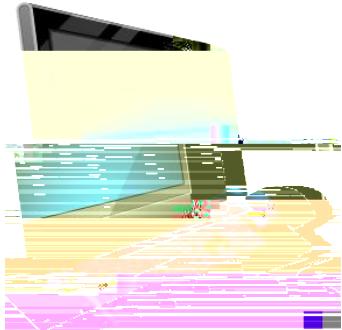


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HOW-TO GUIDE FOR ONLINE REGISTRATION

STEP 1 &OLFN RQ ,17(51(7 (;3/25~~Z ZDQGHVLSR\LQ~~

STEP 2 &OLFN RQ ³)DFXOW\ 6WXGHQWV DQG 6WDII'

STEP 3 (QWHU \RXU 8VHU , ' 3,1

STEP 4 <RXU 8VHU , ' EHJLQV ZLWK HLWKHU ³ ' RU ³ ' LW LV
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To DROP Classes 8 V H W K H \$ & 7 , 2 1 S X O O G R Z Q E R [H V W R ' 5 2 3 F O D V V H V
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To SWITCH Classes 8 V H W K H \$ & 7 , 2 1 S X O O G R Z Q E R [W R ' 5 2 3 W K H F O D V
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L Q W K H 3 \$ ' ' & / \$ S U B M I T E C H A N G E S L F N R Q 3

Note If classes are closed, you MUST get approval from the Dean or Director to register for it

To Search for Classes to ADD & to Check their Availability

STEP 1 & O L F N R Q & O D V V 6 H D U F K 6 H O H F W & D P S X V & R O O H J H D Q

STEP 2 6 H O H F W W K H F U L W H U L D W K D W \ R X Z D Q W W R X V H L Q \ R X U
6 8 % - (& 7 & O L F N R Q * (7 & / \$ 6 6 (6 W R H [H F X W H \ R X U V H D U F

STEP 3 & O D V V H V U H W X U Q H G Z L W K D & + (& . % 2 ; R Q W K H O H I W F R O X
U H J L V W H U F O L F N W K H & + (& . % 2 ; D Q G F O L F N W K H 5 (* , 6 7 (S D J H
& O D V V H V U H W X U Q H G Z L W K W K H O H W W H U & L Q W

To View your Schedule

STEP 1 & O L F N R Q 0 (1 8 D W W R S R I V F U H H Q D Q G F O L F N R Q 3 : ((.
3 1 (; 7 : ((. ' W R D U U L Y H D W W K H I L U V W I X O O Z H H N R I F O D V

To Print your Schedule:

STEP 1 & O L F N R Q W K R I Q u i n d e r F D W H G D W W K H W R S R I \ R X U E U R Z V H U

STEP 2 & K H F N W K D W \ R X U U H J L V W U D W L R Q L V D F F X U D W H D Q G W K
D Q G V H F W L R Q V < R X D U H U H V S R Q V L E O H I R U D O O F R X U V

How to End your Session: Exit Web Registration)

STEP 1 & O L F N R Q (; , 7 D W W K H W R S U L J K W R I W K H V F U H H Q) R U P
E U R Z V H U

Important Notes about Security:

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‡ 7 R S U R W H F W B a n n e r W e b U D L X M D R P D W L F D O O \ W H U P L Q D W H V D V H V V L R
L Q D F W L Y L W \ 6 K R X O G W K L V R F F X U U H S H D W W K H O R J L Q S U R F H
‡ B a n n e r W e b Z L O O Q R W D O O R Z \ R X W R E H O R J J H G L Q I U R P G L I I H U H
W K L V R F F X U V \ R X U V H V V L R Q Z L O O E H W H U P L Q D W H G

*****Questions*****

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F R Q W I D E R H R I W K H H J A M W U D U