**Preparing for Registration**

**Meet with your Academic Advisor:**

* Discuss your course options for next semester
* Receive your Registration PIN (a.k.a. Alternate PIN)

**Registration PIN:**

* Save it to your phone or email
* Changes each semester
  + Spring Registration PINs begin: sp \_ \_ \_ \_ (four random numbers)
  + Fall Registration PINs begin: fa \_ \_ \_ \_ (four random numbers)
* Take the time to test your PIN before your registration time begins

**How to “Test” your PIN:** Go to your *Student* tab –> *My Schedule and Registration*  –> *Login to Register* –> Select the appropriate term –> type your PIN

* If you enter the correct PIN, the system display your registration time appointment
* If you enter an incorrect PIN, you will receive an error message*: Authorization Failure – Invalid Alternate PIN*
* If you feel you have the incorrect PIN, contact your Advisor or your Advising Center

**Note:** The system is “case sensitive.” The letters are lower case.

**Check your Registration Status** link will display the following:

* Date and time you can begin registering and the date and time online registration ends.
* An alert if you have Holds on your account which will prevent registration
* Link to *View Holds* is at the bottom of the screen
* Your Academic Standing
* Your Student Status
* Your Class for registration (example: *Sophomore* class will not permit registration into courses restricted to Juniors and Seniors only)

**Holds that prevent registration:** (Holds most often seen – not a complete list)

* Acad Integ Pledge – VPAA – student has not completed the Pledge
* No Med Form – Call Health Center
* No Social Security # on file – Bursar’s Office needs this to complete tax forms for students
* Bursar Registration Hold – student has a balance owing
* Must Call Dean of Students
* Financial Aid Hold – Call FinAID

**Note**: Hold can only be removed by the originating office

**Search for Classes:** The *Master Schedule Class Search* will allow you to search the semester’s course offerings using various criteria. You can be as vague or as detailed in your search as you want. For example, you can search by just selecting an Attribute Type like Diversity Requirement 2.

When planning your schedule, be flexible and make notes of your options. Some sections may be filled and you will need to select a different time or teacher or course.