

After you have consulted the Course Offering tab, you will move on to the **Registration** tab. This is where you will register or drop yourself from courses during the drop period. **Please ensure you are in the correct term FIRST!**

The screenshot shows the 'My Student Portal' navigation menu. The 'Registration' option is highlighted with a blue arrow. Other options include Home, My Schedule, My Bill, My Payroll, My Financial Aid, My Forms, My Housing, Degree Audit Options, Course Withdrawal, and Course Offering. Below the menu are buttons for 'Update emergency contact information', 'FERPA Designations (1)', 'Update Student Demographic Information', 'Sign your Financial Agreement - (Required)', and 'Graduation Application'. The page also displays 'Declared Majors & Minors' with 'First Major: Business Administration; BS' and several news articles.

Enter the criteria you would like to search by. This can include department (your program), course number, or course title.

The screenshot shows the registration page with a search bar and a table of course offerings. A blue arrow points to the search input field. The page includes a 'Cancel' button, a 'Process' button, and a message: 'Registration for multiple sections of the same courses is allowed. You may add yourself to the waitlist for courses that are full or already have a waitlist.' Below this are buttons for 'Cancel', 'Complete Registration', 'Show Academic Information', and 'Show Pending Courses'. The current schedule is for the FA19 SGPP term. The table has columns: Drop, Audit, Course ID, Course Name, Books, Credits, Instructor, Days, Time, Date. At the bottom, there is a search bar with a dropdown menu set to '10 entries' and a pagination control showing 'Previous 1 2 3 4 5 ... 65 Next'.

You can confirm information about a course, such as its start/end dates, instructor, day and time of the week the course meets, as well as how many seats are currently open. Check the box for “Add” next to the desired course. After checking the “Add” box, you may add another course by searching for it and checking the “Add” box next to that course.

ADOLESCENT LITERATURE [EDUC551AW] Saint Mary's University , MN 25 seats left

Campus: Graduate and Special

Credits: 1

Start-End Dates: 10/21/2019 - 12/9/2019

+ Book List

ADD

Instructor	Room	Days	Date	Time
Noll, Laura Grace	SM-132	M	Weekly	17:00:00 - 19:15:00

If you do not see an “Add” button, there may be restrictions based on your status or program.

FacAppReq: *Faculty Approval Required.* You will need to obtain program approval in order to be registered. Reach out to your Program Director to gain approval and then forward that approval to Student Central.

Alternative Pathway Prerequisite [EDS694A] Twin Cities Campus 2500 Park Avenue, Minneapolis MN 55404-4403 10 seats left

Campus: Graduate and Special

Credits: 1

Start-End Dates: 9/2/2019 - 12/22/2019

+ Book List

FacAppReq

Instructor	Room	Days	Date	Time
Staff	NONE-NONE		Weekly	00:01:00 - 00:01:00

DegAudit: *Degree Audit*. This is seen when the course is not a part of your degree audit. If you want to take a course as an elective or as a substitution for a course in your degree plan, you will need to obtain permission from your program director to be enrolled.

ACADEMIC RESEARCH AND WRITING [GM623A] Twin Cities Campus 2500 Park Avenue, Minneapolis MN 55404-4403 13 seats left

Campus: Graduate and Special

Credits: 3

Start-End Dates: 9/2/2019 - 10/27/2019

+ Book List

DegAudit

Instructor	Room	Days	Date	Time
Urquhart, Alex Thomas	BLH-27A	T	Weekly	18:00:00 - 22:00:00

If there is a waitlist, feel free to add yourself to the waitlist. After priority registration ends, the Registrar will notify you if a spot opens up!

Once you have completed adding your courses to your schedule, you select “Process” and “Confirm”

The screenshot shows the Saint Mary's University registration interface. At the top left is the university logo. A red 'Cancel' button is on the left, and a green 'Process' button is on the right. Below is a table with columns: Drop, Audit, Course ID, Course Name, Books, Credits, Instructor, Days, Time, Date. A search bar contains 'edu' and a 'Show' dropdown is set to '10'. Below the search bar, it says 'Showing 1 to 10 of 81 entries (filtered from 640 total entries)'. A 'Course Information' section is highlighted, showing details for 'ADOLESCENT LITERATURE [EDUC551AW] Saint Mary's University'. It includes start-end dates (10/21/2019 - 12/9/2019), a '+ Book List' button, and an 'ADD' checkbox. A 'Process Registration' dialog box is overlaid on the course information, asking 'Are you sure you want to process your registration now?' with 'CONFIRM' and 'CANCEL' buttons. Below the dialog, the course details table is visible, showing instructor 'Noll, Laura Grace', room 'SM-132', days 'M', date 'Weekly', and time '17:00:00 - 19:15:00'. Another course entry for 'Advanced Literacy Methods for Diverse Learners [EDUC585AW]' is partially visible at the bottom.