

How to register for classes using the schedule planner



Go to *MyUSF Portal* to register

Home to MyUSF

To Register Go to “My Resources”, click on OASIS

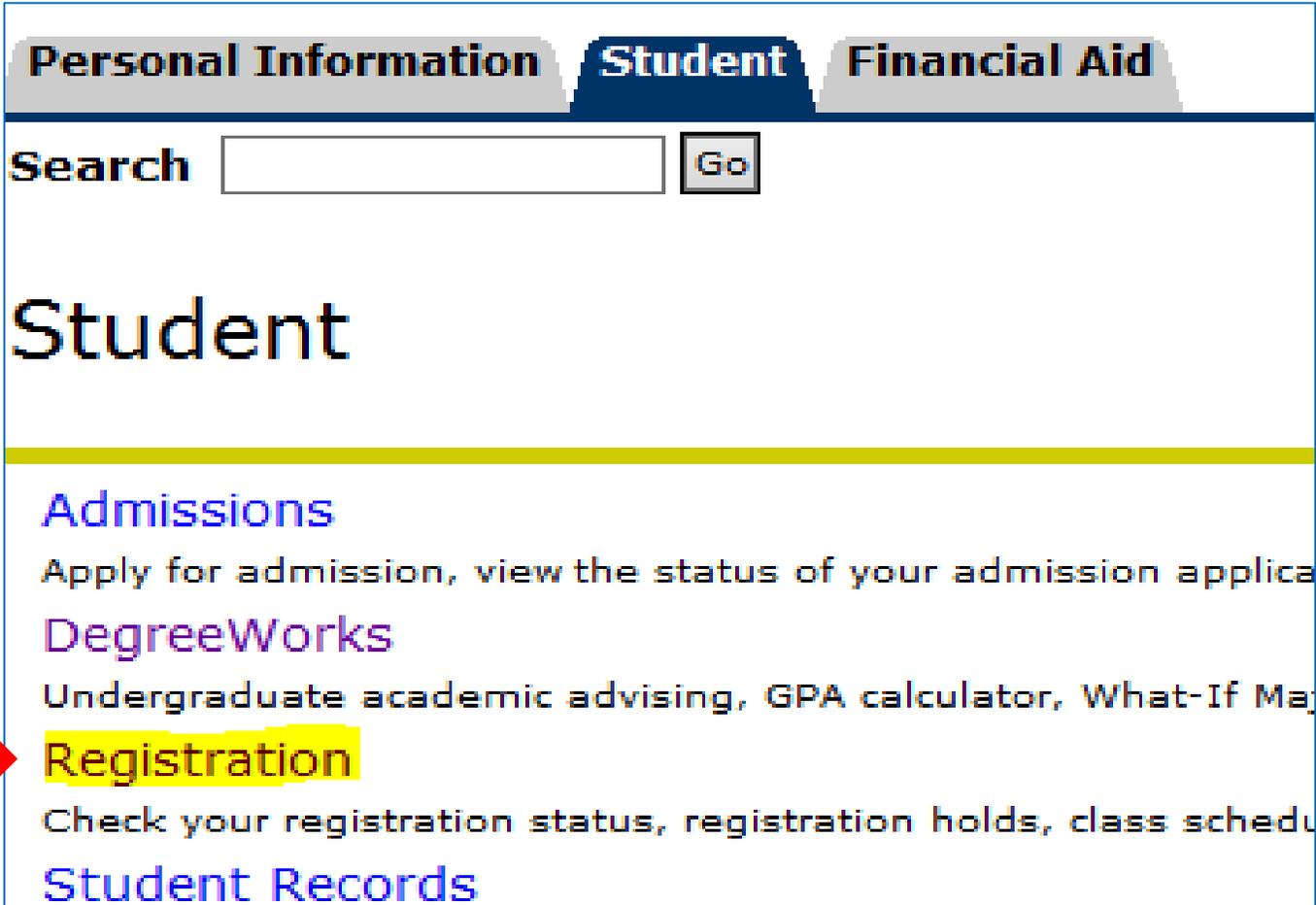
The screenshot shows the MyUSF Portal navigation menu. The 'MY RESOURCES' tab is highlighted with a red arrow. The 'OASIS' link is circled in red. Other visible links include 'My Funding', 'Campus Resources', 'Parking Permits', 'My Orientation', and 'Campus Safety'. A 'Student Features' dropdown menu is also visible, containing a 'fif DAYS SUMMER' graphic.

