BEFORE YOU REGISTER

1. Check your Registration form or Program course list.
2. Get advised: Meet with your academic advisor, division head or department head to ensure that your course selection is correct.
3. Clear any holds or outstanding balances to the university that may delay your registration.
4. Know your financial status. Ensure that all you financial aid documents are submitted.

Class selection:

1. Every semester has 2 terms (Term A and Term B). Classes programmed in Term A have a section code with an A. Classes programmed for Term B have a section code with a B.
2. Make sure you schedule courses in both terms within the semester. You must have courses registered in Term A and Term B.
3. To be considered a full-time student, you must register for at least 12 credits in the semester (Term A and Term B combined). No more than 14 credits are permitted without Financial Aid approval.
4. Please make sure you register in course sections scheduled at the campus location you want to attend the selected class.
5. Course sections with D are offered during the Day session. Course sections with E code are offered during the Evening session. Course sections with a code DL are offered online.
6. Hybrid courses are identified with an H in the section code.

How to access your class registration.

Log onto your Student Portal

a. Go to Academics, click on Online Registration
b. Begin Online Registration, search Required Courses, then Select Courses
c. Proceed to Final step. You may print your schedule from the Portal
**Open Registration:** Dates will be communicated every term, but usually it will be opened a month before classes start.

**Add/Drop Period:** The last Thursday (until 9 PM) of the first week of classes only in term A.

**Common Errors:**

Holds: there are several holds that can prevent registration on a student’s account.

Prerequisites: A prerequisite is a course that must be completed successfully prior to enrolling in a subsequent or higher level course. If you have not met your prerequisites for a course, you will encounter an error that will prevent your enrollment.

Closed course: If a course is closed, the capacity requested by the academic unit has been reached. Students may speak to the academic division head to see if an override may be accommodated.

Registration limit: Students are not allowed to exceed the semester credit hour limit unless approved by the Division Head and Financial Aid.

Term selected for a class: Make sure to select your classes in both terms (Term A and Term B)

Register a class you do not need: Degree Audits are open enough to show several options for electives, social science, humanities, etc. Be sure you meet the criteria and do not surpass the credits required for the academic subject.
Step 1: User left click on "Academics"
Step 2: left click on "Online Registration"
Step 3: Select the Term (or Semester)
Step 4: left click on "Begin Online Registration"
Step 5: left click on the + sign to Expand and see class sections
Step 6: Add classes by clicking the Add button and then click on "Proceed to Final Step"