There are two ways to register for classes:

- $\rightarrow$  If you know the CRN(s) of the section(s) for which you'd like to register:
  - On the Registration menu:
    - 1. Click 'Add or Drop Classes'
    - 2. Under 'Add Classes Worksheet' enter the CRN(s) one per box

Add Classes	Worksheet		
CRNs			
Submit Change	Class Search	Reset	

- 3. Click 'Submit Changes'
  - a. If registration was successful the status will be \*\*Web Registered\*\*
  - b. If there were any issues registering you'll receive a Registration Add Error
- → If you do <u>NOT</u> know the CRN(s) for the section(s) for which you'd like to register:
  - On the Registration menu:
    - 1. Click 'Look Up Classes'
    - 2. Select the subject(s) you'd like to look up (hold CTRL to select multiple subjects)
    - 3. Click 'Course Search'
    - 4. Click 'View Sections' next to the course for which you'd like to register
    - 5. Check the box next to the section for which you'd like to register
    - 6. Click 'Register'
      - a. If registration was successful the status will be \*\*Web Registered\*\*
      - b. If there were any issues registering you'll receive a Registration Add Error

OR

- 1. Click 'Look Up Classes'
- 2. Select 'Advanced Search'
- 3. Select the search criteria you'd like to use (at least one Subject is required)
- 4. Click 'Section Search'
- 5. Check the box next to the section you want to add
  - a. Closed sections show 'C'; an empty space means you're already registered:

					-
С	61758 ACCT 2133 003 J	3.000	INTRODUCTION TO MANAGERIAL ACCOUNTING	TR	11:00 am-12:15 pm
	61113 ACCT 2133 004 J	3.000	INTRODUCTION TO MANAGERIAL ACCOUNTING	TR	12:30 pm-01:45 pm
	62325 ACCT 2133 005 J	3.000	INTRODUCTION TO MANAGERIAL ACCOUNTING	TR	06:00 pm-07:15 pm
	61493 ACCT 3003 001 J	3.000	INTERMEDIATE ACCOUNTING I	TR	09:30 am-10:45 am
	61693 ACCT 3003 002 J	3.000	INTERMEDIATE ACCOUNTING I	TR	05:00 pm-06:15 pm

- 6. Click 'Register'
  - a. If registration was successful the status will be \*\*Web Registered\*\*
  - b. If there were any issues registering you'll receive a Registration Add Error

## **REGISTERING FOR COREQUISTES**

If you're trying to register for a class that has a corequisite, such as a Chemistry lecture and its corresponding laboratory course, you'll use the 'Add Classes Worksheet' registration method mentioned above. **You must register for both corequisites at the same time**, otherwise you'll receive a Prerequisite and Test Score error.