LEARNING & TEACHING TOOLS	BUSINESS SYSTEMS	MY RESOURCES	TID
Announcements	Student Features	<u>OASIS</u>	Inside USF
		My Funding	
		Campus Resources	AVP for Human Res Management Select
		Parking Permits	8th Annual USF Nigh
		My Orientation	USF IT Introduces L
		Campus Safety	MyUSF Upgrade: Ju



How to Check Registration Date and Holds!

1. Log onto MyUSF using your netID and password
2. Under the “MY RESOURCES” tab click OASIS
3. From the Main Menu click “Student” and then “Registration”



The screenshot shows the MyUSF Student menu interface. At the top, there are three tabs: "Personal Information", "Student", and "Financial Aid". Below the tabs is a search bar with the label "Search", an input field, and a "Go" button. The "Student" tab is selected, and the word "Student" is displayed in large blue text. Below this, there is a yellow horizontal line. Underneath the line, there are several menu items: "Admissions", "DegreeWorks", "Registration", and "Student Records". The "Registration" item is highlighted in yellow, and a red arrow points to it from the left. Another red arrow points to the "Student" text above the yellow line.

Personal Information **Student** Financial Aid

Search Go

Student

[Admissions](#)
Apply for admission, view the status of your admission applica

[DegreeWorks](#)
Undergraduate academic advising, GPA calculator, What-If Ma

Registration
Check your registration status, registration holds, class schedu

[Student Records](#)



1. Log onto MyUSF using your netID & password, Go to “MY RESOURCES”
2. Click on OASIS
3. From the Main Menu click “Student” and then “Registration”

The screenshot shows the OASIS main menu with three tabs: 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' tab is selected and highlighted in blue. Below the tabs is a search bar with a 'Go' button. A red arrow points to the 'Student' tab. Below the search bar, the word 'Student' is displayed in large black font, with a red arrow pointing to it from the left. A horizontal yellow line separates the 'Student' header from the menu items. The menu items are: 'Admissions' (with a description: 'Apply for admission, view the status of your admission applica'), 'DegreeWorks' (with a description: 'Undergraduate academic advising, GPA calculator, What-If Ma'), 'Registration' (highlighted in yellow with a red arrow pointing to it from the left), and 'Student Records'.

Personal Information **Student** Financial Aid

Search Go

Student

[Admissions](#)
Apply for admission, view the status of your admission applica

[DegreeWorks](#)
Undergraduate academic advising, GPA calculator, What-If Ma

[Registration](#)
Check your registration status, registration holds, class schedu

[Student Records](#)

Step 1. When Registering for Classes first Select Term

Registration

First

Select Term

1st

Registration Status

2nd

Schedule Planner

Schedule Planner Registration Cart

Register, Add or Drop Classes

Change Class Options

Class Schedule Search

Active Registration

Step 2. Click on

“Registration Status”

The screenshot shows a web interface with three tabs: 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' tab is active. Below the tabs is a search bar with a 'Go' button. A yellow circle with '1st' is placed over the search bar. Below the search bar is a 'Registration Term' label. A red arrow points from the '1st' annotation to this label. Below the label is a dropdown menu showing 'Spring 2021', which is highlighted with a blue box. A red arrow points from the '1st' annotation to this dropdown. Below the dropdown is a 'Submit' button. A red arrow points from the '1st' annotation to the 'Submit' button. An information icon and the text 'Select a valid term.' are located above the dropdown menu.



