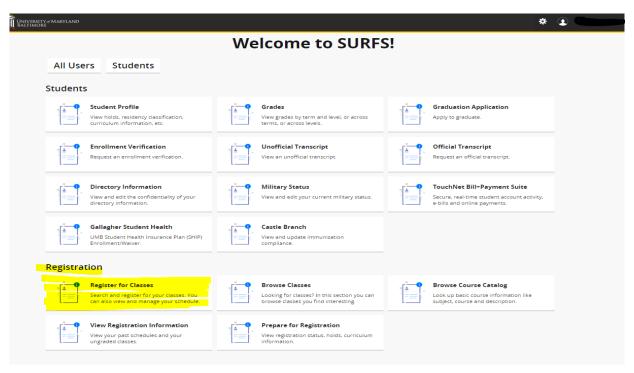
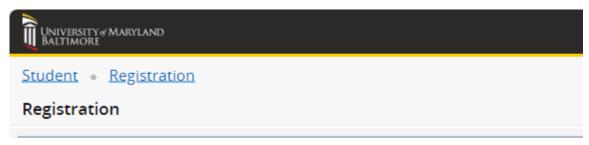


REGISTER FOR CLASSES

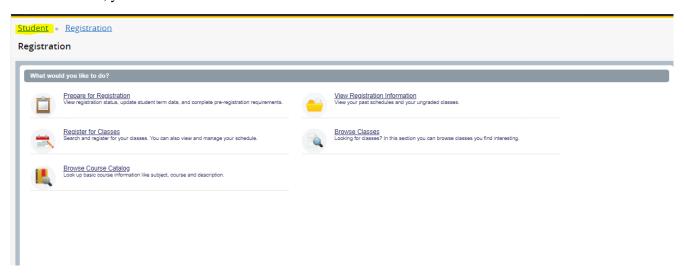
Register for Classes can be viewed from the Student Landing page. Search and Register for classes. You can also view and manage your schedule. There are multiple ways to retrieve the same information or perform the same task.



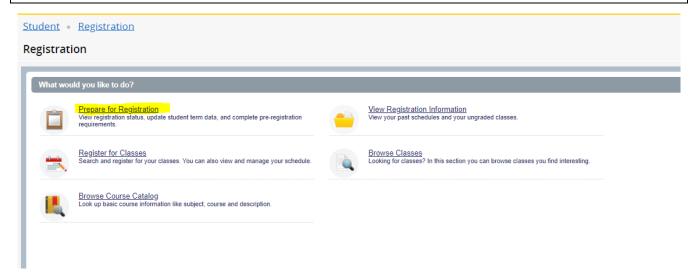




CLICK Student, you will be directed to this screen.



PREPARE FOR REGISTRATION



PREPARE for REGISTRATION

This page will display information that can impact your ability to Register. All **HOLDS** and **ERROR Messages** *must* be cleared before registration can occur.



Message will appear HERE.



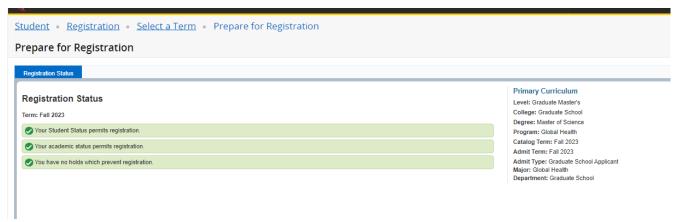
Common Holds International – Please call 410-706-7488 Drug Abuse Prev - Please call 410-706-5433 TitleIXCompliance - Please call 410-706-2281 Student Health – Please call 667-214-1883 FINAID Exit – Please call 410-706-7347 Billing Hold – Please call 410-706-2930 Common Error Messages (Contact your School/Program for assistance) Time Tickets Prerequisite/Test Score Error Department/Program Restriction

If there is NO message displayed.

SELECT TERM



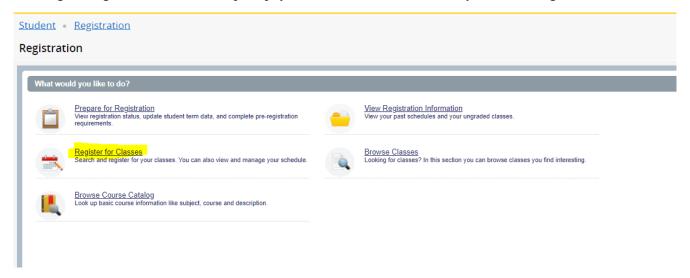




REGISTER FOR CLASSES

REGISTER: ADDING & DROPPING CLASSES (prior to the start of the term)

Clicking on Register for Classes will prompt you to enter the term for which you wish to register.



