Registering for Traditional Courses

You can register for traditional courses within a specified academic period.

1. Select the Register tab (green arrow)
2. Select the Traditional Courses menu item (red circle)
3. Select the Period for which you want to register.
   - If the status for the period is OK to register, select the Period and continue with the registration process.
   - If the status for the period is NOT OK to register, you are not authorized to
register for this **Period** at this time. You can contact your advisor for more information. (circled in green below)

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**Finding Your Course Sections**

1. Select **Section Search**. (green arrow)

   ![Section Search Image]

   ![Section Search Image]

   **You are not eligible to register at this time.**

2. Enter your search criteria, and **Search** for the course sections you want to take.
3. View the list of course sections that match your criteria. If too many course sections are listed, get more specific:
   • Select Refine Search, or
   • Choose a specific Period, Session, Department, and so on from the dropdown lists at the top of the Section Search Results page.

4. Select the courses you want to take:
   • For any open course section you want to take, select Add to Cart.
   • For any closed course section you want to take, select Add to Waitlist.
5. Review the **Course Added** confirmation message that appears above the list of **Course Section Results**.
Select To
View Cart Display the current list of courses in your cart. (red circle above)
Proceed to Registration – to continue to add classes (green circle above)
Request Permission If you must ask the instructor for permission to take the
course, Request Permission also appears for the course.
You can request permission now or when you are viewing
your cart.
1. Select Request Permission.
2. On the Request Permission window, view the list of
prerequisites for the course,
3. In the Comments field, specify why you want to take this
course.
4. Select Send Request to send your request to the
instructor.

Verifying the List of Courses in Your Cart
1. After you add a course to your cart, you can choose to View Cart.
2. As necessary, update the list of courses in your cart. Press the remove button to remove
classes from cart.

NOTE: WAIT LISTED COURSES WILL NOT SHOW UP IN YOUR CART!
3. Select **View Schedule** to see how your schedule looks with the course sections that are in your cart (green in color) and those for which you are already registered (would be blue in color) or are on the waitlist (yellow in color).

4. When you are ready to register for the courses in your cart for an open
registration period, select Registration (or Register on the Cart page).

Registering for the Courses in Your Cart

1. Select Registration (or Register on the Cart page).

2. Select the academic Period for which you want to register. (You can only select a period for which the Status is OK to register.)

3. Review your Schedule to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course.

4. If the course list is correct, select Next. (red arrow below)

If there is a conflict in the schedule you will get a warning. If you get a warning remove the conflicting classes and go back to Section Search.

5. If successful, you will see “Finalize highlighted click on NEXT again to proceed. On the Finalize Registration page, review the list of courses and the current Status for each course.
6. Registration is complete! Click ViewSchedule
7. The schedule can be viewed/printed in 2 formats. **TEXT or GRID.** Proceed to print by going to tool bar FILE…PRINT. **NOTE:** check on Wait listed classes if you want them to print then press SUBMIT.

8. To Drop a class after it has been Registered, go back repeat steps 3-5 to Review Schedule. **Check the Drop box and press Next.**