

## 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.

*You may register during the following times*

From	Begin Time To	End Time
Mar 13, 2009 08:00 am	Apr 05, 2009 07:59 am	

- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is Freshman 0-29 Hours.

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**.



**Note:** These links can be used out of the sequence listed in order to add or drop classes.



**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**.

ACCT	
209	SURVEY OF ACCT PRIN
210	MGRL & COST ACCT PRIN

### 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**.

**Subject:** ACCT - Accounting  
AERO - Aerospace Engineering  
AGSM - Agricultrl Systems Mgmt  
ALEC - Ag Leadrshp, Ed. & Comm

[Advanced Search](#)

**Course Search**

**Subject:** ACCT - Accounting  
AERO - Aerospace Engineering  
AGSM - Agricultrl Systems Mgmt  
ALEC - Ag Leadrshp, Ed. & Comm

[Basic Search](#)

[Search Tips](#)

**Course Number:** 210

**Title:**

**Schedule Type:** All  
Distance Education  
Independent Study

**Instructional Method:** All  
Broadcast  
Interactive Video Conference

**Start Time:** Hour 00 Minute 00

**End Time:** Hour 00 Minute 00

**Days:**  Mon  Tue  Wed

**Section Search** **Reset**

## How to Register (Add/Drop) Classes Continued

- Once you find the class, click the blue **Course Reference Number (CRN)** to find out more information.
- 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.
- Check the  box to the left of the class you want to add. Then, click . The class will be added to your schedule unless it is full or you are restricted from taking it.

**ACCT - Accounting**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
<input checked="" type="checkbox"/>	10003	ACCT	210	501	CS	3	MGRL & COST /

**ACCT - Accounting**

Select	CRN	Subj	Crse	Sec	Cmp	Cre
<input checked="" type="checkbox"/>	10003	ACCT	210	501	CS	3

**Sections Found**

**MGRL & COST ACCT PRIN - 10003 - ACCT 210 - 501**

NON-BUSINESS, NON-AGRIBUSINESS MAJORS ONLY. COMMON I

**Associated Term:** Fall 2009 - College Station  
**Registration Dates:** Apr 16, 2009 to Dec 04, 2009  
**Levels:** Graduate, Undergraduate  
**Instructors:** Douglas McMullan (P)

College Station Campus  
 Lecture Schedule Type  
 Traditional, Face-to-Face Instructional Method  
 3.000 Credits

**Scheduled Meeting Times**

Type	Time	Days	Where
Lecture	8:00 am - 9:15 am	TR	Wehner - College of Business

[Return to Previous](#)
[New Search](#)

### 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**.