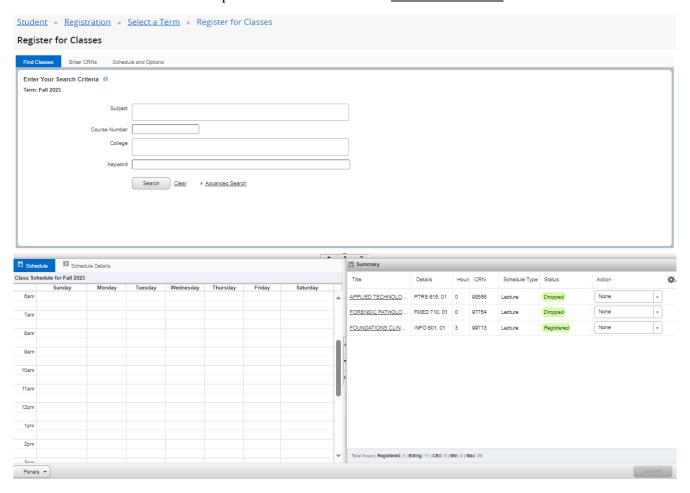
SELECT TERM





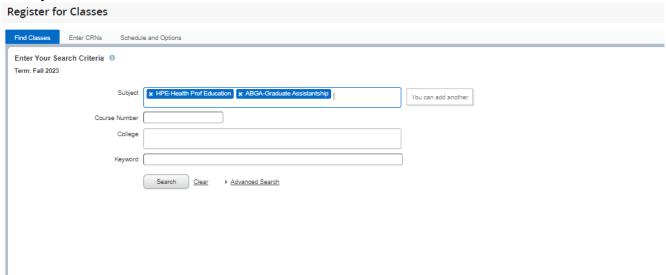
Register for Classes page opens on the Find Classes tab. Enter the desired search criteria.

NOTE: There are other search options available under the <u>Advanced Search</u> link.

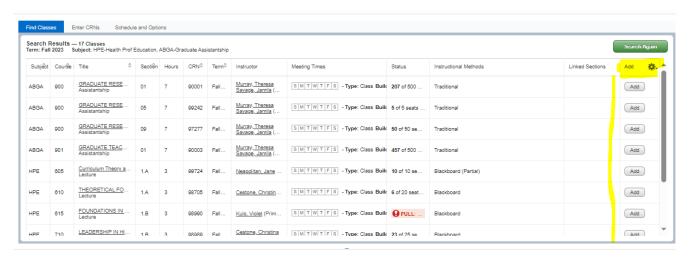




Identify the desired section

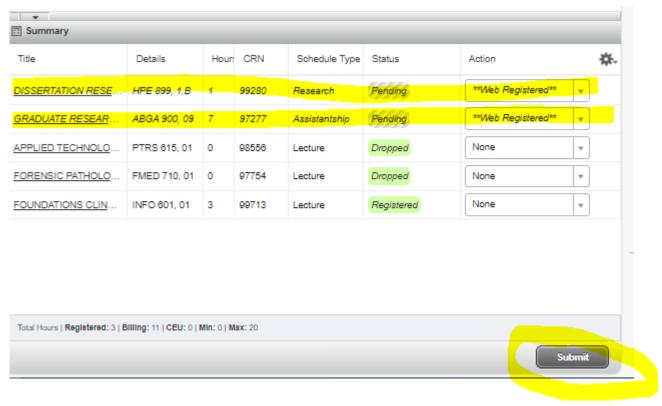


CLICK the ADD button.

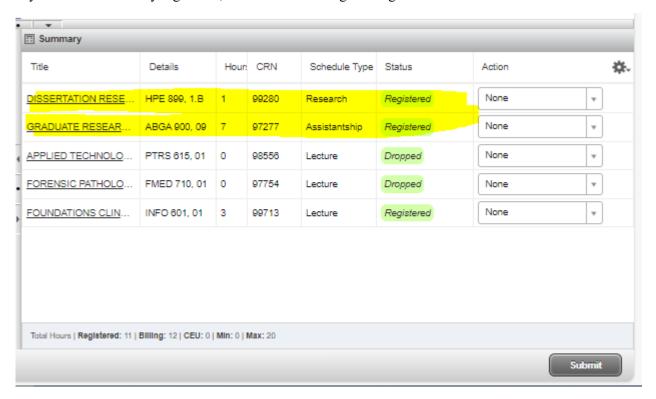


The section(s) will be added to the Summary panel in a PENDING status. PRESS Submit button to save.



