**Explore Central**

**Carroll Hall 146 – (860) 832-1634**

**REGISTRATION HELP FOR STUDENTS**

**To Read Course Descriptions:**

1. Go to **ccsu.edu**
2. Click on **Academic**
3. Click on **Undergraduate Courses**
4. Click **All Courses**
5. Click on the **subject** you want to look up (i.e. ART, ENG, SOC)
6. Click on the **specific course**

**To View Open Classes:**

1. Go to **CentralPipeline**
2. Click on **WebCentral/Banner Web**
3. Log in with your username and password
4. Click on the **Student** Tab
5. Click on **Search for Courses** (enrollment details)
6. From the drop down menu, pull down **Fall 2017**
7. Click on **Advanced Search**
8. Select the **subject** and write in the **course number** you want to look up (i.e. Art 110) *or*

You could also select an **Attribute Type** such as SA 1 for all Study Area 1 courses.

To Register for Classes:

1. Go to **CentralPipeline**
2. Click on **WebCentral/Banner Web**
3. Log in with your username and password
4. Click on **Registration/Records**
5. Click on **Registration, Add/Drop Classes**
6. Click on **Registration, Add/Drop Classes and Make Payment**
7. Update your **Emergency Contact Information** if prompted
8. Select the **Fall 2017** term and click on **Submit**
9. Enter your alternate **PIN** when prompted
10. Click on **Class Search**
11. Select the **Subject** you need, or enter the **Subject Code and Course Number**
12. Click on **Class Search**
13. You will see open classes and also view the Wait List.
14. Select the class you wish to register for and click on the **Submit** button at the bottom.
15. If you have successfully registered for the class, you will see it listed with your other courses on the screen.