Campusportal – Online Registration for Students

Here are instructions for registration, adding and dropping, via the Campusportal web interface. *All students must have permission from their advisor prior to adding courses online.*

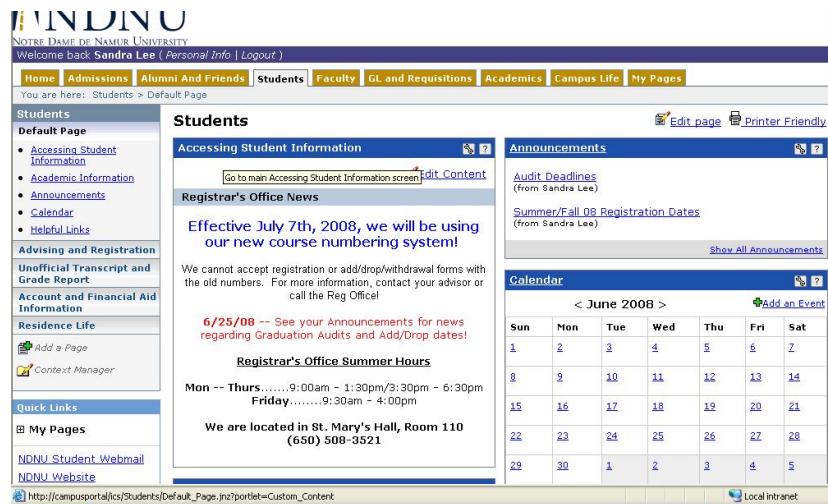## <u>Step 1</u> – Getting to the Registration Screen
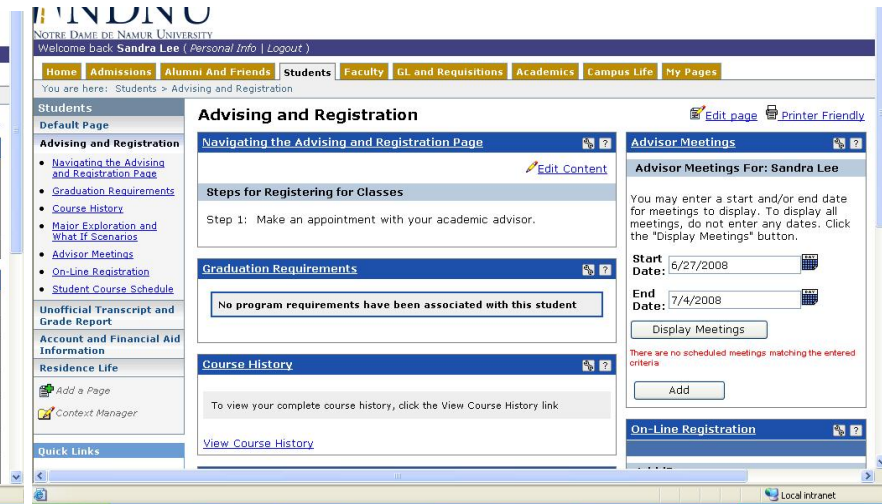

Fig.1 - Students Tab **Fig.2 - Students Tab → Advising and Registration**

After you log in, click on the "**Students**" tab. There, you'll see announcements and news regarding registration and student services, and other links with more information. *(fig.1)*   Clicking on "Advising and Registration" in the sidebar will take you to information regarding your courses and major, as well as advising appointments.

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## Step 2 – Searching for Courses and Adding

Fig. 3 – On-Line Registration
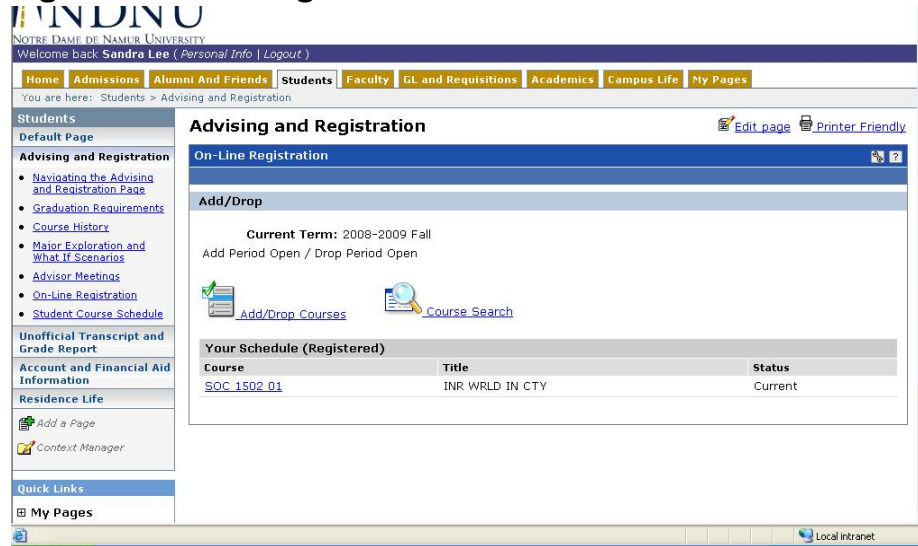
Click "**On-Line Registration**" in the sidebar *(fig. 3)* to view your schedule for the current term. On that page, you can choose to Add/Drop courses using the course numbers your advisor has given you. *(fig.4)*, or you may click "Course Search" to find courses by name, department, or division.