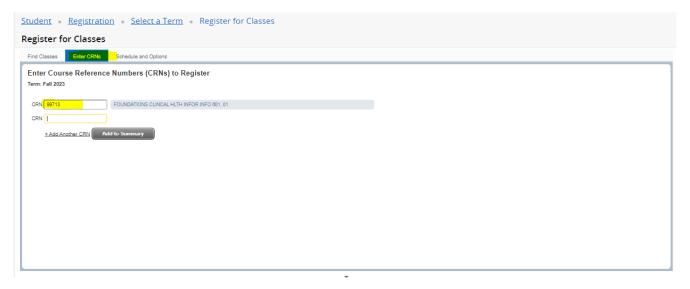


If you have successfully registered, the status will change to Registered.

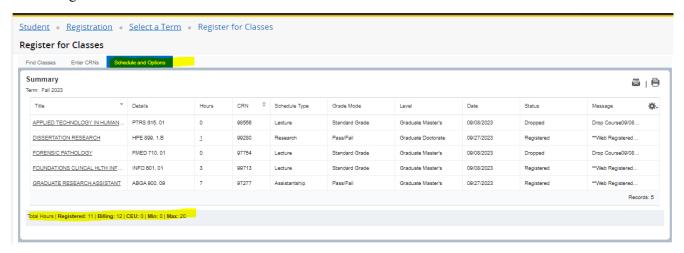




If you know the Course Reference Number (CRN) for the section(s) they may be entered on the Enter CRNs tab. When completed, press the "ADD to Summary" button.

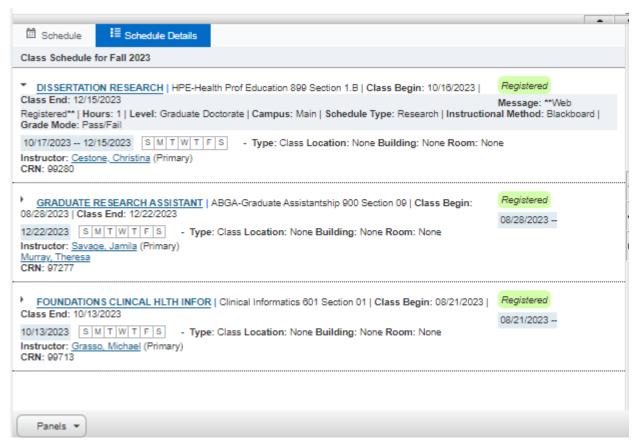


The Schedule and Options tab displays courses already registered. The display is the same as that found in "View Registration Information".



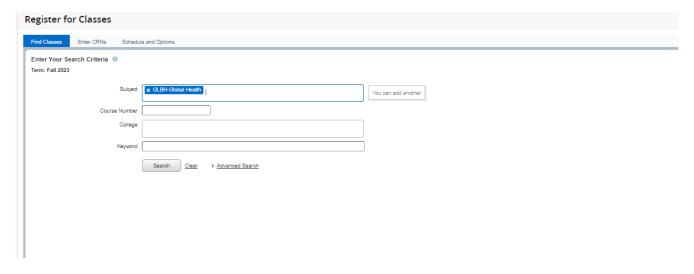
Schedule Details displays course meeting times, location, and instructor.





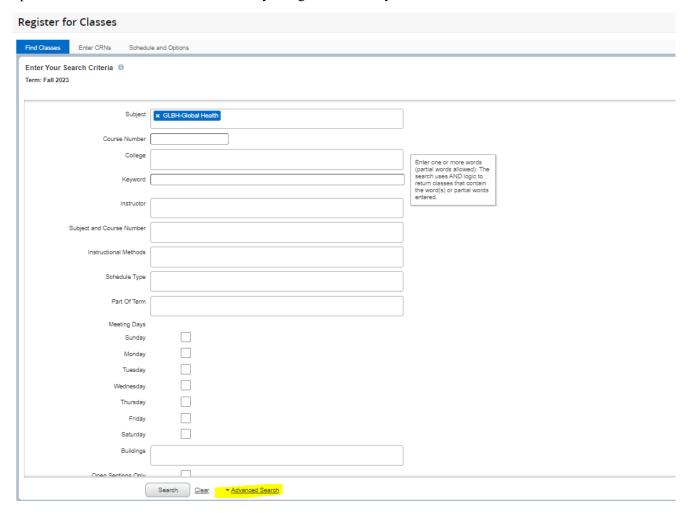
SEARCHING FOR CRNs

If you have not already found your CRN's, you can perform a search to find them. There are two ways to search for courses; the standard course search and the advance course search. Enter Subject(s) and click on SEARCH if you wish to search by subject. Below is an example of a course search by subject.



