



## **Instructions for:**

**Checking Registration Status and Time**

**Registering for a Course(s)**

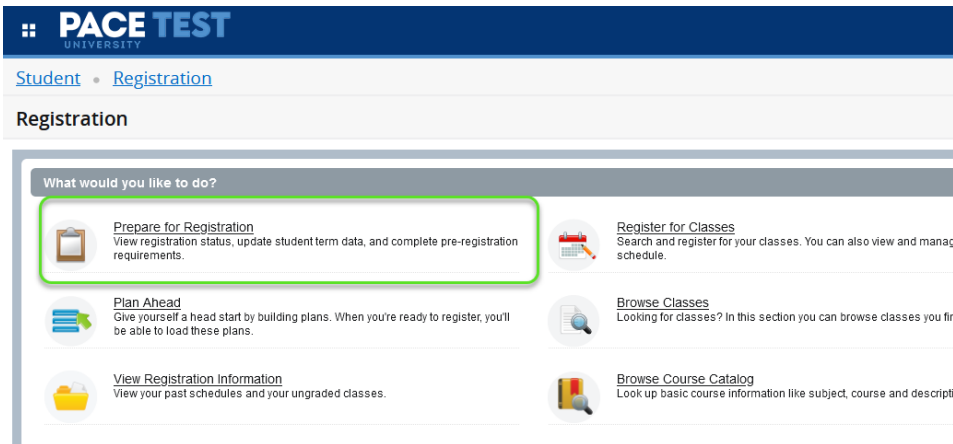
**Dropping/Withdrawing for a Course**

**Course Schedule Review**

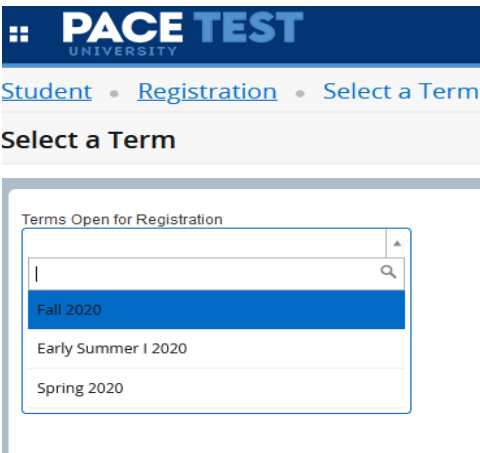
# Checking Registration Status and Time

Please review and follow the steps below to check your registration status and registration time.

**Step 1:** Click “Prepare for Registration” link



**Step 2:** Select the term you are checking your Registration status for from the available options:



**Step 3:** A page containing your Registration status information will open. Here you can see if you're cleared to register or if a status / hold prevents you from doing so.

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### Prepare for Registration

Registration Status

#### Registration Status

Term: Fall 2020

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ⚠ You have holds which prevent registration.
  - Student Accts- NY- Financial**  
Reason: Past Due Bill  
From Date: 07/09/2021  
To Date: 12/31/2099  
Amount: \$500.00  
Processes Affected: Registration, Transcript, Grades, Accounts Receivable, Enrollment Verification

ℹ You may register on or after the following day and time: Apr 20, 2020 @ 07:00 am.

ℹ Your Advisor is John Smith

**Please note:**

- Any holds or statuses preventing registration will be highlighted

⚠ You have holds which prevent registration.

**Student Accts- NY- Financial**  
Reason: Past Due Bill  
From Date: 07/09/2021  
To Date: 12/31/2099  
Amount: \$500.00  
Processes Affected: Registration, Transcript, Grades, Accounts Receivable, Enrollment Verification

