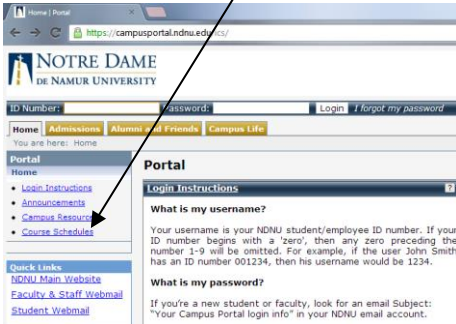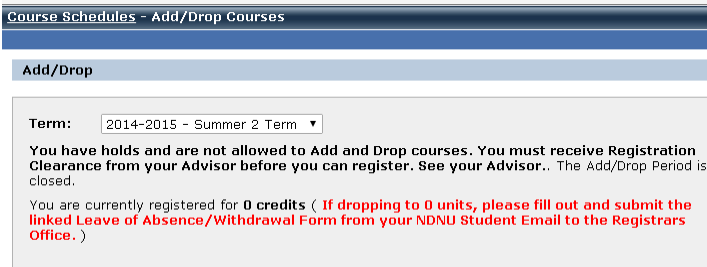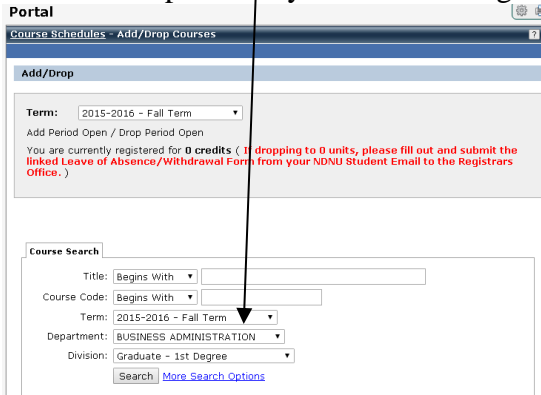# Registering for courses

Click Course Schedules

Change the term to the one you want to search in.

Complete the Personal Information Update and the Registration Agreement. These are each a one-time requirement.

Select the department you are searching for from the drop down menu.

Click Search.

This gives you a list of all the courses in that department that are being offered. On this page, you can see the days and times, the instructor, the building and classroom that a class is being offered in, the number of units, as well as if the class is open or full.

If your advisor has enabled you to register online, there will be boxes in the Add Column. The O in the Status column indicates that there is room in the course. The Seats Open column indicates how many spaces are available in the course.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
☐	BUS 4000 01	Org/Mgmt Theory	Fogal, James	4/20	Open	R 6:00 PM-9:15 PM; NDNU Campus, Cuvilly Hall, Cuvilly 1	3.00	9/10/2015	12/19/2015
☐	BUS 4000 02	Org/Mgmt Theory	Fogal, James	14/20	Open	R 6:00 PM-9:15 PM; NDNU Campus, Cuvilly Hall, Cuvilly 1	3.00	9/10/2015	12/19/2015
☐	BUS 4000 T8	Org/Mgmt Theory	Staff, NDNU	28/30	Open	W 6:00 PM-10:15 PM; Offsite, Tracy Campus, Tracy Classroom 1	3.00	9/3/2015	12/19/2015

Put a check mark in the box next to each course you wish to register for, and click Add Courses. You are now registered for courses. Be sure to check your schedule right before classes begin to ensure that you have the correct classrooms.

If you wish to drop any courses, you can put a check mark in the box next to the course that you want to drop, and click Drop Selected Courses. (See next page for screen shot).

You are currently registered for **6 credits** (**If dropping to 0 units, please fill out and submit the linked Leave of Absence/Withdrawal Form from your NDNU Student Email to the Registrars Office.**)

🔵 **Messages**

BUS 4000 T8 – Successfully added to registration record.
BUS 4400 T9 – Successfully added to registration record.

Course Search

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
☐	BUS 4000 T8	Org/Mgmt Theory	W 6:00 PM - 10:15	Offsite Tracy Campus TCY 1	3.00	Regular Academic Credit	Graduate - 1st Degree
☐	BUS 4400 T9	Mkt Plan/Analys	W 6:00 PM - 10:15	Offsite Tracy Campus TCY 1	3.00	Regular Academic Credit	Graduate - 1st Degree

Drop Selected Courses