Web registration instructions:

- **DO NOT USE THE BACK BUTTON ON YOUR BROWSER.** You should use “Return to Menu” or “Site Map” to navigate through the pages. If you use your back button during registration it will cause an error message to appear (“Your changes have already been submitted”). If this occurs, click ok and then click on site map located top right of the page. Under student, click registration and begin again.
- **Be prepared** with correct CRN’s to enter. Registration consists of basically entering CRN’s into boxes and then attempting to register for those courses. If you don’t have the CRN’s, you will have to do a course search which will take additional time. Remember that you have a limited amount of time to register.

You can only register for a max of 2.25 units at this time. Certain lab and lecture combinations are corequisites (must be entered at the same time). Read course descriptions before you begin.

**To begin:**

Sign in to your personal access pages and authenticate with Duo. **You can do this before your scheduled start time.**

**Do not click on Add or Drop until after your scheduled start time.**

Click on Student – Registration – Select upcoming term – Submit

Choose Add or Drop Classes; this is where you will need to enter your alternate PIN that you received from your advisor

Enter the CRN’s into the boxes at the bottom of the page and then click Submit Changes

This will register you for the course(s) you entered, assuming there were no errors. If there are any errors you will see them listed below your schedule with a red exclamation point. **These courses have not been added to your schedule.** You may have to obtain signatures and add them during the drop/add period.

**Wait listing**- Certain courses, if at maximum enrollment, will allow you to be added to a waitlist. The system will indicate that in the error section. You will need to choose Wait List from the provided drop-down box.

Any error messages will appear as well as the courses in which you are registered.
If you did not prepare ahead of time, you will need to search for your course. Click on class search. Search for a subject to see all courses being taught in that subject or use the advanced search. **We do not recommend this search unless you are looking for your last class.**

Once a course is check marked, add it to your worksheet and then continue searching for courses and adding them to the worksheet. Courses can then be registered all at once. It is simpler to add them all at once to see if there are errors. **To drop a course**, choose the drop down arrow under Action, choose drop/delete and then submit changes. Once you have registered courses, go to Site Map in the upper right hand corner and view your schedule.
Student Detail Schedule appears with each course listed separately and email links for professors.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Level</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income in Living Systems</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Karen A. Hicks</td>
</tr>
<tr>
<td>Princ of Macroeconomics</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>William E. McNeil</td>
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</tbody>
</table>