At certain points during the academic year, multiple terms (semesters) are open for adding and dropping classes; the registration term can be changed on either the course code or course search screens.
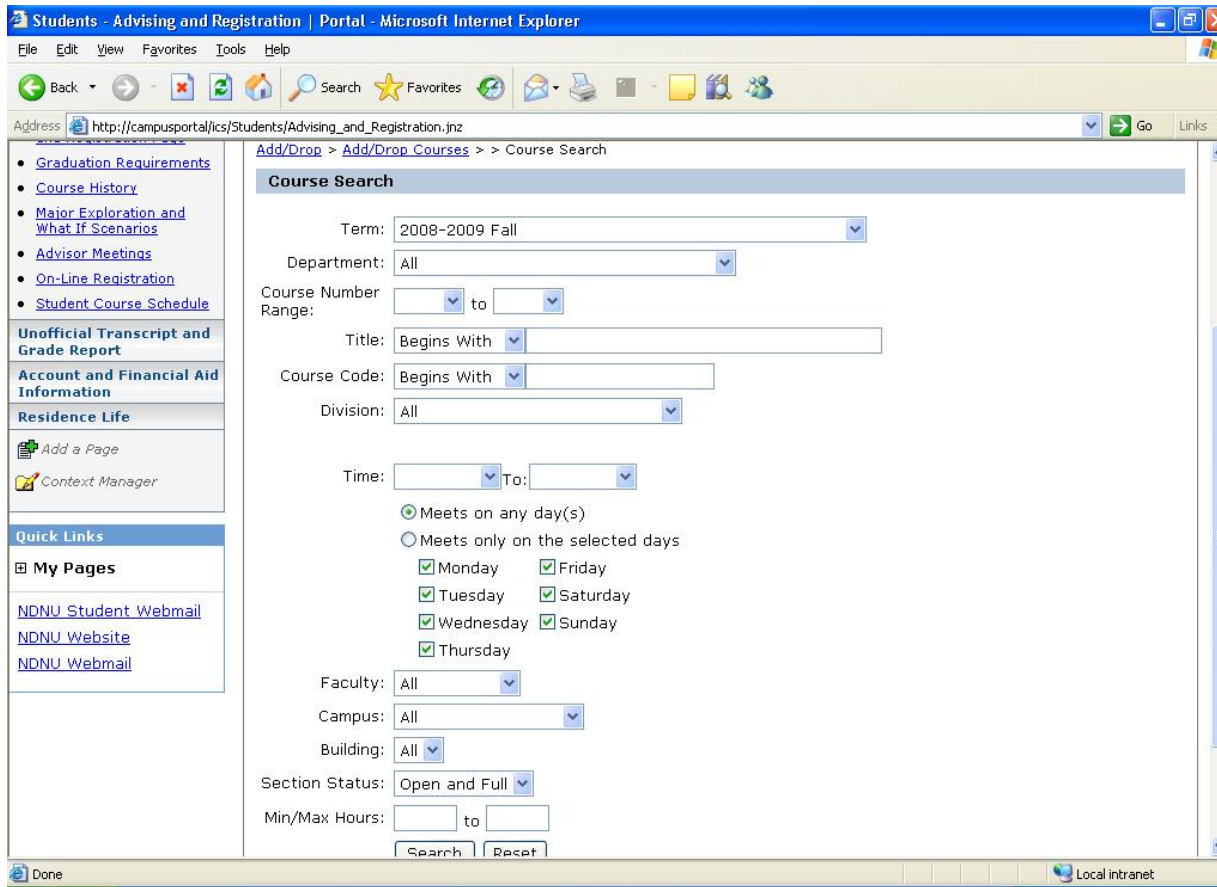
Fig.4 – Add/Drop Courses
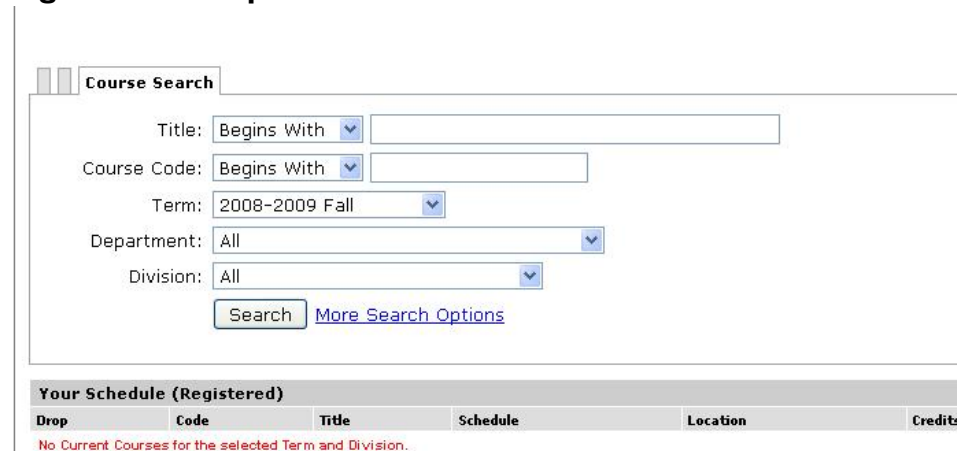
Fig. 5 – Course Search

