- Select the appropriate term.

SELECT TERM

If you have registration holds, they will appear in the Action Required box.

- Each semester, students must enter and verify certain information for federal reporting. If you have not completed this step, you will see this message. Click the word "here" to complete. Once you have completed the verification process, you will be returned to the Select Term menu.

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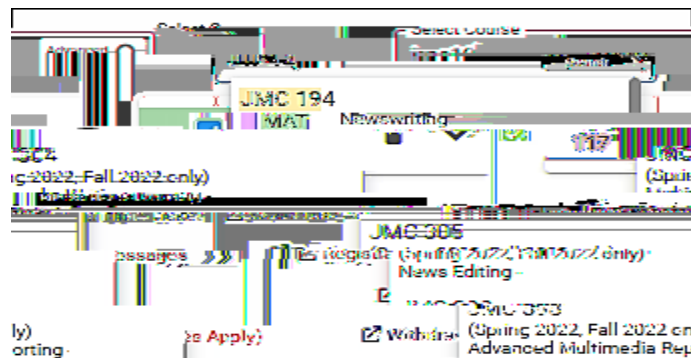- Once a term is selected, students may see a recommendation from an advisor. Click on the recommendation box.

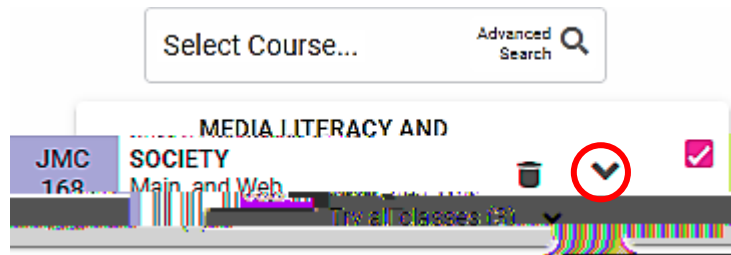- Courses that have been recommended by an advisor will display in the Select Courses section with a Recommended tag.
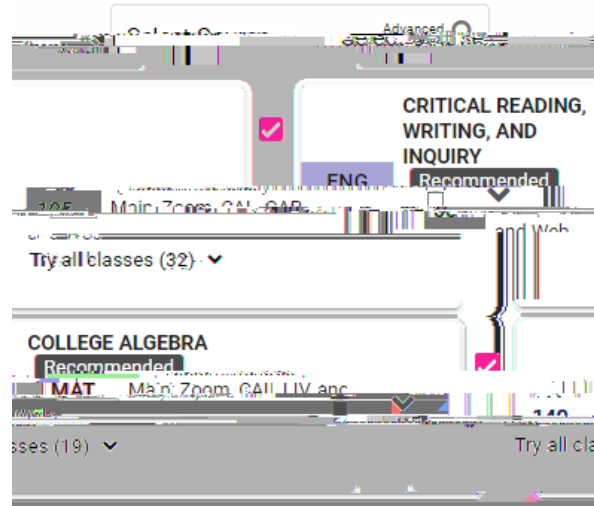
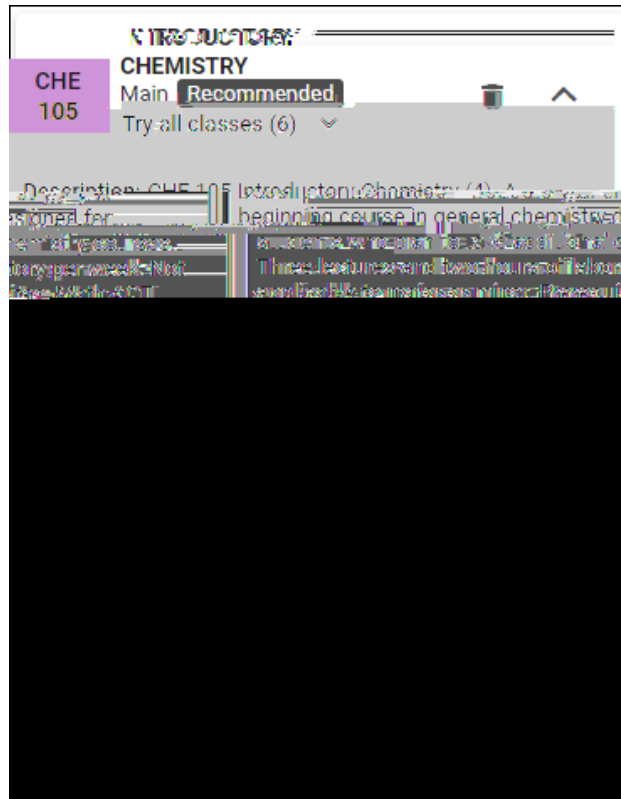- Begin searching for courses in the intelligent search bar.

