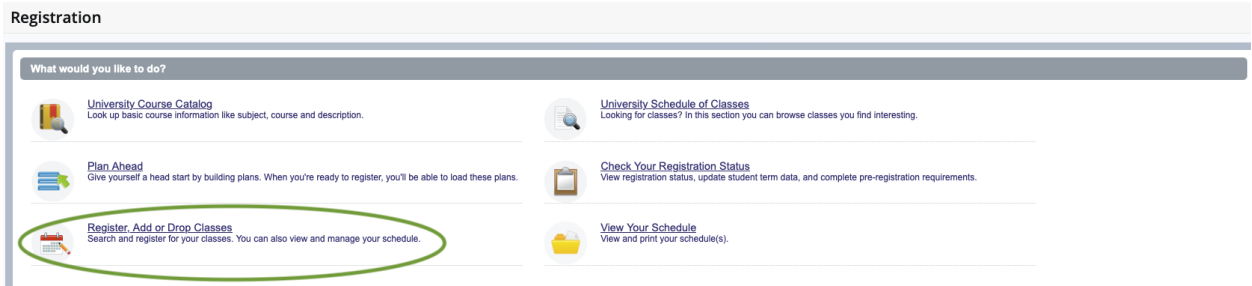
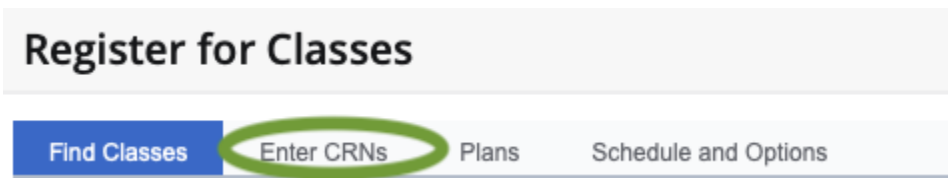


Registering for Classes

1. Now that you've selected your top 5-7 course options, you're ready to register during the Personal Enrichment student registration window, which opens at 10 a.m. and ends at 3 p.m. on the second business day after the drop/add period ends. This is also listed on the program website and on your **"Registration Status"** page.
2. At the start of the window, click **"Register, Add, or Drop Classes."**



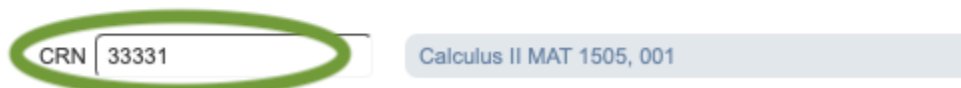
3. In the **"Terms Open for Registration"** field, select the correct term from the dropdown menu and click **"Continue."**
4. On the registration page, select the **"Enter CRN"** tab.



5. Enter the CRN of your first-choice course.
 - a. You'll notice the title, subject, course number, and section number appear next to the CRN when you click outside of the field.

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2026



6. Click **"Add to Summary."** The course will move to the summary box at the bottom right-hand corner of your screen.
7. Now, we'll check if there are any open seats. Click on the title of your first-choice course and the **"Course Details"** screen will appear.

The screenshot shows a table titled 'Summary'. The table has seven columns: Title, Details, Hours, CRN, Schedule Ty, Status, and Action. The first row of data is for 'Calculus II'. A green arrow points to the 'Calculus II' title in the 'Title' column.

Title	Details	Hours	CRN	Schedule Ty	Status	Action
<u>Calculus II</u>	MAT 1505, 001	4	33331	Lecture	Pending	**Web**

8. Navigate to the "Enrollment/Waitlist" tab and determine if there are available seats in the course.

Class Details for Calculus II Mathematics 1505 001

i Term: 202630 | CRN: 33331

Class Details	Enrollment Actual: 1
Bookstore Links	Enrollment Maximum: 15
Section Description	Enrollment Seats Available: 14
Additional Course Information	Waitlist Capacity: 0
Attributes	Waitlist Actual: 0
Restrictions	Waitlist Seats Available: 0
Instructor/Meeting Times	
Enrollment/Waitlist	
Corequisites	

9. If no seats are available, exit the details screen and return to the summary box.
Next, select **“Remove”** under the **Action** column, and click **Submit** to remove the course.

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
<u>Calculus II</u>	MAT 1505, 001	4	33331	Lecture	Pending	Remove
<u>Knowledge, Reality, Self</u>	PHI 1000, 002	0	33341	Lecture/R...	Dropped	**Web**
<u>TOP:Moving to Cabrini</u>	ETH 3010, 001	0	33329	Lecture	Dropped	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999.999

☐ Conditional Add and Drop **Submit**

10. Then move on to your second-choice course by entering its CRN. If seats are available, exit the details screen, return to the summary box.

11. Next, select **“Web”** under the **Action** column and click **Submit**.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Topics in Ethics	ETH 3010, 001	3	21663	Lecture	Pending	**Web**
Intro Statistics I	STAT 1230, 004	3	21669	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 17

☐ Conditional Add and Drop Submit

12. Finally, select **“PE Self-Register Web”** under the **Action** column and click **Submit**. The word **“Registered”** should appear in the **“Status”** column. Both these steps must be completed to successfully register for your course. If the **“Status”** field shows anything other than **“Registered,”** you are not yet enrolled in the course.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Topics in Ethics	ETH 3010, 001	3	21663	Lecture	Pending	PE Self-Register Web
Intro Statistics I	STAT 1230, 004	3	21669	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 17

☐ Conditional Add and Drop Submit

13. To view the details of your registration, click the **“Schedule and Options”** tab at the top left of your screen. Click the course title to view additional details.

Register for Classes

Find ClassesEnter CRNsPlansSchedule and Options

Summary

Term: Spring 2026

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message
Knowledge, Reality, Self	PHI 1000, 002	3	33341	Lecture/Recitation	Normal	Undergraduate	12/09/2025	Registered	**Web Registered**1...

14. Some important reminders:
- Personal Enrichment students are only permitted to register for courses with the **“CPS PE Approved”** attribute.

- b. Personal Enrichment students are not permitted to contact faculty members directly to request special permission to enroll.
- c. Personal Enrichment students are not permitted to attend a course before they are officially registered.
- d. Please don't hesitate to contact us if you have any questions or need further assistance with the registration process.