The Course Search can be refined and modified using a number of criteria to narrow down the selection of courses. You can search for only courses in a certain department, or courses being held at a certain time or day of the week. There are many options which you can use or combine, including Instructor name, number of units, or graduate/undergraduate division.

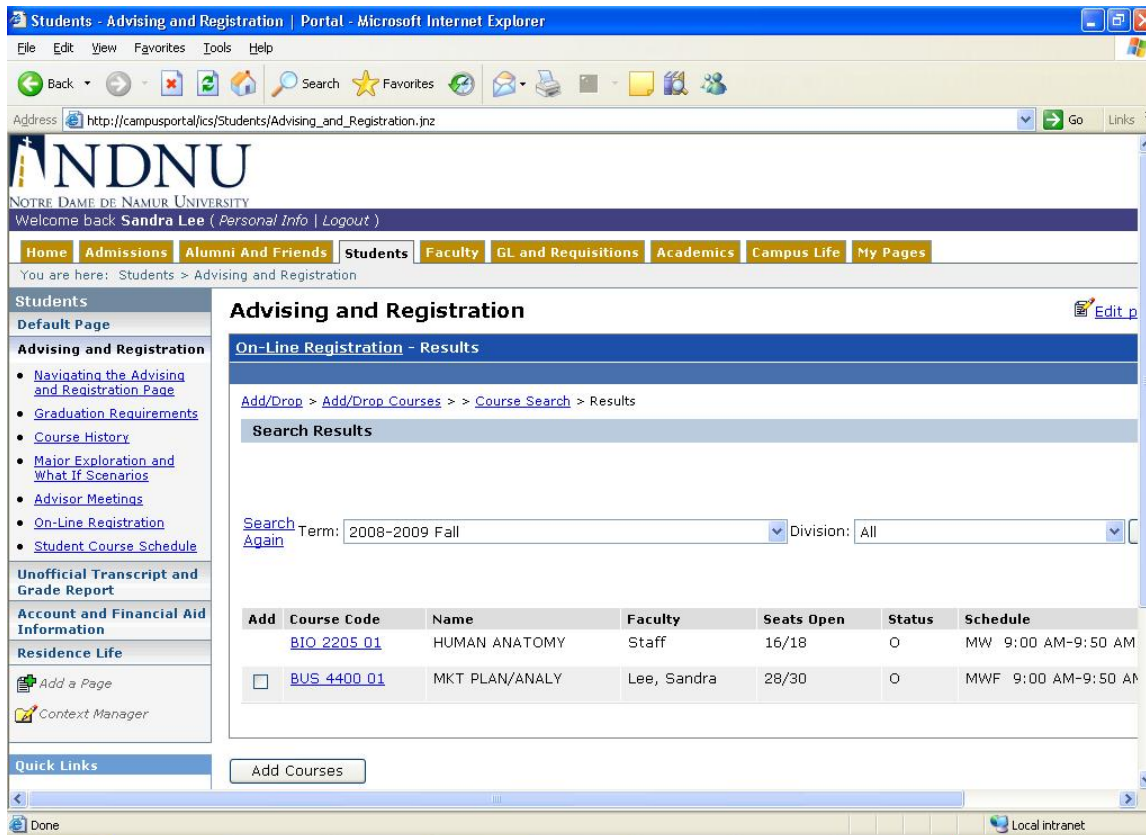Feel free to play around with different combinations of search options to find the courses you want.