Search

Registration

STEP 2.: Click on [Registration Status](#) to view **HOLDS**

Select Term

Registration Status



Schedule Planner

Schedule Planner Registration Cart

Register, Add or Drop Classes

***** ALWAYS**

Check for Registration Holds. You will not be able to register for classes if you have holds

Registration Fee Assessment

Excess Hours Student Counter

Withdrawal Information

Contact the Office of the Registrar



Next click “Registration Status”

Personal Information **Student** Financial Aid

Search Go [RETURN TO MENU](#)

Registration Status ← **Are there any holds?**

Displayed below are various items which may affect your registration. Your Registration Appointment Time, Holds, Academic Standing, Stu

You may register during the following times

From	Begin Time	To	End Time
Nov 10, 2016	07:55 am	Mar 25, 2017	11:59 pm

← **Registration Date and Time!**

You have No Holds which prevent registration ← **If there are any holds present!**

Your Student Status prevents registration.

Then click on **“VIEW HOLDS”**

is Undergraduate.

Registration purposes is Junior.

How to view your Holds!

↓

[[View Holds](#) | [Add or Drop Classes](#)]



Registration Status

 Displayed below are various items which may affect your registration. Your Registration Academic Standing, Student Status, Class, and Curriculum may prevent registration or registration may not be permitted to select.

You may register during the following times

From	Begin Time	To	End Time
Nov 05, 2014	07:55 am	Mar 21, 2015	11:59 pm

Registration Start Date

You have Holds which prevent registration in on-campus courses

[View Holds](#)

Click "View Holds"

Your Student Status permits registration.

Your Academic Standing permits registration.

**Common
Registration
Holds**

- **AP/AD- Academic Probation or Dismissals** (Former student returning under these conditions will be required to meet with an academic advisor to discuss academic coursework)
- **AR- Academic Records** (Missing final transcripts)
- **IM/MH- Immunizations and Medical History**
- **CC- Cash Collections**
- **SI- Student Insurance**
- **OB- Remediation required; see your advisor**



Please review Schedule Planner Videos

- USF System Student Schedule Planner
 - <https://www.youtube.com/watch?v=CPIJhN1rDdc> 1:26 video
- #How To College - Schedule Planner
 - <https://www.youtube.com/watch?v=PYAcE6-dGJQ> 4:15 video



Plan your schedule CAREFULLY

- **Classes back to back CAN BE** too exhausting to concentrate for long periods of time AND thus difficult to retain what was covered.
 - If possible, space them so you can review your notes after each class for better retention of the material covered in class.
- Pay attention to **pre-requisite requirements**, and which semester courses are offered (**Spring only? Fall only?**)!
- What are the most time-consuming and toughest classes?
- How many are problem-solving classes?
- If you are taking 2 problem-solving classes now...
 - You may go to 3 problem-solving classes
 - Be careful about jumping to **Four** problem-solving classes



Personal Information **Student** Financial Aid

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Click on **STUDENT**

[Personal Information](#)

View and update addresses, phone numbers and email addresses. Request the level of privacy for your records. View immunization records.

Student

Apply for Admission, Register, View

[Financial Aid](#)

Personal Information **Student** Financial Aid

Search

[RETURN TO MENU](#) [S](#)

Student

[Admissions](#)

Apply for admission, view the status of your admission application and pay your admission deposit (for first-time students)

[DegreeWorks](#)

Undergraduate academic progress reports, graduate progress reports, and more...

Registration

Check your registration status, view your registration history, and drop classes

[Student Records](#)

View your transcript holds, grades and academic transcript

Schedule Planner
Instructions

Click on **REGISTRATION**



When Registering for Classes select the term

Registration

Select Term and Submit

Select Term

Registration Status

Schedule Planner New!!!

Schedule Planner Registration

Register, Add or Drop Classes

Change Class Options

Class Schedule Search

Active Registration

Week at a Glance

Student Detail Schedule

Registration Fee Assessment

Excess Hours Student Counter

Withdrawal Information

Personal Information **Student** Financial Aid

Search Go

Registration Term

Select a valid term.

