

# Registering for Classes

## What You Need Prior to Registration

Prior to doing your web registration you should:

1. Visit [www.ccsu.edu/courses](http://www.ccsu.edu/courses) to review the course offerings.
2. Meet with your faculty advisor to plan your course schedule and get your Alternate PIN (you will need an Alternate PIN to register if you are a Matriculated Undergraduate student or a Graduate student who does not have a Planned Program on file).
3. Write down your schedule preferences based on your review of the course offerings. Be sure to note the CRN, a five-digit course reference number, for each course that is selected.

## Number of Credits to Register For

Full time undergraduate students should register for 12 - 18 credits; full time graduate students should register for 9 - 15 credits. Part time graduate students should register for 1-8 credits; part time undergraduate students should register for 1-11 credits.

## Registering for Classes:

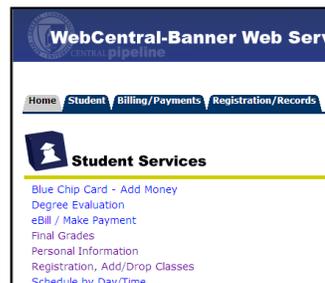
1. Navigate to the CCSU home page at [www.ccsu.edu](http://www.ccsu.edu). Click on CentralPipeline from the upper-right corner, then click on WebCentral-Banner Web.



2. The Office 365 log in screen will open. Log in with your CCSU email address and BlueNet password, then approve the multi-factor authentication (MFA) request using your 2<sup>nd</sup> device (mobile device or phone).



1. Click on the **Student** tab, then **Registration, Add/Drop Classes**.



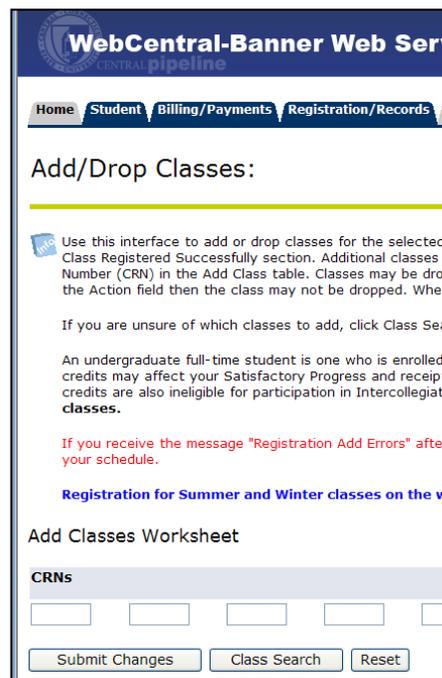
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2. Click on **Check Your Registration Status**. Use this screen to review items that may affect your registration. This screen provides curriculum information on your level (undergraduate or graduate), your degree, your major, and any holds that will prevent you from registering. If you find registration holds, you should contact the appropriate office before attempting to register. You will also be able to verify the correct dates and times that you may register.
3. If you have no restrictions, click on the **Back** button in your browser to return to the previous menu and click on **Registration, Add/Drop Classes, and Make Payment**.



4. You will be prompted to review and update your address and emergency contact information. Update the information or check the box indicating that the information is correct, then click on the **Submit** button. You will receive a confirmation that your contact information has been updated, click on the **Continue** button.
5. If you are an Undergraduate Matriculated student or a Graduate student without a Planned Program, you will be asked for your **Alternate PIN** (given to you by your Advisor). Enter your Alternate PIN, then click on the **Submit PIN** button.

6. There are two ways to register for classes from the Add/Drop Classes screen:
  - a. Enter the **CRN(s)** in the Add Class table until you have entered all of your classes, then click on the **Submit Changes** button.



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- b. Click on the **Class Search** button:
  - i. Click on the **Subject** you are looking for (use the scrollbar to scroll through the list of classes).
  - ii. Enter any additional search criteria you would like to use to narrow down the search.
  - iii. Click on the **Class Search** button.
  - iv. The search results will be displayed. If you find a class you would like, click on the checkbox in the left column, then click on Register to immediately register for the class. If you do not find any classes you would like, you can click on the Class Search button to search again.

Look-Up Classes to Add:

Use the selection options below to search the class schedule for the term displayed above. You may narrow your search, but you must select at least one Subject. By using Ctrl/Click, you can select multiple subjects, please select "Online Instruction" in the "Schedule Type" menu below after you have selected your subjects.

When your selection is complete, click Class Search. On the Class Search results page, you will see a description of the course.

Graduate Degree students: Only certain designated 400-level courses (listed in the graduate program of study, Please consult the graduate catalog or your advisor before registering for a class.)

Subject: Accounting  
Subj Code:   
Course Number:   
(O)pen (C)lose:  Open  Close  Both  
Title:   
Schedule Type: All  
Part of Term: Non-date based classes only  
Instructor: Aaronsohn, Elizabeth N.  
Session: All  
Start Time: Hour: 00 Minute: 00 am/pm: am  
End Time: Hour: 00 Minute: 00 am/pm: am  
Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun  
Class Search Reset

7. After selecting your classes, the Add/Drop Classes screen will display your Current Schedule and any Registration Errors.
  - a. If you DO NOT have any Registration Errors, you have successfully registered for classes and your schedule is all set.
  - b. If you DO have Registration Errors, you will need to select alternate classes to add to your schedule.

## Drop a class

1. Click on the **Student** tab, then **Registration, Add/Drop Classes**.
2. Click on the **Registration, Add/Drop Classes and Make Payment** link.
3. For the class you would like to drop, click on the down arrow next to the word **None** and click on **Drop Web**.
4. Click on the **Submit Changes** button. Verify that the class has been removed from your schedule.

Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Drop Web	11184	EDT	522	70	Graduate	3.00	Standard Letter		Instructional Dsgn/Eval II



Remember! Once you have finished using WebCentral-Banner Web, you should exit completely by clicking on the Exit button. If you need assistance, please contact the IT Help Desk at 860-832-1720.