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 co-requisites (must be taken at the same time). Read course descriptions before you begin.

**To begin:**

Sign in to your personal access pages. **You can do this before the 11:15 time.**

**Do not click on Add or Drop until after 11:15.**

Click on Student – Registration – Select Term – Submit

Choose Add or Drop Classes; this is where you will need to enter your alternate PIN.

Enter the 4 CRN’s into the boxes at the bottom of the page and then click Submit Changes.

This will register you for the courses you entered, assuming there were no errors. If there are any errors (e.g. course closed, reserved closed, pre-requisite, co-requisite, PI or time conflict, etc.) you will see these 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 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.
Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

Submit Changes | Class Search | Reset

[ View Holds ]

RELEASE: 8.5.1
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 courses. Click on class search. Once there you can either just choose a subject and all courses for that subject will come up and you can make your choice or you can go to the advanced search. In the advanced search you can choose particular items to search. (e.g. specific instructor, time or day, etc.) **We do not recommend this search unless you are looking for your last class.**
Once you checkmark your course, you can add it to your worksheet and then continue searching courses and adding them to your worksheet until you are ready to register them all at once. It is simpler to add them all at once and if there are any errors, you can make the changes once you see your schedule.

**To drop a course**, you can choose the drop down arrow under Action, and choose drop/delete and then submit changes.

Once you have registered your classes, you can go to Site Map in the upper right hand corner and you can view your schedule in numerous different layouts.

See examples of each below.
### Student Detail Schedule

**Total Credit Hours:** 2.500

**Information in Living Systems - MDC - 11th - 01**
- **Associated Term:** Spring 2012
- **CRN:** 10115
- **Status:** **With Right-To-Change** on Oct 17, 2011
- **Assigned Instructor:** Karen A. Hinds

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<th>Grade Mode</th>
<th>Letter grade</th>
<th>Credits</th>
<th>Level</th>
<th>Campus</th>
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<td></td>
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<td>Undergraduate</td>
<td>Kent State University</td>
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</table>

<table>
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<tr>
<th>Type Time</th>
<th>Days Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 9:10 am - 10:00 am</td>
<td>MWF</td>
<td>Jan 16, 2012 - May 04, 2012</td>
<td>Lecture</td>
<td>Karen A. Hinds</td>
</tr>
</tbody>
</table>

**Introduction to Microeconomics - CCAT 100 - 01**
- **Associated Term:** Spring 2012
- **CRN:** 10125
- **Status:** **With Right-To-Change** on Oct 17, 2011
- **Assigned Instructor:** William A. Keen

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