- Search by **subject code**, **course number**, **course title**, **instructor**, or **CRN**.
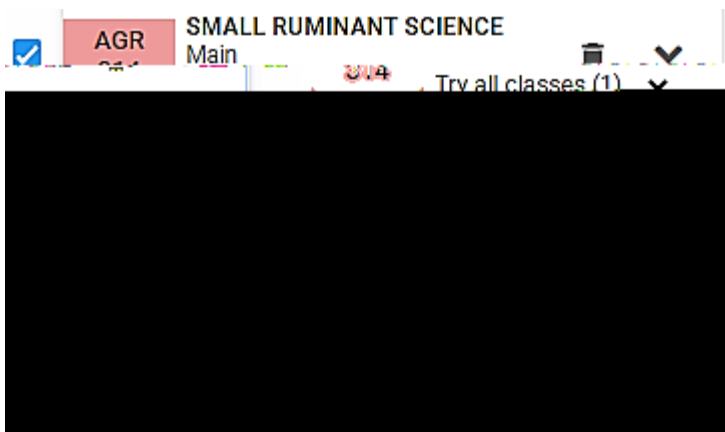
- To remove a course from the list, click on the **trash can**.

- **Expanding** the course box will display the course description and any restrictions. Be sure you meet all restrictions before attempting to register.

- Watch for error messages.

Step 2 – View your schedule results

- The schedule results panel displays all schedule options in a list with detailed information and graphical views. The schedules displayed will have no time conflicts between courses. Once all courses have been added, the search panel can be collapsed to expand the schedule options window by clicking the collapse/expand toggle.

- Navigate through all schedule results by clicking on the left and right arrows, b

- Toggle the course details information on and off by selecting the Legend toggle in the upper left.

- The calendar view displays potential schedules in a graphical **weekly** and **monthly** format. Each course is color-coded. The monthly view includes **start and end dates** for each course and indicates if a course is **online** or doesn't have a scheduled day/time. Online or other courses without a scheduled day/time will not appear in the weekly view.


- Review total credit hours and enrollment messages under the calendar.
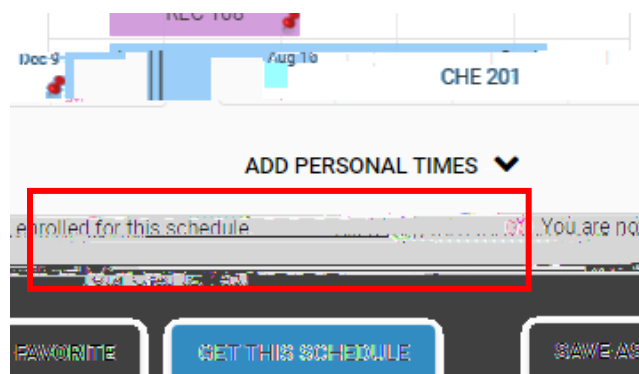
Step 3 – Refine your search

- There are several tools to narrow down search results to find an optimal schedule. Directly in the calendar or course details, **click to pin**, **preference sort**, and remove **full classes** or **online classes.** Students can also **click and drag to block out** personal times when classes cannot be taken.

