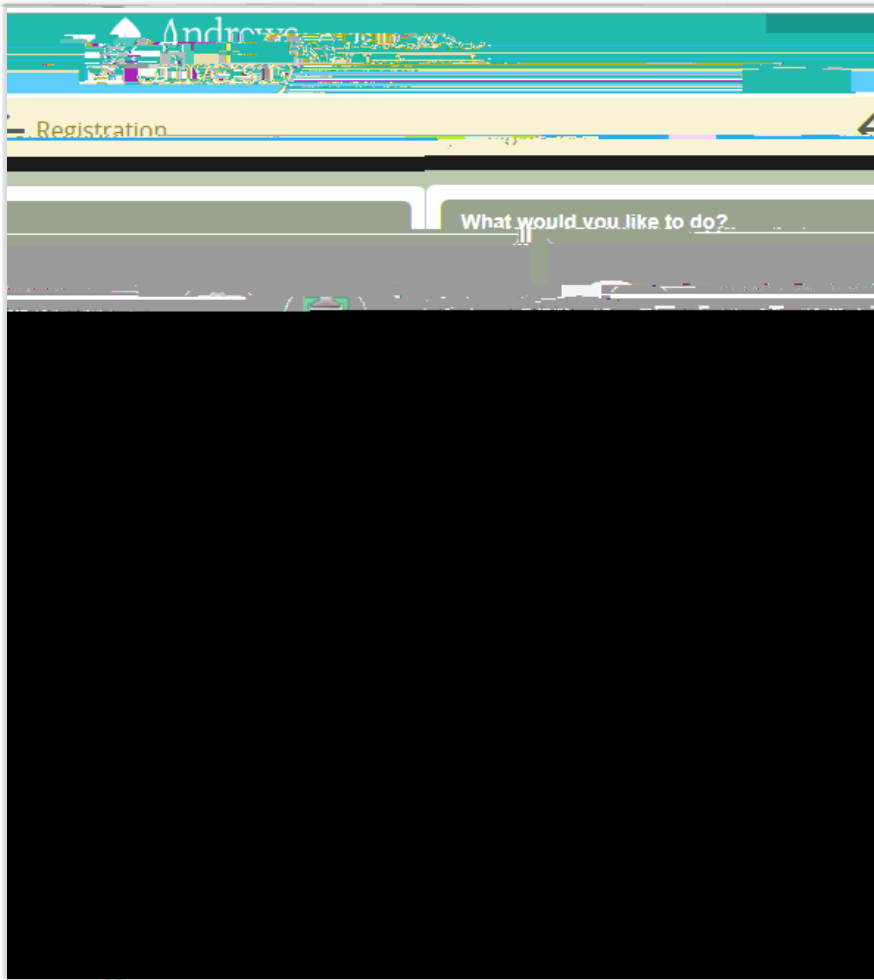# Registration Online NEW

Contents

2. From the pop-   Register for Classes.

3.   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. T   Advanced Search   narrow your search by campus, times, level etc. Then

