How to Register for a Course from your Student Portal

Online registration is accessed via the Registration link of the Navigation bar. The Unofficial Registration page provides course filter search options in order to display only desired courses, pending courses, and optionally, completed courses.

Any pop-up blockers must be turned off when accessing the Student Portal Registration. When first logging in, if pop-up blocking is enabled a message will display indicating that pop-ups are blocked and to disable them. This message will display again when students click the Registration link. If all pop-up blockers are not turned off, Registration will be cancelled.

1. Login to the Student Portal and click on the (Change) link to select the registration term.

(Figure 1)

2. When the various terms appear scroll up or down to select the desired term. Click on the desired registration term.

(Figure 2)
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3. Click on the Registration menu option from the left hand menu. Registration will be under the Administrative Services menu group.

(Figure 3)

4. After clicking the Registration link the Course Registration window will be displayed listing all of the classes for the previously selected term. If needed, click Show Filter to expand the Course ID Filter section to filter the view of courses.

(Figure 4)

5. After clicking Show Filter the following filter criteria will be displayed, see Figure 5. You can filter your view of courses by entering information in any of the displayed criteria boxes.

Selecting Class Summary Only will display only the course number and course name of each class without any times, rooms or instructor details.

Selecting Completed Courses will display a list of your completed courses and will assist in course selection.

(Figure 5)
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6. Each course will be listed in bold green lettering with the number of available seats for a class will be lettered in red. Below available seat listing is the start and end date of the class and then the information about the course, see Figure 6. Detailed information about the course can be found by clicking the course name identified by the bold green lettering, see item 12 and Figure 13.

Courses that you are qualified to register for credit have Enroll check boxes, see Figure 7. If the “Waitlist” code is next to the check box, you can put yourself on the wait list for the course. You may register for one section of a course and put yourself on the waitlist for a different section. Credits associated with a waitlisted course do not count towards the maximum allowed hours for registration. If a seat becomes available, only the registrar can determine who on the wait list will be registered for the course.

Other codes you may see:
- Reg – The student is already registered for the course.
- FacAppReq – The Instructor’s permission is required. Only the Registrar can register this course.
- DegAudit – the course is not in the student’s degree audit as remaining.
- PreReq – Prerequisite has not been met.
- DLPreReq – this course has a prerequisite DL Orientation course that must have been completed in a prior term.
- Last Add – The date is past the date this course may be registered.
- Class is Full – The course is full.
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7. Click the Book List link to display a drop-down list of books designated for this course.

(Figure 8)

8. After you have clicked the Enroll check box for all of the desired courses, click the Process Registration button to finalize your selection and unofficially register.

(Figure 9)

9. You may Cancel your selected courses prior to processing your registration, if you have not already clicked the Process Registration button. To cancel your registration, click the Cancel button.

(Figure 10)

10. After clicking the Process Registration button the follow message window will be displayed. Click OK to continue or Cancel to stop.

(Figure 11)

11. After you click OK a listing of your courses will be displayed, as shown below.

(Figure 12)

12. Please note you may proceed to the bill payment process by clicking the “Pay My Bill” link as noted in Figure 12 above.
13. Click the course link to open a pop-up window with further details such as Co-Requisites, Pre-requisites, and Equivalents.

(Figure 13)

14. You can then print our schedule by clicking the printer icon.

(Figure 14)