Select a Term: **Spring 2021**

Submit



Personal Information **Student** Financial Aid

Search Go

Registration ←

Select Term

Registration Status

Schedule Planner ←

Schedule Planner Registration Cart

Register, Add or Drop Classes

Change Class Options

Class Schedule Search

Active Registration

Week at a Glance

To get to the Schedule Planner



Select Tampa or for online classes see below



i Advisory: Starting with spring registration this October, Schedule Planner will be used by students at all USF System Institutions. Please **take caution** if selecting courses outside of your home institution and consult with your academic advisor, the DegreeWorks audit for your major, or your institution's academic catalog regarding residency requirements for graduation.

If you want to search for online courses, select all off campus

Select USF System Institution

- Select All USF System Institutions**
- Off Campus Special Programs
- Sarasota-Manatee
- St. Petersburg
- Tampa

Tampa

✓ Save And Continue



Option 1: Degree Works Plan

- ▼ Choose this option if you have created a plan in Degree Works with your advisor. This will pull in all of your planned courses for the semester.

Add Course

By Subject	Search By Section Category	DegreeWorks 
------------	----------------------------	--

You currently have no active plans in Degree Plan.

[< Done](#)

 Click "Done" to return to the homepage and generate schedules.



Add Courses



UNIVERSITY OF
SOUTH FLORIDA
SYSTEM

Course Status	Open Classes Only	Change	Parts of Term	All Parts of Term Selected	Change
USF System Institutions	1 of 4 Selected	Change	Instruction Modes	All Instruction Modes Selected	Change
Term	Spring 2018		Levels	All Levels Selected	Change

ID: U06611991

i **Instructions:** Add desired courses and breaks and click **Generate Schedules** button!
You are planning courses only for the term indicated. For another term, please return to [Oasis](#) and select another term.

Courses

[+ Add Course](#)

- SPA 6211
Advanced Vocal Disorders
Credits: 3
[Options](#) [i](#) [lock](#) [x](#)
- SPA 6225
Advanced Fluency Disorders
Credits: 3
[Options](#) [i](#) [lock](#) [x](#)

Breaks

[+ Add Break](#)

i Add times during the day you do not wish to take classes.



Added courses will appear on the list on the right side of the screen

Add Course

By Subject **Search By Section Category** **DegreeWorks**

Subject CCJ - Criminology & Criminal Justice

Course 3024 Survey of the Criminal Justice Syst...

[← Done](#) [+ Add Course](#)

Criminology & Criminal Justice 3024 - Survey of the Criminal Justice System

An introduction to the structure and operation of law enforcement, prosecution, the courts, and corrections. Also includes brief coverage of major reported crimes.

Desired Courses **Current Schedule** **Shopping Cart**

- CCJ 3024** Survey of the Criminal Justice System
- CCJ 3621** Patterns of Criminal Behavior
- SPA 6211** Advanced Vocal Disorders
- SPA 6225** Advanced Fluency Disorders
- SPA 6410** Aphasia and Related Disorders
- SPA 6505** Practicum
Topic: Prac: Clinic II SLP

i Click "Done" to return to the homepage and generate schedules.



See options
for each class

Courses

[+ Add Course](#)

- CCJ 3024**
Survey of the Criminal Justice System
Credits: 3
Options ⓘ 🔒 ❌
- CCJ 3621**
Patterns of Criminal Behavior
Credits: 3
Options ⓘ 🔒 ❌
- LIT 2000**
Options ⓘ 🔒 ❌

Criminology & Criminal Justice 3024

Survey of the Criminal Justice System

ⓘ Please select the classes you wish to include.