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 o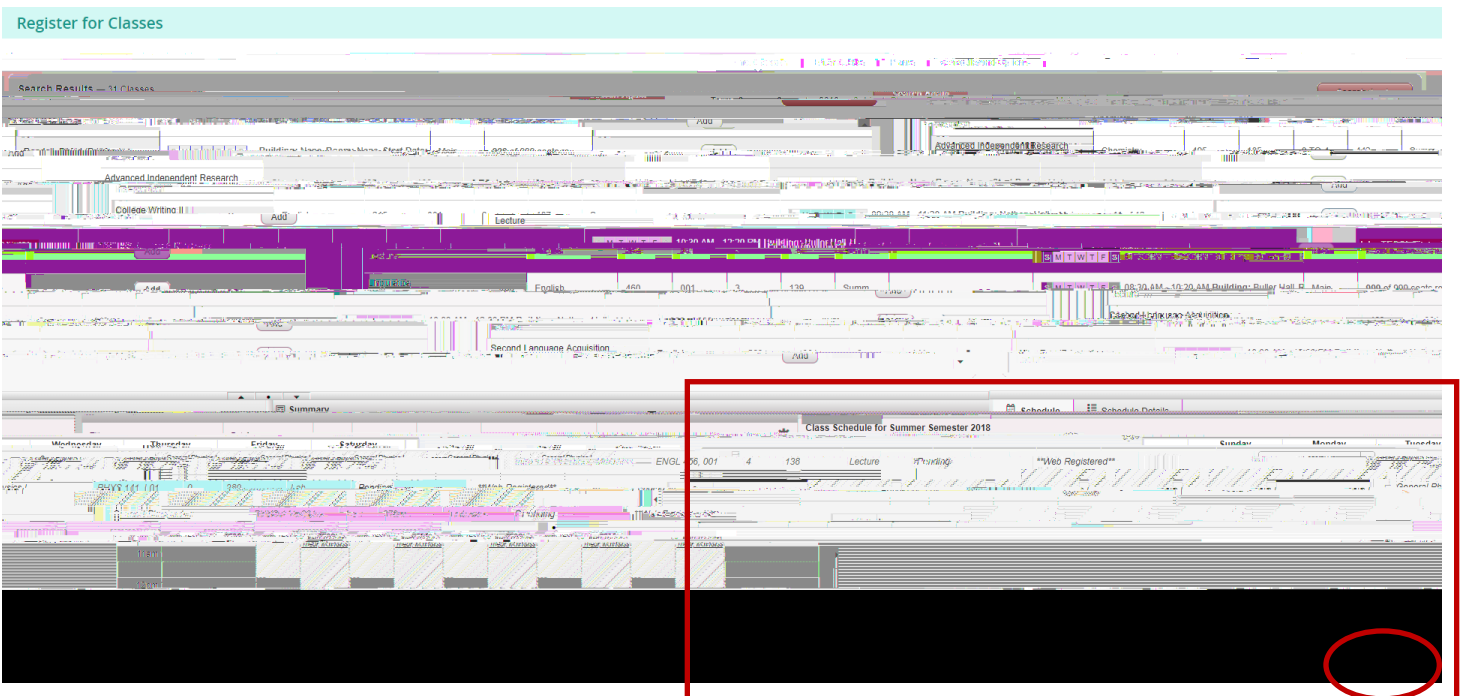n the left. This will let you know of any **conflicts in advance.** In order to finalize your registration you must select the submit button in the bottom right hand corner.
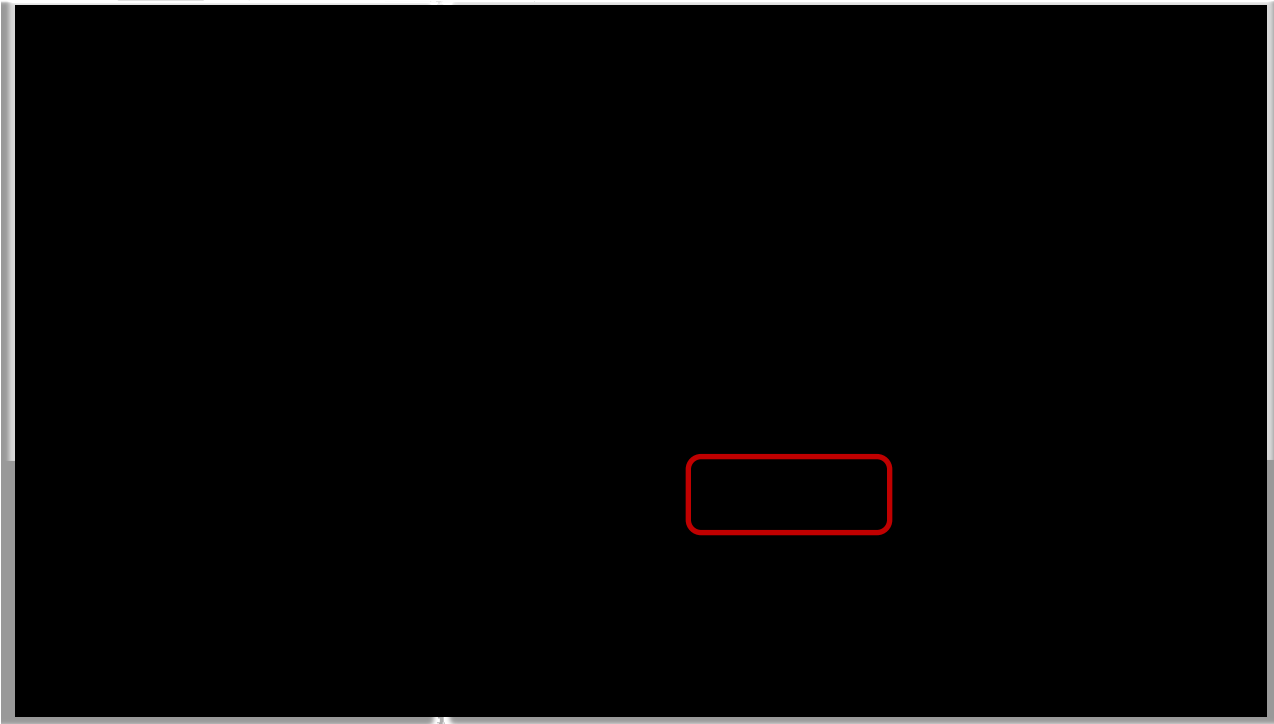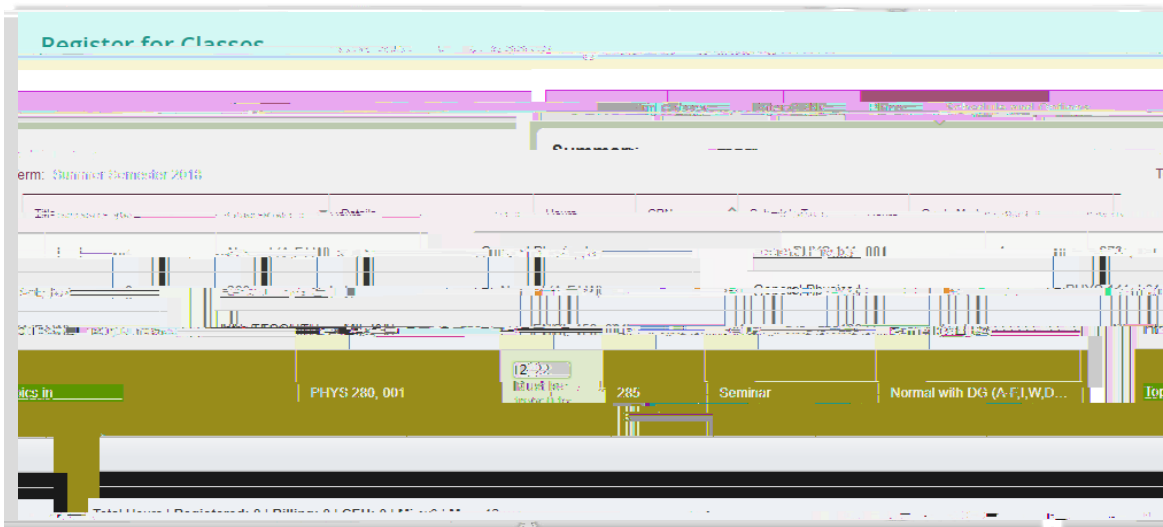
Changing the Number of Credits

1.   Schedule and Options
Then, in the course where you want to make the change, you will see that the number of credits are <u>underlined</u>.

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. Schedule and Options

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.