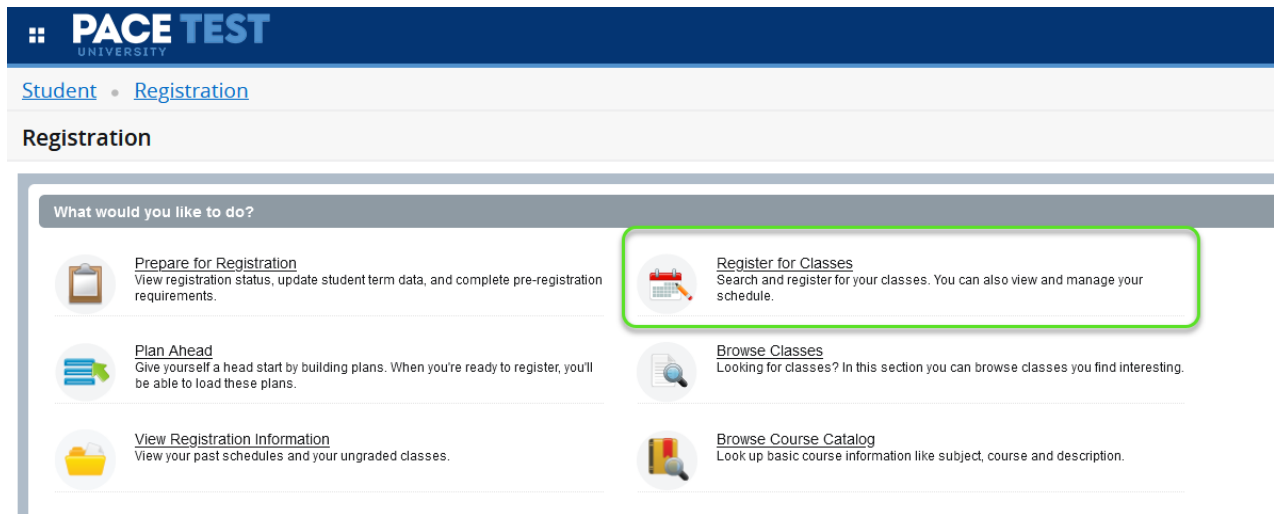
- You'll also be able to find your assigned registration date and time for time-ticketed Registration here:

ℹ You may register on or after the following day and time: Apr 20, 2020 @ 07:00 am.

# Registering for Courses

Please review and follow the steps below to register for a course.

**Step 1:** Click “Register for Classes” link









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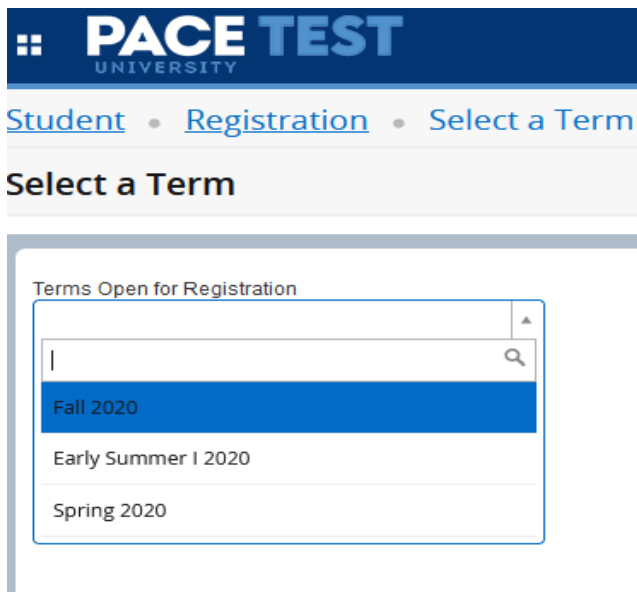
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## Registration

What would you like to do?

-  **Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
-  **Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
-  **Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  **Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
-  **View Registration Information**  
View your past schedules and your ungraded classes.
-  **Browse Course Catalog**  
Look up basic course information like subject, course and description.

