

# Fall Term 2017

## Registration Instructions

Registration will open for current students:  
10pm Sunday, June 25 through Wednesday June 28

**First step: Make sure your pop-up blocker is turned off. If not, when you try to go into Registration it will say "Registration Cancelled"**

**Next: select FA-17 as the *current term* (upper left hand corner of the portal window).**

- Click **Registration** on your Student Portal. Select **3 courses**. If a course is full you may place yourself on the waitlist and select another course – keep in mind that **waitlisted courses do not count as a course registration!** If you're not sure of your courses now, select **Placeholder courses (XX-101, XX-102, XX-103)** to be registered as full-time.
- **Course descriptions and Degree Requirements** may be accessed by double-clicking on the course title. Course descriptions can also be found by clicking on the Course Offering menu from your Student Portal home page, and clicking on individual course titles.
- Click **"My Schedule"** to review your registered and waitlisted courses. **BE SURE YOU ARE REGISTERED FOR 3 CREDITS – DO NOT COUNT WAITLISTED COURSES....!!**
- **For courses requiring signatures**, email the professor, introducing yourself and requesting permission to enroll. Ask the professor to cc: the registrar with their reply, we will then enter this for you.
- **Choosing Pass/Fail as a grading option:** this is done during Add/Drop period with Add/Drop form

**YOU MUST COMPLETE THE REGISTRATION PROCESS BY FRIDAY June 28**