Fig. 6 – Course Search Results

After you choose your search details, a list of results is displayed. If there is a checkbox next to the course number, you can check it and click "Add Courses", or you can click on the blue link for more information about the class. If there is no checkbox next to a class, it could mean that there is a requirement or prerequisite preventing you from adding that course. Clicking the course number will tell you if there are any needs to be met for the class.

If you see no checkboxes, your advisor may not have enabled you for web registration. Additionally, any holds put on by the Business Office, Registrar or Admissions may prevent you from registering. Don't hesitate to speak to your Advisor if you think there might be a mistake!
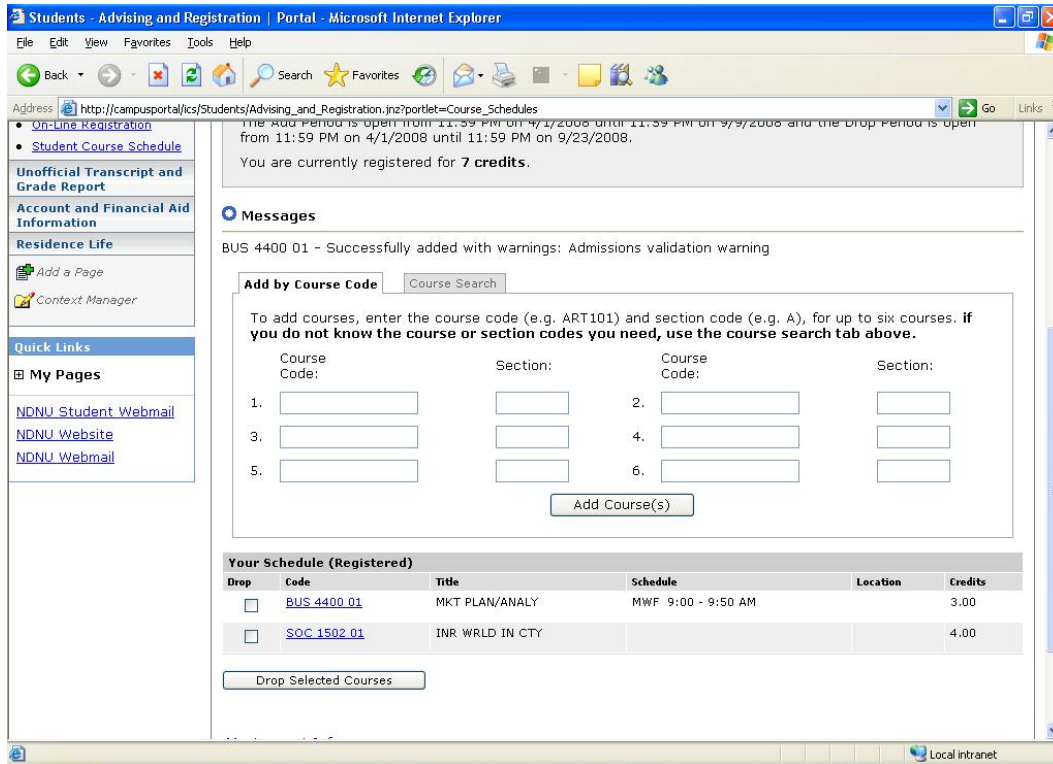
Step 3 – Dropping, and Waitlists

Fig. 7 – On-Line Registration screen with new course added.

Once a course is added, you'll be returned to the main On-Line Registration screen once again.

If you have any registration warnings, they will be shown on this screen, as well as your schedule updated with the courses you just added.

You can drop courses from your existing schedule by checking the appropriate box, and clicking "Drop Selected Courses".

Note! *If you are dropping all your courses for the semester, please come to the Registrar's Office to obtain a Leave of Absence or Program Withdrawal form.*

Fig. 8 – Waitlisting

If you add a course after it is already full, you will be placed on a waitlist, and notified on your results screen. (see "Messages" in figure 8).

You can choose to leave the waitlist and completely remove the course from your schedule by checking the "drop" checkbox next to the waitlisted course and clicking "Leave Selected Waitlist(s)".

For your convenience, waitlisted courses are displayed on a second, separate list beneath your active schedule. To get into the class, you must bring an add form with the instructor's signature to the Registrar's Office before the class has met three times. **Waitlisted courses do not create tuition charges, and will not count for financial aid – if you are Waitlisted for a course, you are not yet Registered.**