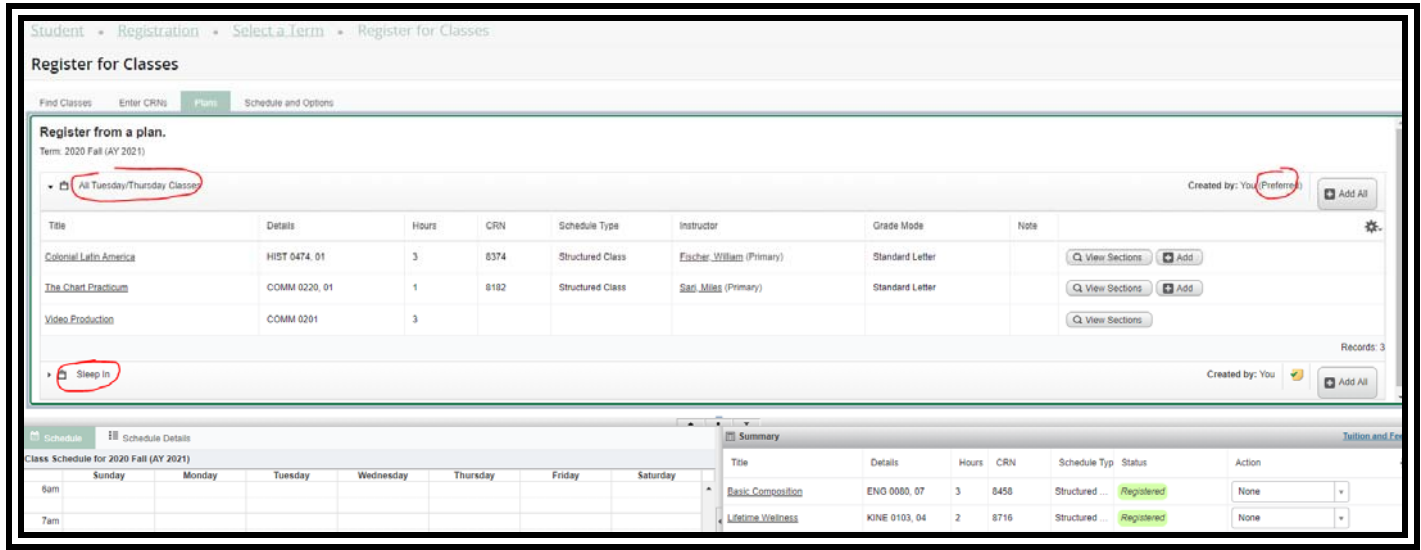
Testing, Student I ▼

Student Testing, Student  User is marked as confidential **CONFIDENTIAL**

The following screen will appear. Click **Plans**:



The existing plans will be displayed with the preferred plan shown first:



If multiple plans exist, choose which plan to enroll from and click **Add All**:



Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Register from a plan.  
Term: 2020 Fall (AY 2021)

All Tuesday/Thursday Classes Created by: You (Preferred) **Add All**

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Colonial Latin America	HIST 0474, 01	3	8374	Structured Class	Fischer, William (Primary)	Standard Letter		<input type="button" value="View Sections"/> <input type="button" value="Add"/>
The Chart Practicum	COMM 0220, 01	1	8182	Structured Class	San, Miles (Primary)	Standard Letter		<input type="button" value="View Sections"/> <input type="button" value="Add"/>
Video Production	COMM 0201	3						<input type="button" value="View Sections"/>

Sleep In Created by: You **Add All**

Courses in the plan will show in the **Summary** section at the bottom of the screen with a pending status:

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Register from a plan.  
Term: 2020 Fall (AY 2021)

All Tuesday/Thursday Classes Created by: You (Preferred) **Add All**

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Colonial Latin America	HIST 0474, 01	3	8374	Structured Class	Fischer, William (Primary)	Standard Letter		<input type="button" value="View Sections"/> <input type="button" value="Add"/>
The Chart Practicum	COMM 0220, 01	1	8182	Structured Class	San, Miles (Primary)	Standard Letter		<input type="button" value="View Sections"/> <input type="button" value="Add"/>
Video Production	COMM 0201	3						<input type="button" value="View Sections"/>