**Step 2:** Select the term you are registering for.



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## Select a Term

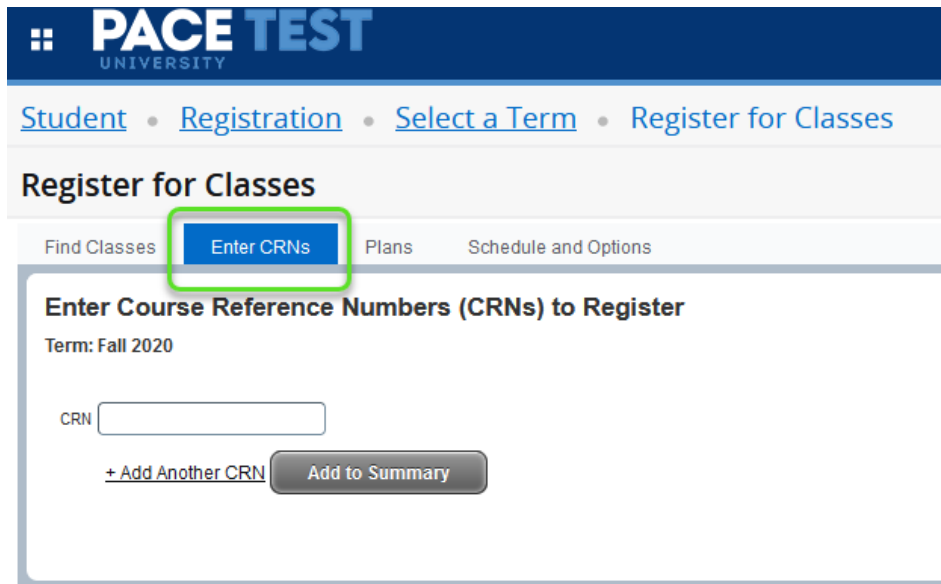
Terms Open for Registration

- Fall 2020
- Early Summer I 2020
- Spring 2020

**Step 3:** There are two ways to enter or find the courses you are registering for.

**Know the CRNs:**

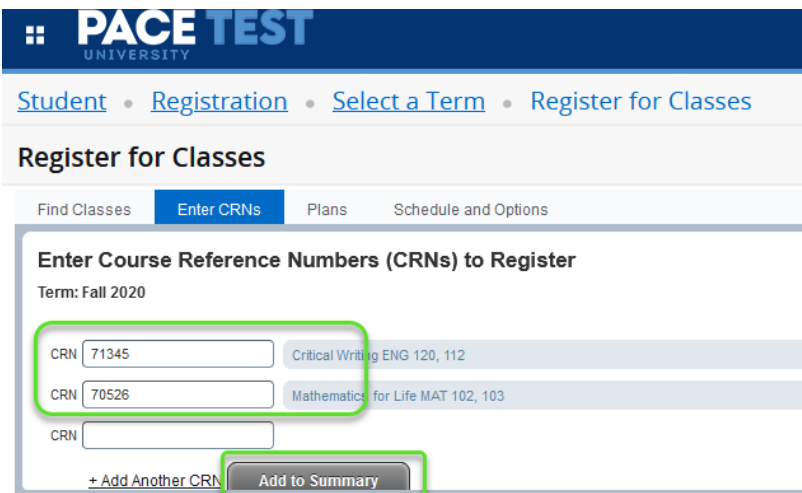
If you already have the CRN's (Course Reference Numbers) for the courses you want to register for, click the "Enter CRNs" tab.



**Action 1:** Under "Enter CRN's" menu type in the CRN's for the course.

**Action 2:** Click the "Add Another CRN" text to add more slots if necessary

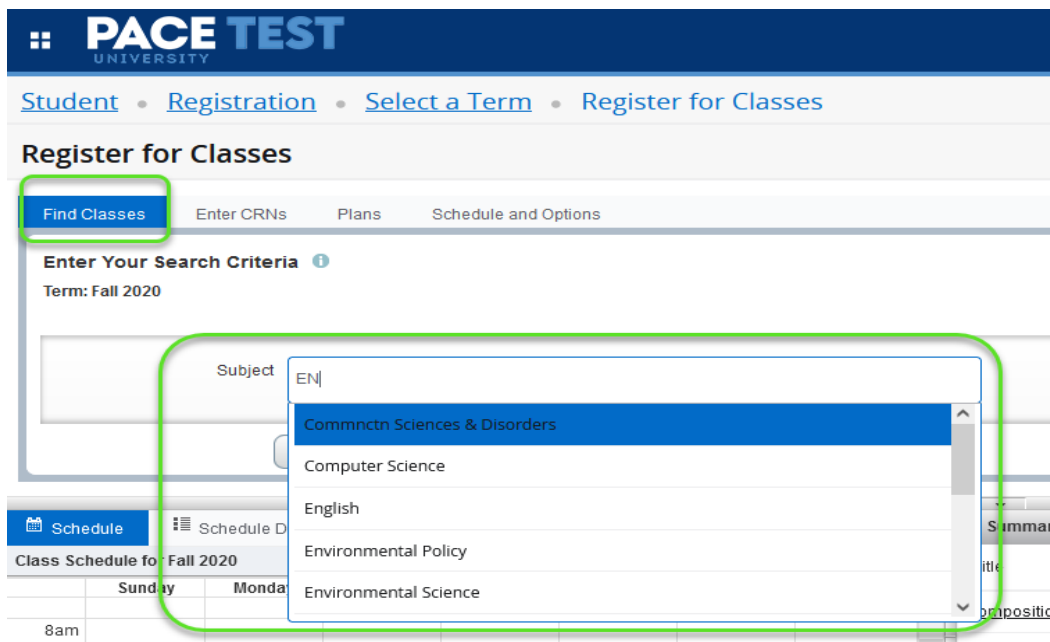
**Action 3:** Once all the CRNs are added, click the "Add to Summary" button



