

# Online Course Registration Instructions

## Before You Begin

Students may Add and Drop courses as long as:

- You have met with your advisor
- Your advisor maintains your clearance status
- The Add/Drop period is open
- You do not have a Business Hold (pending financial obligation)

After the last day to Add, you will no longer be able to select courses to add.

After the last day to Drop, you will no longer be able drop courses.

If you try to add a course for which you are not eligible, you will see an alert.

You will not be able to register for a course for the following reasons:

- There is a time conflict with another course
- You do not have the prerequisite for the course
- You have already taken the course
- Your class level does not allow you to take the course (freshmen may not enroll in 300- and 400- level courses)

## Completing Online Course Registration

1. Login to Campus Connect

- Click on the **Student Info** tab (at the top of the screen)
  - Click on the **Current Course Offerings** link (on the right side of the screen)

2. Click on **Course Schedules** (located in the blue bar below “Course Offering” and to the left of “Course Search”)

- You will now be where you can **Add/Drop** courses
- The default **Term** will be the current term
  - If you want to register for a future term, change the default term using the drop-down choices

3. Choose the term for which you have been cleared to register by your advisor

- You should see that the **Add/Drop period is open** below the drop down box

4. To start registering for courses

- Click the **Course Search** tab (as shown in the example to the right)
- A list of all courses offered should appear listed from A-Z

5. To choose the courses you want to add

- Click on the **Add check box** next to the courses that you wish to take on the current page

6. Once you have selected all the courses you want

- Click on **Add Courses** at the bottom of each page of courses listed before moving to the next page of courses
- Once you have clicked **Add Courses**, continue to the next page and repeat the process until you have added all of the courses that you wish to take

7. If you have successfully registered for your classes, you will see **Your Schedule**

- If you then want to drop a course, you will check the **Drop box** and click **Drop Selected Courses**

*An alternative method to add courses is **Add by Course Code***

- If you know the course prefix, use the Add by Course Code tab and type in the course prefix
  - Once you have added all the courses, click on **Add Course(s)**

## Identifying Prerequisites

1. Click on the course code (underlined) in the A-Z list of class offerings

- If the course has a prerequisite, you will see the message: “This course has other requirements. [Course Requisites](#)”

2. Click on [Course Requisites](#) to see what the prerequisite for the class is.