Sleep In Created by: You **Add All**

Schedule | Schedule Details

Class Schedule for 2020 Fall (AY 2021)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
The Chart Practicum	COMM 0220, 01	1	8182	Structured	Pending	**Web Registered**
Colonial Latin America	HIST 0474, 01	3	8374	Structured	Pending	**Web Registered**
Basic Composition	ENG 0080, 07	3	8458	Structured	Registered	None
Lifetime Wellness	KINE 0103, 04	2	8716	Structured	Registered	None
Senior Thesis	PSY 0481, 03	3	8445	Structured	Registered	None

Click **Submit** to finish enrolling:

Schedule | Schedule Details

Class Schedule for 2020 Fall (AY 2021)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							
5am							

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
The Chart Practicum	COMM 0220, 01	1	8182	Structured	Pending	**Web Registered**
Colonial Latin America	HIST 0474, 01	3	8374	Structured	Pending	**Web Registered**
Basic Composition	ENG 0080, 07	3	8458	Structured	Registered	None
Lifetime Wellness	KINE 0103, 04	2	8716	Structured	Registered	None
Senior Thesis	PSY 0481, 03	3	8445	Structured	Registered	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

**Submit**

Check the **Status** column to see if the registration was successful:

Title	Details	Hours	CRN	Schedule Typ	Status	Action
<a href="#">The Chart Practicum</a>	COMM 0220, 01	1	8182	Structured ...	Errors Preventing Regis...	Remove
<a href="#">Colonial Latin America</a>	HIST 0474, 01	3	8374	Structured ...	Errors Preventing Regis...	Remove
<a href="#">Basic Composition</a>	ENG 0080, 07	3	8458	Structured ...	Registered	None
<a href="#">Lifetime Wellness</a>	KINE 0103, 04	2	8716	Structured ...	Registered	None
<a href="#">Senior Thesis</a>	PSY 0481, 03	3	8445	Structured ...	Registered	None

Hover over any error messages for more information:

Title	Details	Hours	CRN	Schedule Typ	Status	Action
<a href="#">The Chart Practicum</a>	COMM 0220, 01	1	8182	Structured ...	Errors Preventing Regis...	Remove
<a href="#">Colonial Latin America</a>	HIST 0474, 01	3	8374	Structured ...	Errors Preventing Regis...	Prerequisite and Test Score error
<a href="#">Basic Composition</a>	ENG 0080, 07	3	8458	Structured ...	Registered	None
<a href="#">Lifetime Wellness</a>	KINE 0103, 04	2	8716	Structured ...	Registered	None
<a href="#">Senior Thesis</a>	PSY 0481, 03	3	8445	Structured ...	Registered	None

Error messages will also be shown at the top of the screen:

Student • Registration • Select a Term • Register for Classes

**Register for Classes**

Find Classes Enter CRNs Plans Schedule and Options

Register from a plan.  
Term: 2020 Fall (AY 2021)

All Tuesday/Thursday Classes

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
<a href="#">Colonial Latin America</a>	HIST 0474, 01	3	8374	Structured Class	Fischer, William (Primary)	Standard Letter	<a href="#">View Sections</a> <a href="#">Add</a>
<a href="#">The Chart Practicum</a>	COMM 0220, 01	1	8182	Structured Class	Sari, Miles (Primary)	Standard Letter	<a href="#">View Sections</a> <a href="#">Add</a>
<a href="#">Video Production</a>	COMM 0201	3					<a href="#">View Sections</a>

Sleep In

Records: 3

Schedule

Class Schedule for 2020 Fall (AY 2021)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							

Summary

Title	Details	Hours	CRN	Schedule Typ	Status	Action
<a href="#">The Chart Practicum</a>	COMM 0220, 01	1	8182	Structured ...	Errors Preventing Regis...	Remove
<a href="#">Colonial Latin America</a>	HIST 0474, 01	3	8374	Structured ...	Errors Preventing Regis...	Remove

HIST 0474 CRN 8374: Prerequisite and Test Score error  
 COMM 0220 CRN 8182: Prerequisite and Test Score error