## Finding the CRNs for your Courses

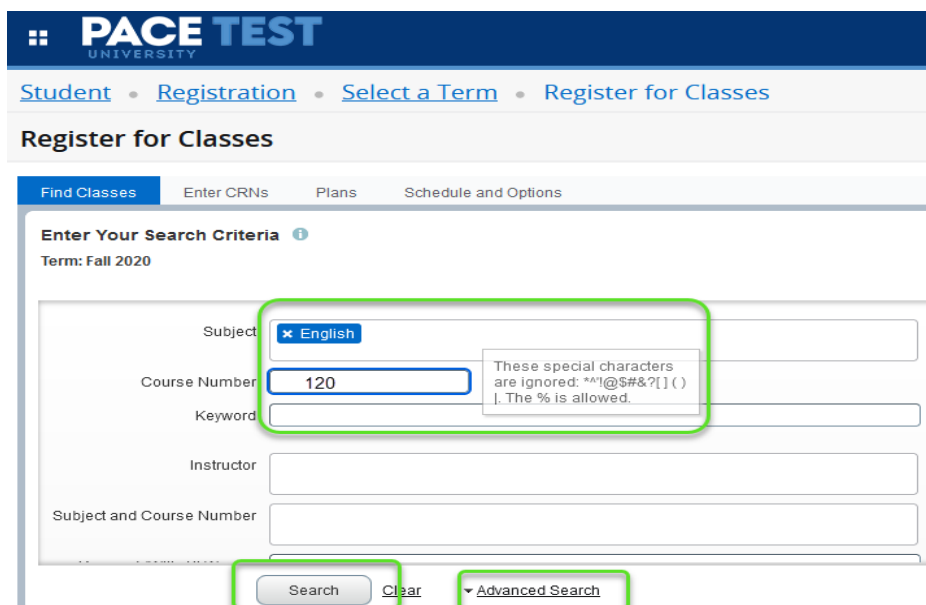
**Action 1:** If you don't have the CRN's, click the "Find Classes" tab and start typing the Subject of the Course you're looking (ex. English or Biology)

**Action 2:** You can type in the whole name or choose one from the list of Subjects that will populate.



The screenshot shows the PACE TEST UNIVERSITY registration interface. The breadcrumb trail is "Student • Registration • Select a Term • Register for Classes". The main heading is "Register for Classes". Below this, there are four tabs: "Find Classes" (highlighted with a green box), "Enter CRNs", "Plans", and "Schedule and Options". Under "Find Classes", there is a section "Enter Your Search Criteria" with a sub-heading "Term: Fall 2020". A "Subject" input field contains "EN" and a dropdown menu is open, listing several subjects: "Commnctn Sciences & Disorders" (highlighted in blue), "Computer Science", "English", "Environmental Policy", and "Environmental Science". At the bottom, there is a "Class Schedule for Fall 2020" table with columns for "Sunday" and "Monday" and a row for "8am".

**Action 3:** Add a Course Number (ex. 101) or leave blank to search for all Course Numbers for a selected subject. Click the "Search" button to continue.



The screenshot shows the PACE TEST UNIVERSITY registration interface. The breadcrumb trail is "Student • Registration • Select a Term • Register for Classes". The main heading is "Register for Classes". Below this, there are four tabs: "Find Classes" (highlighted with a green box), "Enter CRNs", "Plans", and "Schedule and Options". Under "Find Classes", there is a section "Enter Your Search Criteria" with a sub-heading "Term: Fall 2020". The "Subject" field is populated with "English" (highlighted with a green box). The "Course Number" field contains "120" (highlighted with a green box). A tooltip is visible over the "Course Number" field, stating: "These special characters are ignored: \*!@#\$%&?[]() |. The % is allowed." Below the search criteria, there are buttons for "Search" (highlighted with a green box), "Clear", and "Advanced Search" (highlighted with a green box).