- Toggle courses on and off in the Select Courses panel on the left to see what impact your course

- There are additional filters for **campus** and **instructional method** in the Select Courses panel.
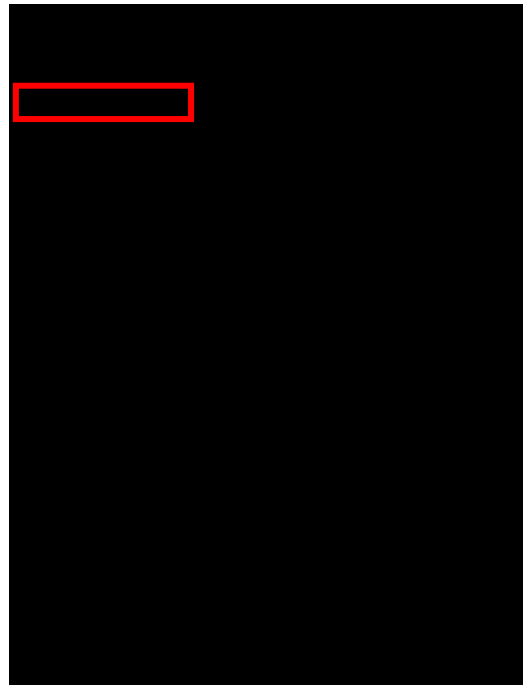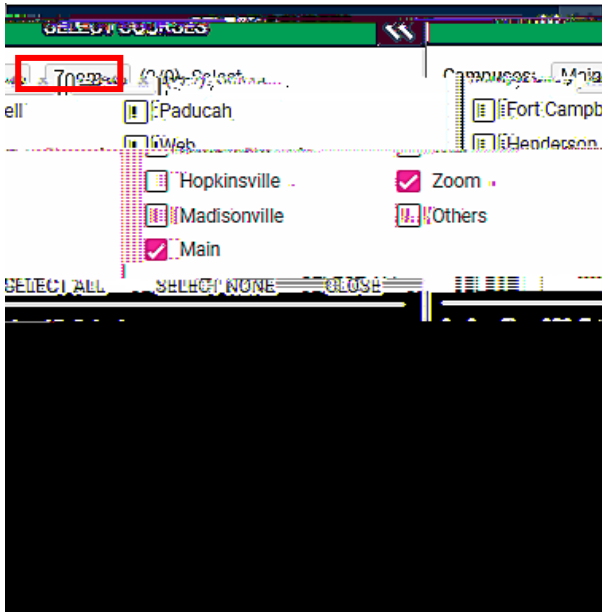
- Review for any possible error messages received based on filter selection(s).
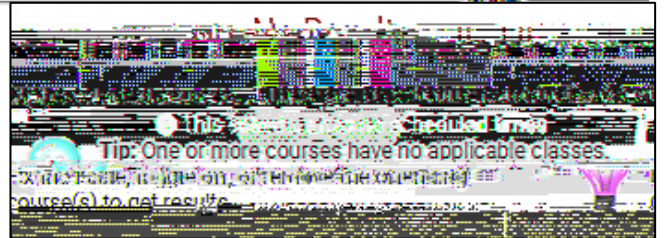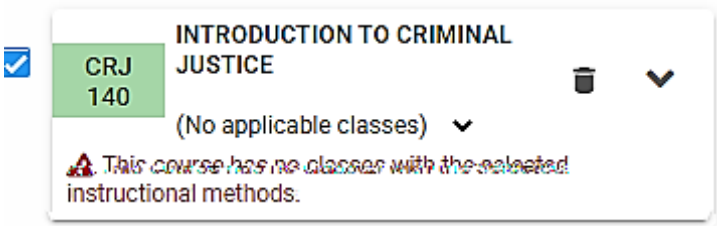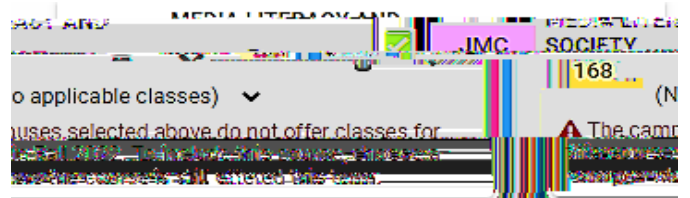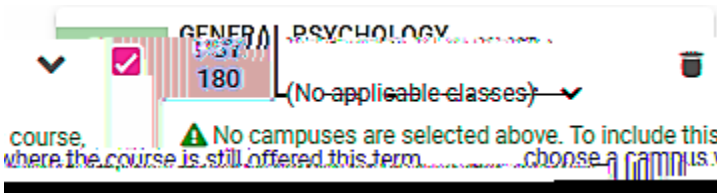
- The Advanced Search allows a search for courses based on **attributes** (such as University Studies courses), **parts of term**, **days**, and **keywords**.
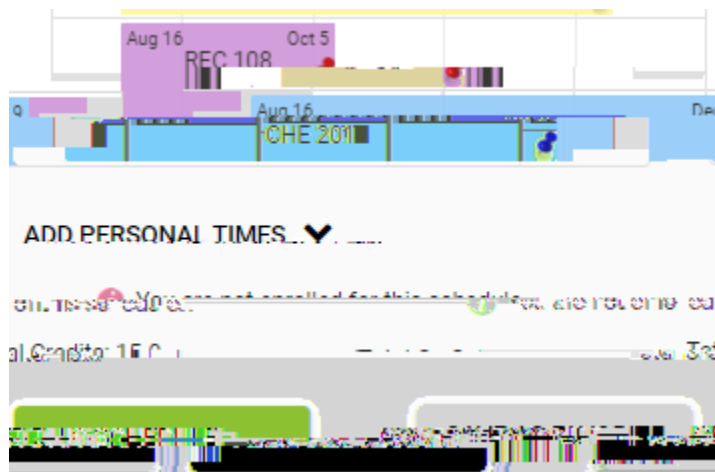

