**How to Register (Add/Drop) Classes**

1. On the **My Record** tab, click the **Registration Status** link in the **Registration** channel.

2. Highlight your term and campus and click **Submit**.

3. Confirm that all boxes are checked to proceed with registration.

4. Scroll to the bottom of the screen and click **Add or Drop Classes**. If the top box is unchecked, click **View Holds** inside the yellow box. If any of the other two boxes are unchecked, call the **Registration Help Desk**.

5. Read the **Terms of Use** and click **I Agree**.
   
   **Note**: You must do this once for every term that you register.

6. Choose one of two options:
   - If you know the Course Reference Numbers (CRNs) of the classes you wish to take, enter them into the **Add Classes Worksheet** and then click **Submit Changes**. The classes will be added to your schedule unless they are full or you are not allowed to take them.
   - If you do not know the CRNs of the classes you want, click **New Search**.

**Warning**: If you click **Add to Worksheet**, the class is **NOT added to your schedule**, but is added to a temporary worksheet. Once you are finished adding to the worksheet, you can add the classes to your schedule; however, the worksheet will not be saved once you log out. Please write down the CRNs before logging out.
How to Register (Add/Drop) Classes Continued

7. To conduct a search choose one of the options below:

   A. **Conducting A Basic Search**

      To conduct a basic search, choose the subject of the class for which you are looking and click **Course Search**.

      **Note:** This will display all the courses for the selected **Subject**. From here you can view all the sections for a specific course by clicking **View Sections**.

   

   B. **Conducting An Advanced Search**

      To narrow the search results further, click on **Advanced Search** and enter more information into the search fields. Then, click **Section Search**.

      **QUICK TIP:** **You must always choose a subject before you can search.** You can quickly find an item in a scroll box by typing the name of the subject for which you are searching. For example, if you want to find a marketing course, start typing “MKTG” while you have a word selected inside the subject box. It will quickly take you to that subject so you do not have to scroll through all of the other subjects. This works in all of the scroll boxes. **For more tips, click Search Tips found under Advanced Search.**
How to Register (Add/Drop) Classes Continued

8. Once you find the class, click the blue Course Reference Number (CRN) to find out more information.

9. Click on the course title to see registration restrictions for the class. Click Return to Previous to get back to the list of classes, or click New Search to start a new search from scratch.

10. Check the box to the left of the class you want to add. Then, click Register. The class will be added to your schedule unless it is full or you are restricted from taking it.

Common Registration Errors

- **Class Limit Restriction** – The Course is Full.
- **Major Restriction** - You have to be a particular major to take the course.
- **Department Restriction** – You have to be in a particular department to take the course.
- **TSI Status Restriction** – You have to meet specific testing requirements to take the course.
- **Time conflict with CRN ###** – The course overlaps with another course on your schedule.

Help

If you have questions during the registration process, please contact the Registration Help Desk, Monday through Friday, 8 a.m. to 5 p.m. at 979.845.7117.