

How to Register for Classes from the Student Portal

Approved and returning students can register for courses using your Student Portal account.

Before you register, you will need to upload the required documents mentioned on the college's registration website (www.clarendoncollege.edu) that are appropriate for the desired enrollment term, i.e. Spring, Fall, Summer 1, Summer 2, or a Mini term. Instructions for uploading documents into your Student Portal are found here, <https://student.clarendoncollege.edu/custom/StudentTranscriptUpload.pdf>.

Each term will have different document requirements that you will need to upload into your Document Tracking page of the Student Portal. Those documents, once uploaded, will need to be reviewed and marked "**Complete**" by Admissions before you will be allowed to select your courses. You can monitor the status of these documents by accessing Document Tracking from your Student Portal menu.

Once your documents have been reviewed and marked as "**Complete**" by Admissions, please follow the instructions below to register for your classes.

NOTE: Please make sure you are in the correct term before you attempt to register for any courses. If you are not using the correct term, you will not be able to enroll in your courses. Your enrollment term is selected either at the Student Portal login page or within the Student Portal: as shown in Figure 1.

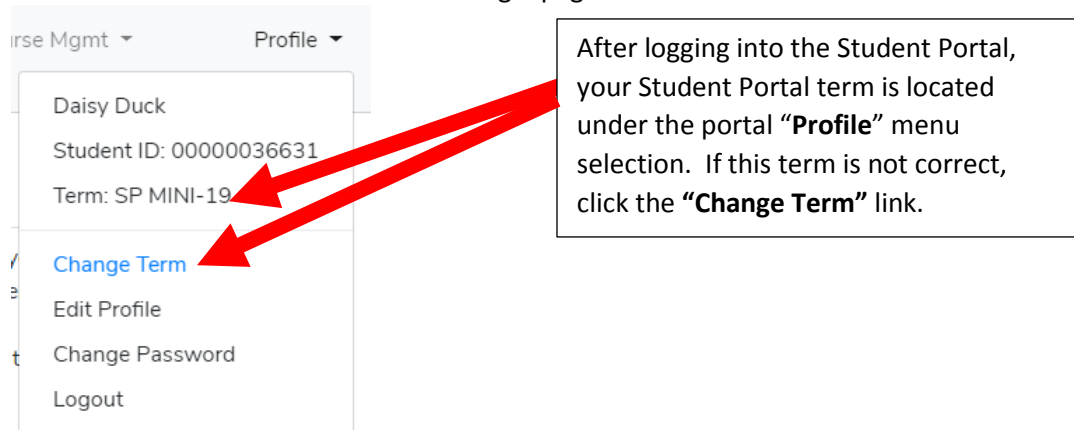


Figure 1.

1. After logging into your Student Portal click on the portal menu selection "**Admin**" and then the "**Registration**" link from the drop down menu.

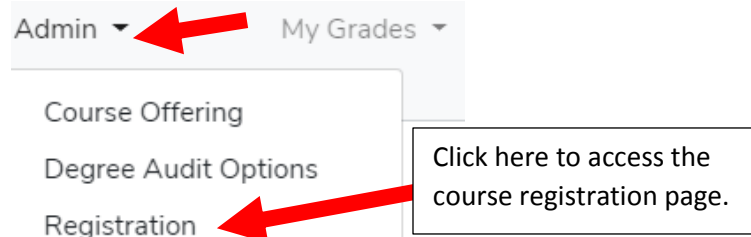


Figure 2

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- Next, the course registration page will appear as shown in Figure 3. At the top of the screen, highlighted in blue, will be the maximum number of credits you can enroll in for the term.