See days/locations, instructors

Enabled (3 of 3) Advanced Filters Back Save & Close

<input checked="" type="checkbox"/>	CRN #	Subject	Course	Section	Component	Instructor	Day(s) & Location(s)	Credits	USF System Institution
<input checked="" type="checkbox"/>	ⓘ 10137	CCJ	3024	001	Class Lecture	Leili, Jennifer	TR 9:30am - 10:45am - SOC 149	3	Tampa
<input checked="" type="checkbox"/>	ⓘ 11422	CCJ	3024	799	Other	Oderinde, Amber F	OFFT OFF	3	Tampa
<input checked="" type="checkbox"/>	ⓘ 12388	CCJ	3024	901	Class Lecture	Severson, Rachel Elizabeth	MW 5:00pm - 6:15pm - SOC 150	3	Tampa

Back Save & Close



Note:
"Options"

COT 4400
Analysis of Algorithms
Options   

EGN 3443
Probability and Statistics for Engineers
Options   

Reduce the number of possible schedules by unclicking some of your choices

Component	Instructor	Day(s) & Location(s)	Credits
<input checked="" type="checkbox"/>  80845 EGN 3443 001 Class Lecture	Silva Sotillo, Walter Alejandro	F 12:30pm - 1:20pm - ISA 1061 TR 2:00pm - 3:15pm - CMC 141	3
Prerequisites			
Notes Meets together Fridays with section 701.			
<input checked="" type="checkbox"/>  94232 EGN 3443 003 Class Lecture	Reeves, Kingsley	F 8:00am - 8:50am - BSF 100 MW 11:00am - 12:15pm - CHE 100	3
Prerequisites			
Notes Meets on Friday with section 703.			
<input checked="" type="checkbox"/>  95306 EGN 3443 004 Class Lecture	Weng, Michael X	F 8:00am - 8:50am - ENG 3 MW 11:00am - 12:15pm - ENG 3	3
Prerequisites			
Notes Recitation on Fridays.			
<input checked="" type="checkbox"/>  95307 EGN 3443 005 Class Lecture	Subramanian, Vignesh	F 9:30am - 10:20am - ENG 4 TR 11:00am - 12:15pm - ENG 1002	3

USF SYSTEM Add Breaks to your schedule

Course Status	Open Classes Only	<input type="button" value="Change"/>	Parts of Term	All Parts of Term Selected	<input type="button" value="Change"/>
USF System Institutions	1 of 4 Selected	<input type="button" value="Change"/>	Instruction Modes	All Instruction Modes Selected	<input type="button" value="Change"/>
Term	Spring 2018		Levels	All Levels Selected	<input type="button" value="Change"/>

ID: U06611991

i **Instructions:** Add desired courses and breaks and click **Schedules** button!
You are planning courses only for the term indicated. To plan for another term, please return to **Oasis** and select another term.



Add Breaks to your schedule

Courses

Breaks

i Add times during the day you do not wish to take classes.

-
- CCJ 3024**
Survey of the Criminal Justice System
Credits: 3
- CCJ 3621**
Patterns of Criminal Behavior
Credits: 3
- LIT 2000**
Introduction to Literature



When you have added all of your classes, select Done

Add Course

By Subject **Search By Section Category** DegreeWorks

Attribute

Subject

Course



Literature 2000 - Introduction to Literature

The nature and significance of literature in its various forms: fiction, drama, poetry; emphasis on the techniques of reading literature for informed enjoyment.

 Click "Done" to return to the homepage and generate schedules.



Send to Shopping Cart

Schedule Planner

Text Only

Help

Sign out

Back

Print

Email

Send to Shopping Cart



Shuffle



Schedule 4 of 6



You are viewing a potential schedule only and you must still register.



Undergraduate students are recommend to take a normal course load of 15 semester hours during Fall and Spring terms.

For schedules that contain variable credits, you will need to utilize the Change Class Options in the Registration section of OASIS in order to set the appropriate number of credit hours

To view multiple scheduled sessions within a semester (for example - alternative calendar, summer A,B,C), be sure to click the start week of the session you wish to view in the agenda view below.

▼ This message will appear. Select OK

This schedule will now be transferred to the Shopping Cart and the Schedule Planner will close. Do you want to continue?

Cancel

OK



[Personal Information](#)

[Student](#)

[Financial Aid](#)

Search

[Go](#)

Registration

[Select Term](#)

[Registration Status](#)

[Schedule Planner](#) !

