

# 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 2022**
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 2022** 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.