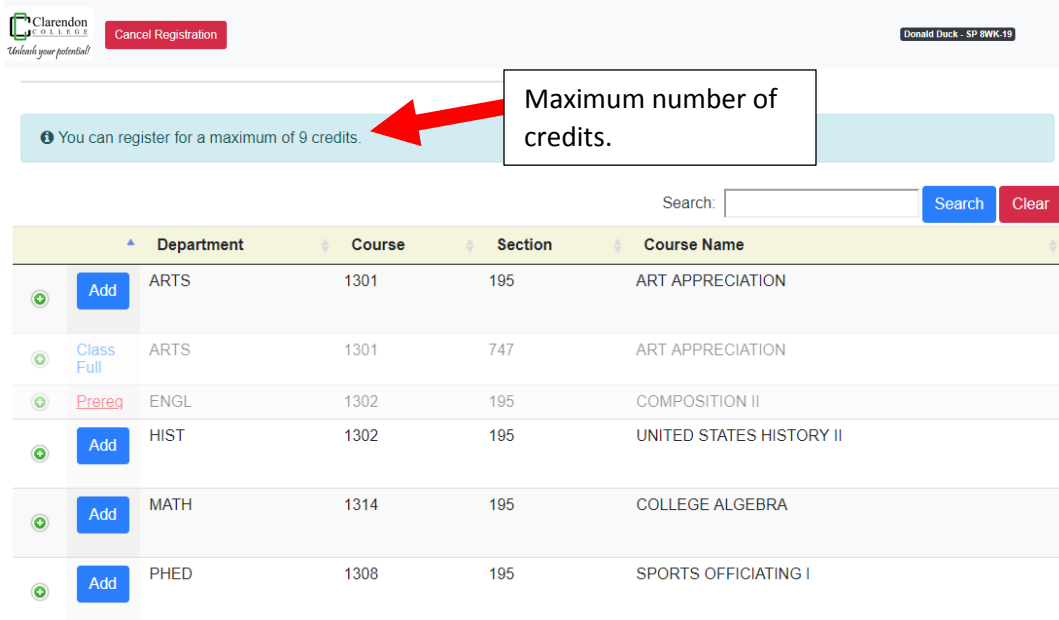


Figure 3.

- To view the details of a course, click on the round green plus “+” sign next to the course: as shown in Figure 4. Click on the round green plus “+” sign again to collapse the information.

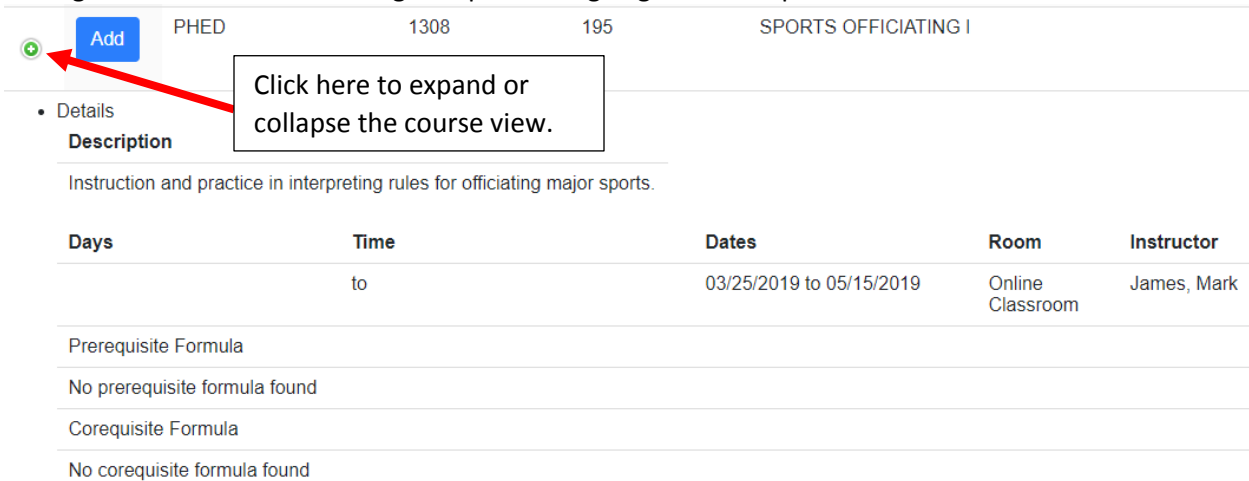


Figure 4.