[Schedule Planner Registration Cart](#)

[Register, Add or Drop Classes](#)

[Change Class Options](#)

[Class Schedule Search](#)

[Active Registration](#)

**NEXT: Click on
Shopping Cart**



Schedule Planner Registration Cart

Welcome to the Schedule Planner Registration Cart. When you select "register", your course selection will be processed and you will see your registration status on the next screen. Your Student Number (CRN) in the Add Class table on the next screen. Classes may be dropped by using the options available in the Action field on the next screen. If no option is listed in the Action field, you may not be able to drop the class.

To reserve textbooks, click this link: [Reserve Textbooks](#)

To obtain a refund for dropped courses, if paid by credit card - contact Cashier's Office at Cashiers@usf.edu - all other types of payment - contact Refund desk at SFSRefunds@usf.edu

Repayment for Dropped/Withdrawn Courses funded by Bright Futures: A student receiving Bright Futures in or after Fall Semester 2009 will be required to repay if a course is dropped or withdrawn. The University of South Florida will only grant exceptions for documented, verifiable illness or emergency beyond the student's control approved by the Registrar. A student whose Bright Futures award for withdrawn courses is required to renew a Bright Futures award for a subsequent academic year in addition to the normal Bright Futures Renewal Requirements. Students placed on a registration hold.

Registration Agreement

In addition to the University of South Florida Policies, I agree to the following:

1. I agree to officially register and that I am responsible for knowing and complying with any and all registration deadline dates.
2. I agree to pay my account charges pursuant to USF policies. I understand the University does not send bills and I am responsible to view my student OASIS.
3. I agree to give the USF and our agent's permission to contact me on the cellphone number I provide.
4. I agree to update USF when I change my Address or phone number within 7 days of such change.
5. I understand the withdrawal Policy. If I do not attend, I am responsible for dropping classes before the end of Drop/Add period. I understand non-attendance based on enrollment. Dropping classes may affect the amount of Financial Aid awarded. Any reduction in Financial Aid may result in a balance due to the University.
6. In the event of a default in payment, I agree to pay the amount owed and to reimburse the University the fees of any collection agency, which may be based on reasonable attorneys' fees we incur in such collection efforts.

Please note that College Scheduler is a registration scheduling tool. It does not serve as an official degree progression check. Please see your academic advisor for degree completion.

By clicking on the "Register" button below, I am entering into a legal and binding contract with the University of South Florida and I hereby acknowledge that I have read and understand the above policy.

I AGREE TO THE ABOVE POLICY WHEN I CLICK ON THE "Register" BUTTON

Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	87938	ECH	4931	003	Smart Materials	**Registered** on Mar 26, 2018
<input checked="" type="checkbox"/>	91151	ECH	3023	001	Material & Energy Balances	**Registered** on Mar 26, 2018
<input checked="" type="checkbox"/>	91947	IDH	3400	010	Soc/Behavioral Sciences Honors	**Web Registered** on Mar 26, 2018
<input checked="" type="checkbox"/>	92060	ARH	2000	001	Art and Culture	**Web Registered** on Mar 26, 2018 Section FULL

Schedule Planner
Registration Cart

Remember:
Must Click
"Register" at the
bottom of the page
to get registered!



Since some people forget, we do want to emphasize it. Register for the classes in the cart – by clicking on the “Register:” button at the bottom of the page

Classes in the Register

Select	CRN	Sub	Status
<input checked="" type="checkbox"/>	10137	CC	System -
<input checked="" type="checkbox"/>	21709	LIT	ture -
<input checked="" type="checkbox"/>	22780	30	al Behavior -

Register Add to WorkSheet Save Cart Clear Cart



Schedule Planner Registration Cart

Welcome to the Schedule Planner Registration Cart. When you select "register", your course selection will be processed and you will see your registration status on the next screen. CRN Number (CRN) in the Add Class table on the next screen. Classes may be dropped by using the options available in the Action field on the next screen. If no option is listed in the Action field, contact your advisor.