- Review total credit hours and enrollment messages under the calendar.

Step 4 – Save your work

- Once you have found your optimal schedule and your registration time ticket has not started, there are several ways to save your work. You can **print** your schedule, create a **share** link and email/post, or **save as a favorite**. You can save up to 9 schedules as favorites and give each one a different name. Favorites can be retrieved once your registration time ticket has begun. Locate your registration time ticket on myGate, Academics tab, Registration tools box.
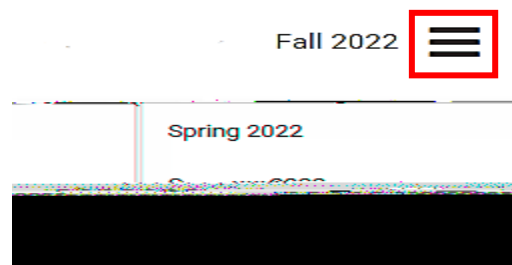

Load Favorite to Schedule Results
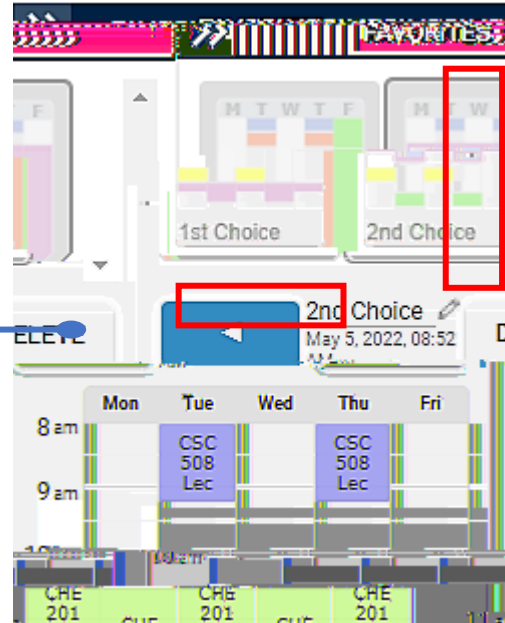
- The next time you login to myRegistration, you can open the Favorites panel by clicking on the collapse/expand toggle.
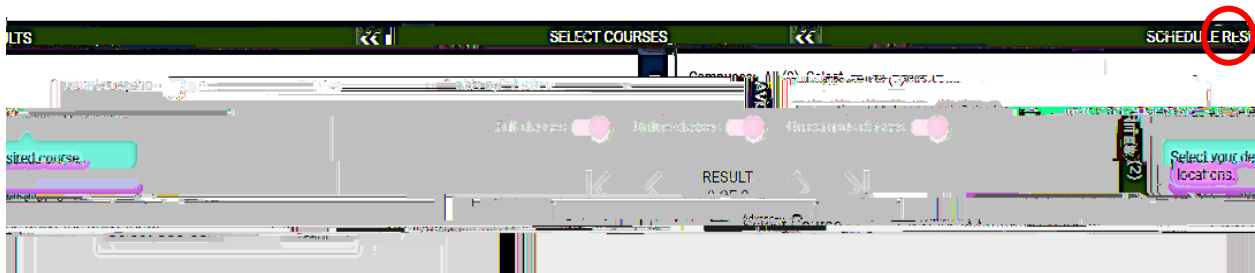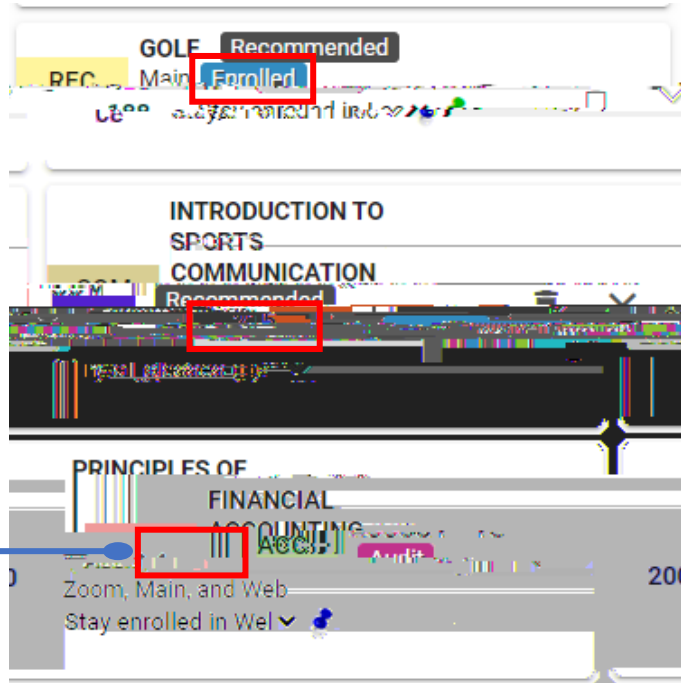