- To view more courses, enter the Department or Course Name into the search box and click the “**Search**” button: as shown in Figure 5. To return to the original listing, click the “**Clear**” button.



Figure 5.

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- To see more course listings, use the navigation buttons located at the bottom right of the listing: as shown in Figure 6.



Figure 6.

- To add a course, click the **“Add”** button next to the desired course(s): as shown in Figure 7. Continue to click the **“Add”** button for each course you need.



Figure 7.

- When you add a course, it will appear under the Courses section: as shown in Figure 8. If you do not want the course, click the **“Remove”** button. You have 30 minutes to decide to either keep or remove the course. If you did not want the selected course and you have waited longer than 30 minutes, you will have to Drop the course. Also, notice that some courses will state it is **“Already Selected”**, **“Full”**, or **“Prereq”**. If a course displays a **“Prereq”** status, that means that your current transcript, course load, or tests scores do not meet the required prerequisite to take this course. You will not be able to select that course until the **“Prereq”** is met.

i You can register for a maximum of 9 credits.

Process Registration

Click here to remove a course before it expires.

Courses

	Expires	Status	Term	Course Number	Course Name	Credits	Start Date	End Date
Remove	28 mins 52 seconds	Pending Drop	SP 8WK-19	ARTS1301 - LEC - 195	ART APPRECIATION	3	3/25/2019	5/15/2019

You have thirty minutes to finalize registration following selection

Search: Search Clear

	Department	Course	Section	Course Name	
+	Course Already Selected	ARTS	1301	195	ART APPRECIATION
+	Class Full	ARTS	1301	747	ART APPRECIATION
+	Prereq	ENGL	1302	195	COMPOSITION II
+	Prereq	HIST	1302	195	UNITED STATES HISTORY II
+	Prereq	MATH	1314	195	COLLEGE ALGEBRA
+	Add	PHED	1308	195	SPORTS OFFICIATING I

Figure 8.

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8. To drop a course, click the “Drop” button: as shown below in Figure 9.

Courses

Expires	Status	Term	Course Number	Course Name	Credits	Start Date	End Date
Drop	Registered	SP 8WK-19	HIST1302 - LEC - 195	UNITED STATES HISTORY II	3	3/25/2019	5/15/2019

Click here to drop a processed course.

Search: Search Clear

Department	Course	Section	Course Name
ARTS	1301	195	ART APPRECIATION

Add

Figure 9.

9. When you have completed your registration, click the “Process Registration” button: as shown in figure 10.

i You can register for a maximum of 9 credits.

Process Registration

Click here to process the courses you have selected.

Courses

Expires	Status	Term	Course Number	Course Name	Credits	Start Date	End Date	
Remove	27 mins 40 seconds	Pending Drop	SP 8WK-19	ARTS1301 - LEC - 195	ART APPRECIATION	3	3/25/2019	5/15/2019

You have thirty minutes to finalize registration following selection

Figure 10.

10. Next, a “Complete Registration” button will be displayed. Click this button to complete your course registration and return to the main Student Portal screen: as shown in Figure 11. If you need to register for more classes, click the “Back to Registration” button.

i You can register for a maximum of 9 credits.

Complete Registration

Click here to complete the registration process.

Courses

Expires	Status	Term	Course Number	Course Name	Credits	Start Date	End Date	
Remove	26 mins 38 seconds	Pending Drop	SP 8WK-19	ARTS1301 - LEC - 195	ART APPRECIATION	3	3/25/2019	5/15/2019

You have thirty minutes to finalize registration following selection

Please review your courses and click the Complete Registration button at the top of the page

Back to [Registration](#)

Figure 11.

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11. When you have completed your course registration, a Registration Checkout page will be displayed: as shown in Figure 12. The page will list your selected courses.