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3. I agree to give the USF and our agent's permission to contact me on the cellphone number I provide.
4. I agree to update USF when I change my Address or phone number within 7 days of such change.
5. I understand the withdrawal Policy. If I do not attend, I am responsible for dropping classes before the end of Drop/Add period. I understand non-attendance based on enrollment. Dropping classes may affect the amount of Financial Aid awarded. Any reduction in Financial Aid may result in a balance due to the University.
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By clicking on the "Register" button below, I am entering into a legal and binding contract with the University of South Florida and I hereby acknowledge that I have read and understand the above policy.

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Classes in the Registration Cart

Select	CRN	Subj	Crse	Sec	Title	Status
<input checked="" type="checkbox"/>	87938	ECH	4931	003	Smart Materials	**Registered** on Mar 26, 2018
<input checked="" type="checkbox"/>	91151	ECH	3023	001	Material & Energy Balances	**Registered** on Mar 26, 2018
<input checked="" type="checkbox"/>	91947	IDH	3400	010	Soc/Behavioral Sciences Honors	**Web Registered** on Mar 26, 2018
<input checked="" type="checkbox"/>	92060	ARH	2000	001	Art and Culture	**Web Registered** on Mar 26, 2018 Section FULL

Last reminder:
Must Click "Register"
to get registered!



6. In the event of a default in payment, I agree to pay the amount owed and to reimburse the University the fees of any collection agency.

Note:
Registration Success noted by "Web Registered"
Status on class, or you will get a registration error.

This is a legal and binding contract with the University of South Florida.

REGISTRATION BUTTON

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 26, 2018	None	91947	IDH	3400	010	Undergraduate	3.000	Regular		Soc/Behav
Web Registered on Mar 26, 2018	None	92060	ARH	2000	001	Undergraduate	3.000	Regular		Art and Cu
Registered on Mar 26, 2018	None	87938	ECH	4931	003	Undergraduate	3.000	Regular		Smart Mat
Registered on Mar 26, 2018	None	91151	ECH	3023	001	Undergraduate	3.000	Regular		Material &
Web Registered on Apr 03, 2018	None	91851	IDH	3100	006	Undergraduate	3.000	Regular		Arts/Huma

Total Credit Hours: 15.000

Billing Hours: 15.000

Minimum Hours: 12.000

Maximum Hours: 18.000

Date: Jul 20, 2018 10:46 am

Add Classes Worksheet

CRNs

<input type="text"/>					
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Submit Changes Reset



Alternative way to add or drop classes by not using the schedule planner



Another way to register, OR Add or Drop a course

You will need the **CRN #** to add a course using this method

Registration

- Select Term
- Registration Status
- Schedule Planner**
- Schedule Planner Registration Cart
- Register, Add or Drop Classes
- Change Class Options
- Class Schedule Search
- Active Registration
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Excess Hours Student Counter



“CRN” stands for – course reference number

Current Schedule

Register, Add or Drop Classes

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grad
Web Registered on Mar 26, 2018	None	91947	IDH	3400	010	Undergraduate	3.000	Regu
Web Registered on Mar 26, 2018	None	92060	ARH	2000	001	Undergraduate	3.000	Regu
Registered on Mar 26, 2018	None	87938	ECH	4931	003	Undergraduate	3.000	Regu
Registered on Mar 26, 2018	None	91151	ECH	3023	001	Undergraduate	3.000	Regu
Web Registered on Apr 03, 2018	None	91851	IDH	3100	006	Undergraduate	3.000	Regu

Total Credit Hours: 15.000
 Billing Hours: 15.000
 Minimum Hours: 12.000
 Maximum Hours: 18.000
 Date: Jul 20, 2018 10:46 am

Note: CRN – course reference number! You will need that to register a new class on this site.

Add Classes Work

Note: Registration Success noted by “Web Registered” under Status, or you will get a registration error.



Registration

Done? View “Week at a Glance” to be sure everything your registered for is there

Select Term

Registration Status

Schedule Planner

Schedule Planner Registration Cart

Register, Add or Drop Classes

Change Class Options

Class Schedule Search

Active Registration

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Student Detail Schedule

Registration Fee Assessment

Excess Hours Student Counter