- You can also save schedules for multiple terms. Toggle between terms using the menu.
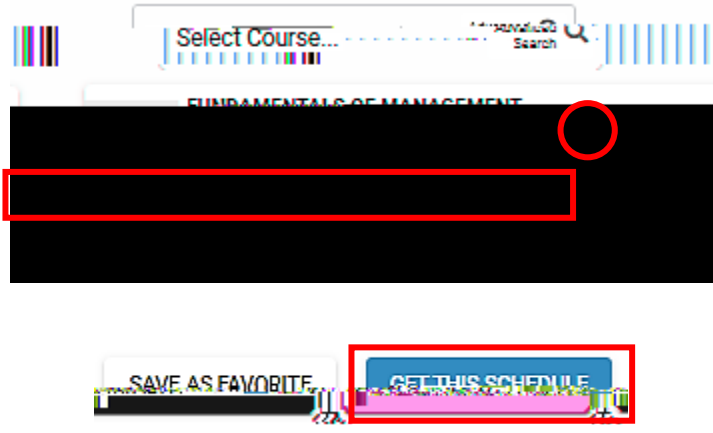

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Step 5 –

- The courses you were enrolled in will now display with an **Enrolled** tag.
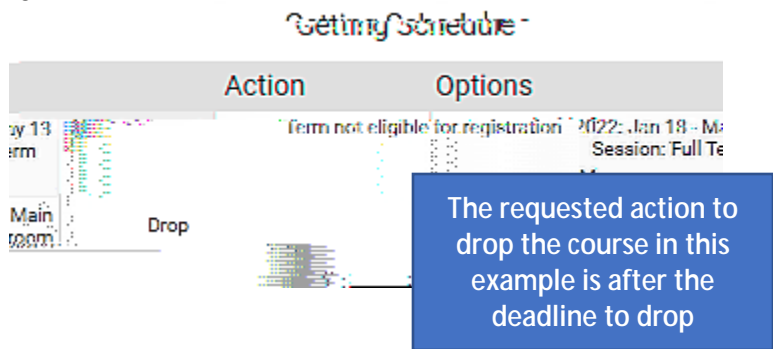

Courses that have been approved for AUDIT and paperwork has been submitted to the Registrar's Office for processing will display an "Audit" tag

- You can continue to add and drop classes through the posted deadline. To drop a class, click on the **trash can** in the Select Courses panel. Notice the ⚠ message in red below the course. In order to finish the transaction, you will **need to click on the GET THIS SCHEDULE button**.

- Look for any error messages.

The requested action to drop the course in this example is after the deadline to drop

- Remember