Registration Checkout Printer Friendly Version

Current Schedule for the FA-19 term

Course ID	Course Name	Instructor	Days	Time	Date
ARTS1301LEC195	ART APPRECIATION	McGill, Bethany	-	-	8/27/2019 - 12/11/2019
PHED1306LEC101	FIRST AID	McIntosh, Devin	MWF	11:00 AM - 11:55 AM	8/27/2019 - 12/11/2019

Figure 12.

12. Once you complete your course registration, an email will be sent to you; as shown below in Figure 13. This email is only a confirmation that your registration has been received by Admissions and is being reviewed by your advisor.

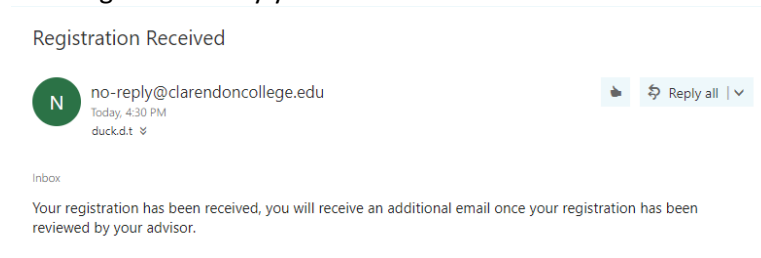


Figure 13.

13. After your advisor has reviewed your course registration, you will receive an email indicating the courses that have been approved and/or rejected: as shown in Figure 14. If the courses were rejected, please read the Scheduler Comments and attempt registration again.

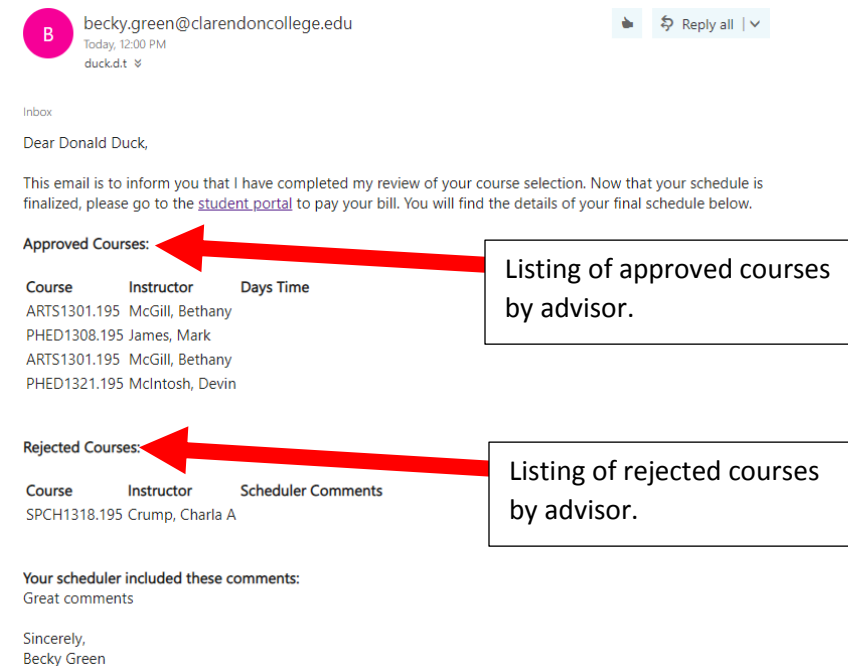


Figure 14.

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14. If you have any questions about course registration, please contact Admissions by email, admissions@clarendoncollege, or by phone, 806-874-4841.
15. After you have successfully enrolled in a course, please make payment. You will need to make a settlement of your bill to maintain your course enrollment. You will be dropped from your course or courses if you fail to pay. Please click this link for help on how to pay online from the Student Portal: <https://student.clarendoncollege.edu/custom/OnlinePaymentProcessHelp.pdf>.