REGISTRATION
REGISTER FOR CLASSES

Click on the Register for Classes section
SELECT A TERM

Select the term from the drop down menu, and click continue.
You can register either by using the Find Classes by looking for subject codes (for details refer to the Browse Classes tutorial), or by entering CRNs for each section.
By default, Schedule and Summary panels will appear on the bottom of your screen. You can open/close this feature by clicking the Panels button on the lower left corner. You can also adjust the size of the panels by clicking on the arrow buttons on the center of the page.
You can either register by going to Find Classes, or entering the section specific CRNs if you know which sections you want to register for.
Click on Open & Waitlist Sections Only to show classes that have open seats/waitlists. You can search courses by Subject, Title, Day/Time, Keywords etc. Scroll down to the bottom and click Search to get your search results.
REGISTER USING FIND CLASSES
(CONTINUED)

Once you click search, you will see the results from your search criteria. To register for classes, click on Add. The added class will appear on the Summary panel and click Submit.

Register for Classes
To register using CRNs, Select the Enter CRNs tab and enter the CRNs, and click Add to Summary. Once the classes are added to the Summary panel click on Submit.
CONFIRM REGISTRATION

Check the status column in the Summary panel – it will be marked as Registered once your registration is confirmed. The class will also appear in the Schedule panel with a green check mark next to it.

Register for Classes

THE NEW SCHOOL
CO-REQUISITES

Some courses may be co-requisites (co-req), meaning you must register for both sections. If you attempt to only register for one of the co-reqs, you will receive an error notifying you to enter the CRN for the other section.

Please note: The CRN is NOT what is listed in the error, that is the subject code and course number. You will need to search for a CRN for that course.
Once you find the CRNs for the co-req courses, you must enter them all at the same time using the “Enter CRNs” tab. Once all CRNs are entered, click Add to Summary.
You will know you successfully registered for all co-req sections if all appear with a Status of “Registered” in the summary panel.
If the course you want to register for is variable credit, you will see “# to #” in the Credit Hours column when searching for classes. These are your options of credit hours.

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**VARIABLE CREDIT COURSES**

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THE NEW SCHOOL
You will register for the course like any other, but after successfully registering, go to the “Schedule and Options” tab. The variable credit course will be underlined, and allows you to click on it. You can then change the credit hours.
VARIABLE CREDIT COURSES
(CONTINUED)

After you click “Submit”, if it was successful you will now see the updated credit hours. You can go back and change the credits until the end of the add/drop period for the part of term for that course.
OTHER ERROR MESSAGES

You may receive other error messages.

**Prerequisite (pre-req) errors** mean the course you are attempting to register for requires a different course to be completed before taking this one.

A class may be **closed**, and you may even have the option to waitlist for it (see our instructions on how to **add to a waitlisted course**).

You may be **restricted** because of your college, major, concentration, class, or other academic reasons.

A “**Max Hours Exceeded**” error is if you attempt to register for more hours than your maximum hours allowed.

**PUDM 3409 CRN 1767: PRE-REQ NEEDED:** This course has a pre-requisite that has not been satisfied. See your advisor or the course description for details.

**PUDM 3409 CRN 1767: This class is closed, with an active waitlist.**

**PUDM 3409 CRN 1767: MAJOR RESTRICTION:** This course is not open to your major.

**LPOL 2015 CRN 5386: MAX HOURS EXCEEDED:** You have tried to register beyond the credit limit for this semester.

If you have questions or concerns about errors you are receiving, contact your Academic Advisor.
DROPPING A CLASS

To drop a class, go to Register for Classes and select Web Drop from the class you want to drop, and click on Submit.
CONFIRM CLASS IS DROPPED

Check the status column in the Summary panel – it will be marked as Deleted once the class is removed from your schedule.