**Action 4:** Click the “Add” button next to the course to register. This will add it to your Course Summary. You can search for and add multiple Courses within a subject through this method.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Search Results — 26 Classes  
Term: Fall 2020 Subject: English Course Number: 120

Course Title	Subject	CRN	Hours	Instructor	Days	Time	Type	Availability	Action
Critical Writing Lecture	English	120	4	Crosby, Gregory L. (Pri...	U M T W R F S	10:05 AM - 12:05 PM	Class Bu	Full: 0 of 20 ... Time Conflict!	Add
Critical Writing Lecture	English	120	4	OBrian, Margaret M. (P...	U M T W R F S	10:05 AM - 12:05 PM	Class Bu	2 of 20 seats rem... Time Conflict!	Add
Critical Writing Lecture	English	120	4	Drago, Joanie A. (Prim...	U M T W R F S	12:15 PM - 02:15 PM	Class Bt	Full: 0 of 20 ...	Add
Critical Writing Lecture	English	120	4	OBrian, Margaret M. (P...	U M T W R F S	02:25 PM - 04:25 PM	Class Bt	1 of 20 seats rem...	Add
Critical Writing Lecture	English	120	4	Silverman, Judd L. (Pri...	U M T W R F S	03:30 PM - 05:30 PM	Class Bt	14 of 20 seats re...	Add
Critical Writing Lecture	English	120	4	Miller, Lisa M. (Primary)	U M T W R F S	03:30 PM - 05:30 PM	Class Bt	13 of 20 seats re...	Add

Page 1 of 3 | 10 Per Page | Records: 26

Note: Courses that are full or those that conflict with your existing schedule will be highlighted

<p><b>! FULL: 0 of 20 ...</b> <b>Time Conflict!</b></p>
<p><b>2 of 20 seats rem...</b> <b>Time Conflict!</b></p>

**Action 5:** Once you add all the Courses, you can review it in you Summary prior to registering.

You can remove any Courses by selecting the “Remove” option from the “Action” column/items next to each course.

Please note: You are not registered for these Courses until you click the “Submit” button. Until then the courses will remain in “Pending” status.

Summary Tuition and Fees

Title	Details	Hour	CRN	Status	Action
Elementary College Sp...	SPA 101, 121	3	70130	Pending	**Web Registered**
Elementary College Fr...	FRE 101, 200	3	73094	Pending	Remove
Critical Writing	ENG 120, 112	4	71345	Pending	**Web Registered**
Composition	ENG 110, 122	3	70667	Withdrawn	None
Mathematics for Life	MAT 102, 103	3	70526	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 17

**Submit**

**Action 6:** After you click the “Submit” button and the Registration is processed, the Courses you added will show up with a “Registered” status.

Summary					Tuition and Fees	
Title	Details	Hour	CRN	Status	Action	
<a href="#">Elementary College Sp...</a>	SPA 101, 121	3	70130	Registered	None	▼
<a href="#">Critical Writing</a>	ENG 120, 112	4	71345	Registered	None	▼
<a href="#">Composition</a>	ENG 110, 122	3	70667	Withdrawn	None	▼
<a href="#">Mathematics for Life</a>	MAT 102, 103	3	70526	Registered	None	▼

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 17

Submit



# Dropping/Withdrawing from a Course

Please review and follow the instructions below to Drop or Withdraw from a Course.

**Step 1:** From the Register for Classes page select the term the course you are dropping is registered for. This will bring you to the Schedule Summary screen. Click on the Action button next to the Course and select the available/appropriate action.

**Step 2:** Click the “Submit” button to process the request.

Summary Tuition and Fees

Title	Details	Hour	CRN	Status	Action	
Elementary College Sp...	SPA 101, 121	3	70130	Registered	None	
Critical Writing	ENG 120, 112	4	71345	Registered	None None Web Drop/Delete Web Withdrawn Course	

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 17

**Submit**

## Please Note:

- After you click the “Submit” button and the action is processed, web-withdrawn courses will remain in the summary with a “Withdrawn” status.
- Web-dropped courses will initially show up with a “Deleted” status and will disappear when you refresh your session.

