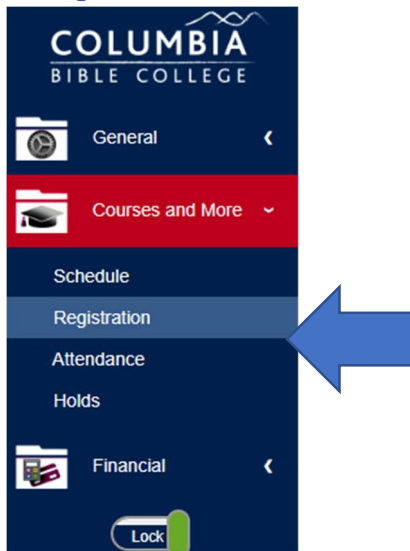
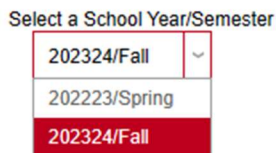


How to Register for Classes

1. Log into your student portal and select “Registration” under “Courses and More”



2. Select the semester that you want to register for and hit the “submit” button.



3. Go to “Select Beginning Course Letter” and click on “View All” to see all courses available.



4. Look at the course offering list and click on all the courses want to take (click on the course number, for example “EXPL 101”)

COURSE OFFERINGS (CLICK A COURSE LINK BELOW TO ADD A COURSE TO YOUR CART.)


Course	Spaces	Wait	Description	Section	Session	Credits
EDUA 127C	9	0	Professional Practice, Practicum & Accountability	A		0
EXPL 101	9	0	Service Practicum I	A		0.5
EXPL 102	9	0	Service Practicum II	A		0.5
EXPL 201	8	0	Service Practicum III	A		0.5
EXPL 202	8	0	Service Practicum IV	A		0.5
EXPL 301	43	0	Internship	A		1



If a course is full (i.e., has 0 spaces), you can join the waitlist by clicking the red number under “wait.”

COURSE OFFERINGS (CLICK A COURSE LINK BELOW TO ADD A COURSE)

Course	Spaces	Wait	Description
HIST 221	0	0	Anabaptist History & Thought



5. **Final steps.** Once you have chosen all the classes you would like to take...

- Click on “Continue Registration Process” (You can click on course number to remove a course).
- Click on “Continue Registration Process” on a second screen to confirm.
- Finally, click on “Complete Registration” on a third screen which shows anticipated cost of the semester (this is not the final posted amount, so costs may be subject to slight change).


PENDING REGISTRATION - TIME OUT AT 2:50 PM.

Course	Description	Section	Session	Credits
ON-ENGL105	Academic Writing	ON		3
ON-PHIL231	Ethical Reasoning	ON		3
ON-RELS101	Old Testament Survey	ON		3
ON-RELS121	Genesis	ON		3

Pending registration(s) are shown in red above. Click 'Continue Registration Process' when you have finished adding courses to your cart.

Pending Credits: 12 Enrolled Credits: 0 Total Credits: 12

CONTINUE REGISTRATION PROCESS



6. If you want to **drop a class**, just click on the course number.

7. **Anticipated transactions** for the semester you registered for can be seen in the Billing & Financial Aid screen (this is not the final posted amount, so costs may be subject to slight change).