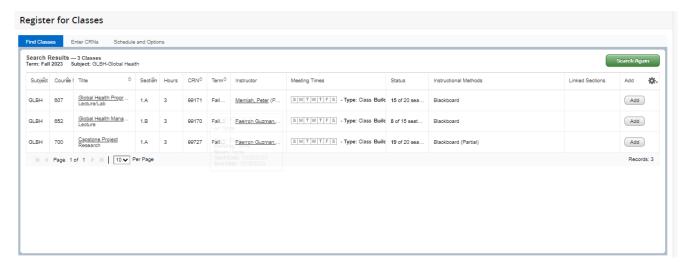


If you wish to perform an advanced search, click **ADVANCED SEARCH** to bring back the following search options. You can now search for classes by using a wide variety of criteria.



In this example, Global Health is selected as the subject. The search shows all Global Health courses that are being offered for the semester selected.



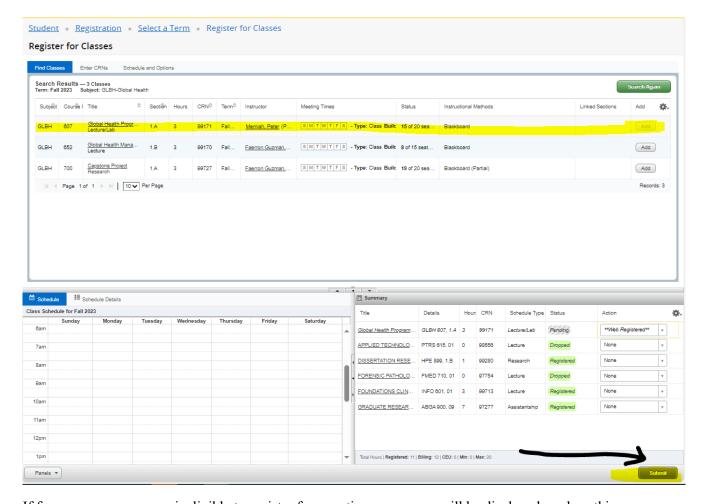


Press the ADD button to add the section to your registration.

NOTE: The page will display time conflicts with sections in which you are already registered. Closed sections are identified.

Pressing the ADD button places the section in the Summary panel with a "Pending" status. You must press the SUBMIT button to SAVE changes.





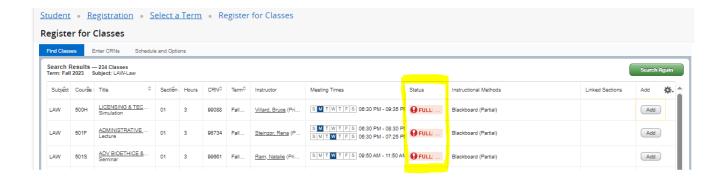
If for any reason, you are ineligible to register for a section, a message will be displayed, such as this.



CLOSED CLASSES

When you have searched for a class and it is closed, a message will be displayed in the Status column. Similarly, if a section in the search results has a time conflict with an existing registration it will be noted in the Status column.