Summary Tuition and Fees

Title	Details	Hou	CRN	Schedule Typ	Status	Action	
Composition	ENG 110, ...	3	70667	Lecture	Withdrawn	None	
Critical Writing	ENG 120, ...	0	71345	Lecture	Deleted	None	

# Course Schedule Review

Please use the following steps to review the Courses for which you already registered.

**Step 1:** Click “Register for Classes” link

The screenshot shows the PACE TEST UNIVERSITY website's registration page. At the top, there is a blue header with the university logo and the text "Student • Registration". Below this, the word "Registration" is displayed in a light grey bar. A section titled "What would you like to do?" contains six interactive cards. The card for "Register for Classes" is highlighted with a green border. The other cards are: "Prepare for Registration", "Plan Ahead", "View Registration Information", "Browse Classes", and "Browse Course Catalog".

Icon	Link	Description
	<a href="#">Prepare for Registration</a>	View registration status, update student term data, and complete pre-registration requirements.
	<a href="#">Register for Classes</a>	Search and register for your classes. You can also view and manage your schedule.
	<a href="#">Plan Ahead</a>	Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
	<a href="#">Browse Classes</a>	Looking for classes? In this section you can browse classes you find interesting.
	<a href="#">View Registration Information</a>	View your past schedules and your ungraded classes.
	<a href="#">Browse Course Catalog</a>	Look up basic course information like subject, course and description.

**Step 2:** Select the term in which you would like to review the Course Schedule.

The screenshot shows the "Select a Term" page on the PACE TEST UNIVERSITY website. The header includes the university logo and the text "Student • Registration • Select a Term". Below the header, the title "Select a Term" is displayed. A section titled "Terms Open for Registration" contains a search input field with a magnifying glass icon. A dropdown menu is open, showing three options: "Fall 2020" (which is highlighted in blue), "Early Summer I 2020", and "Spring 2020".

**Step 3:** Use arrow controls to expand the “Schedule” panel in lower left hand corner.

**Register for Classes**

Find Classes | Enter CRNs | Plans | Schedule and Options

Term: Fall 2020

Subject:

Course Number:

Keyword:

Search Clear Advanced Search

**Schedule** | Schedule Details | Summary | Tuition and Fees

Class Schedule for Fall 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 17

**Step 4:** Review your weekly schedule for the selected term. Scroll down to see the evening hours.

**Schedule** | Schedule Details

Class Schedule for Fall 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am			Art History: Ancient through Gothic Art				
10am							
11am							
12pm							
1pm			Advanced Oral and Written Expression		Advanced Oral and Written Expression		
2pm							

**Step 5:** Click “Schedule Details” tab to see more information on your registered Courses.

**Schedule** | **Schedule Details**

Class Schedule for Fall 2020

Advanced Oral and Written Expression | Spanish 303 Section 100 | Class Begin: 08/24/2020 | Class End: 12/05/2020 | Registered

08/24/2020 -- 12/05/2020 | U M T W R F S | 12:15 PM - 01:40 PM Type: Online Location: Online Building; Remote Learning Room: None  
 Instructor: Villagra, Andres (Primary)  
 CRN: 73910  
 Message: \*\*Web Registered\*\* | Hours: 3 | Level: Undergraduate | Campus: Online | Schedule Type: Lecture | Instructional Method: Mix Asynchronous Synchronous | Grade Mode: Standard Letter | Waitlist Position: 0 | Notification Expires: None

Art History: Ancient through Gothic Art | Art 102 Section 107 | Class Begin: 08/24/2020 | Class End: 12/05/2020 | Registered

08/24/2020 -- 12/05/2020 | U M T W R F S | 09:00 AM - 12:00 PM Type: Online Location: Online Building; Remote Learning Room: None  
 Instructor: Doj-fette, Mirka C. (Primary)  
 CRN: 72329

Composition | English 110 Section 122 | Class Begin: 08/24/2020 | Class End: 12/05/2020 | Withdrawn

08/24/2020 -- 12/05/2020 | U M T W R F S | 10:35 AM - 12:00 PM Type: Class Location: New York City Building; 1 Pace Plaza Room: W607