

Registering for Traditional Courses

You can register for traditional courses within a specified academic period.

1. Select the **Register** tab.
2. Select the **Traditional Courses** menu item.
3. Select the **Period** for which you want to register.
 - If the status for the period is **OK to register**, select the **Period** and continue with the registration process.
 - If the status for the period is NOT **OK to register**, you are not authorized to register for this **Period** at this time. You can contact your advisor for more information.
4. Find the courses you want to take and add them to your cart. Refer to the instructions for [Finding Your Course Sections](#).
5. Follow the instructions for [Verifying the List of Courses in Your Cart](#).
6. See how your schedule looks. Refer to the instructions for [Checking Your Class Schedule](#).
7. Pay for your courses. Refer to the instructions for [Registering for the Courses in Your Cart](#).

Finding Your Course Sections

1. Select **Section Search**.
2. Enter your search criteria, and **Search** for the course sections you want to take.
3. View the list of course sections that match your criteria. If **too many course sections are listed**, get more specific:
 - Select **Refine Search**, or
 - Choose a specific *Period*, *Session*, *Department*, and so on from the drop-down lists at the top of the *Section Search Results* page.
4. Select the courses you want to take:
 - For any **open** course section you want to take, select **Add to Cart**.
 - For any **closed** course section you want to take, select **Add to Waitlist**.
5. Review the **Course Added** confirmation message that appears above the list of *Course Section Results*.

Select

To

View Cart

Display the current list of courses in your cart.

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6. Continue searching for sections and adding the desired course sections to your schedule.

Continue the registration process by [Verifying the List of Courses in Your Cart](#).

Verifying the List of Courses in Your Cart

1. After you add a course to your cart, you can choose to **View Cart**.
2. As necessary, update the list of courses in your cart:

<i>Select</i>	<i>To</i>
Add Section	Search for the course sections you want to add to your cart.
Remove	Remove a course that you no longer want to take.
Delete Session	Remove all the courses for the specified session.
Empty Cart	Remove all the courses for the specified year and term.

3. Select **View Schedule** to see how your schedule looks with the course sections that are in your cart (and those for which you are already registered or are on the waitlist).
4. When you are ready to register for the courses in your cart for an open registration period, select **Registration** (or **Register** on the *Cart* page).

Continue the registration process by [Checking Your Class Schedule](#).

Checking Your Class Schedule

1. On the *Cart* page, select **View Schedule**.
2. View your schedule with the course sections that are in your cart (and those for which you are already registered or are on the waitlist).
3. When you are finished viewing your schedule, select **Close Window**.

Continue the registration process by [Registering for the Courses in Your Cart](#).

Registering for the Courses in Your Cart

1. Select **Registration** (or **Register** on the *Cart* page).
2. Select the academic **Period** for which you want to register. (You can only select a period for which the **Status** is **OK to register**.)
3. **Review** your **Schedule** to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course.

<i>Select</i>	<i>To</i>
Course Number	Display more information about the course (registration type, fees, prerequisites, corequisites, available credit types, class size, status, and the student populations allowed to take the course).
Section Search	Choose another course.
Drop	Drop a course, for which you have already registered, that is allowed to be dropped.
Remove	Remove a course from your shopping cart.
View Schedule	Display your class schedule with the courses on the Registered Course list and in your Shopping Cart.

4. If the course list is correct, select **Next**.
5. On the *Finalize Registration* page, review the list of courses and the current **Status** for each course.

<i>Status</i>	<i>Description</i>
Registered	You are registered for the course.
Awaiting Advisor Approval	You have added the course to your schedule, but your registration in the course is still awaiting approval from your advisor.
Drop Request Denied	Your request to drop the registered course has been denied by your advisor.
Add Request Denied	Your request to add the course has been denied by your advisor.

6. **On the Complete Registration page, view your registration confirmation**

7. Select View Schedule. You may want to print this final schedule, so you have a printout to refer to as you walk around campus.

You have completed course registration when you see:

Congratulations! You have completed your Registration for: 2011/Spring