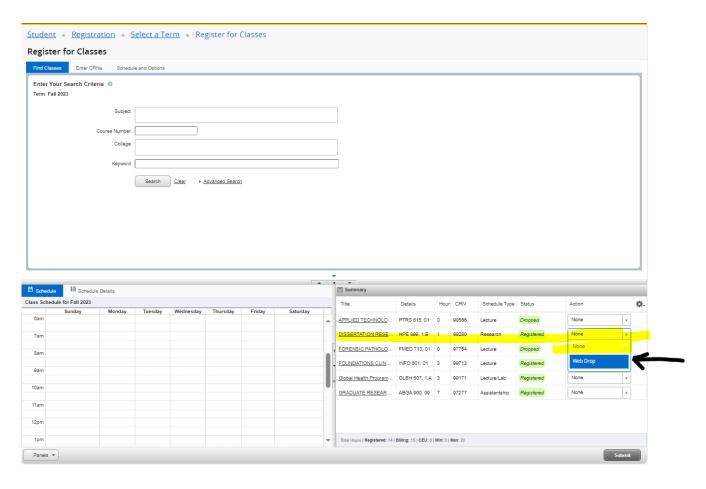


DROPPING A CLASS

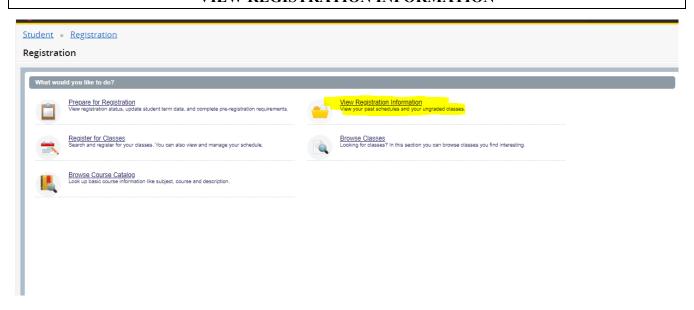
Once you are registered in courses, they will be listed like the example below. Notice that each course has a drop-down box in the Action column. Click in the drop-down box to see the list of options related to that class. Your choices will vary depending on the date in the semester.

If you are dropping a course before school starts, the "Web Drop" will be the option you see to drop the course (you will not be charged for the course). If you are dropping a course after classes have started, **YOU WILL NEED TO CONTACT YOUR SCHOOL/PROGRAM IMMEDIATELY.** You will only be able to withdraw/drop from a course during the time period designated by your school.



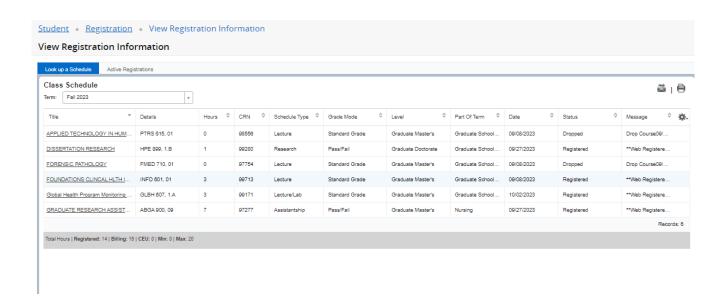


VIEW REGISTRATION INFORMATION



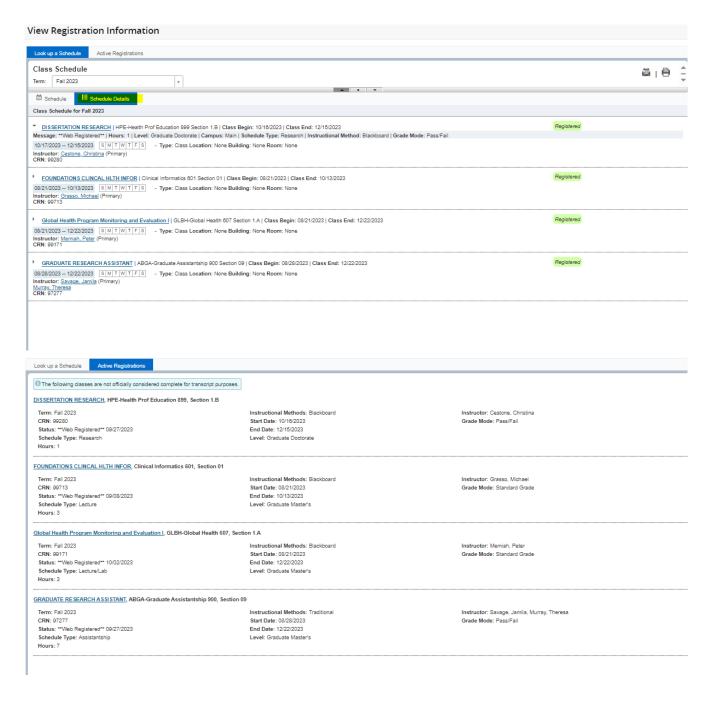


This page will display details about your existing registration. The Schedule Tab gives you a visual representation of your semester schedule.



Days, times, location, start and end dates are displayed in Schedule Details.

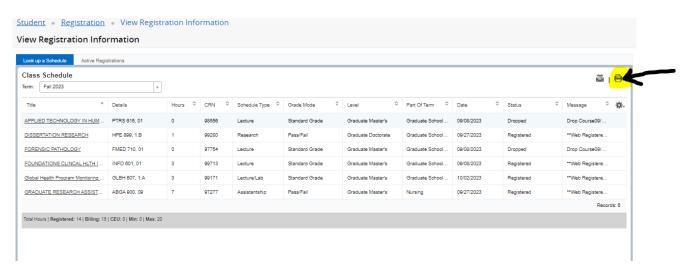






PRINTING REGISTRATION INFORMATION

To Print the schedule, click the Printer Icon. You may produce a PDF to save or print



PDF version of the registration schedule, generated by pressing the print icon.

