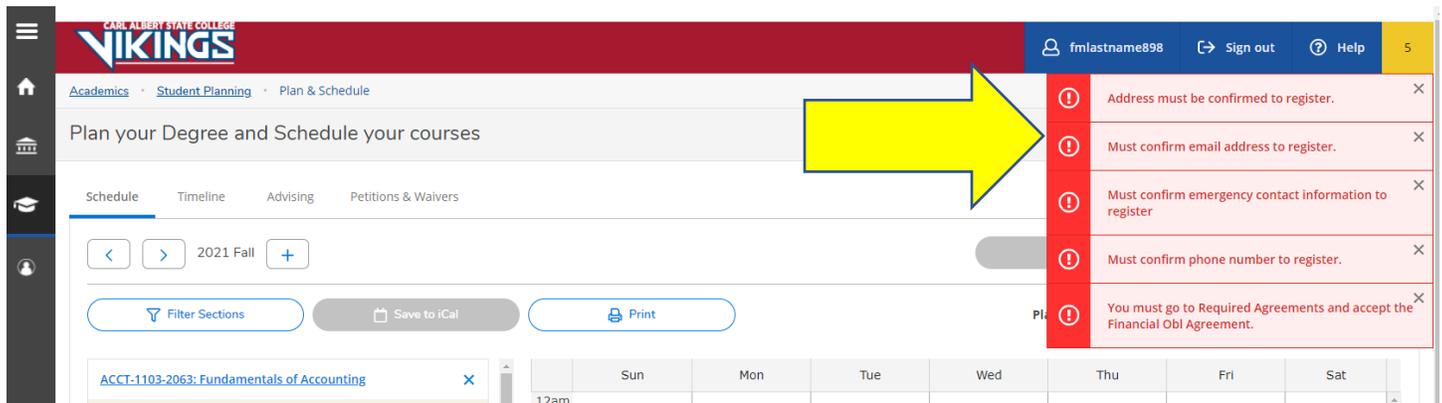
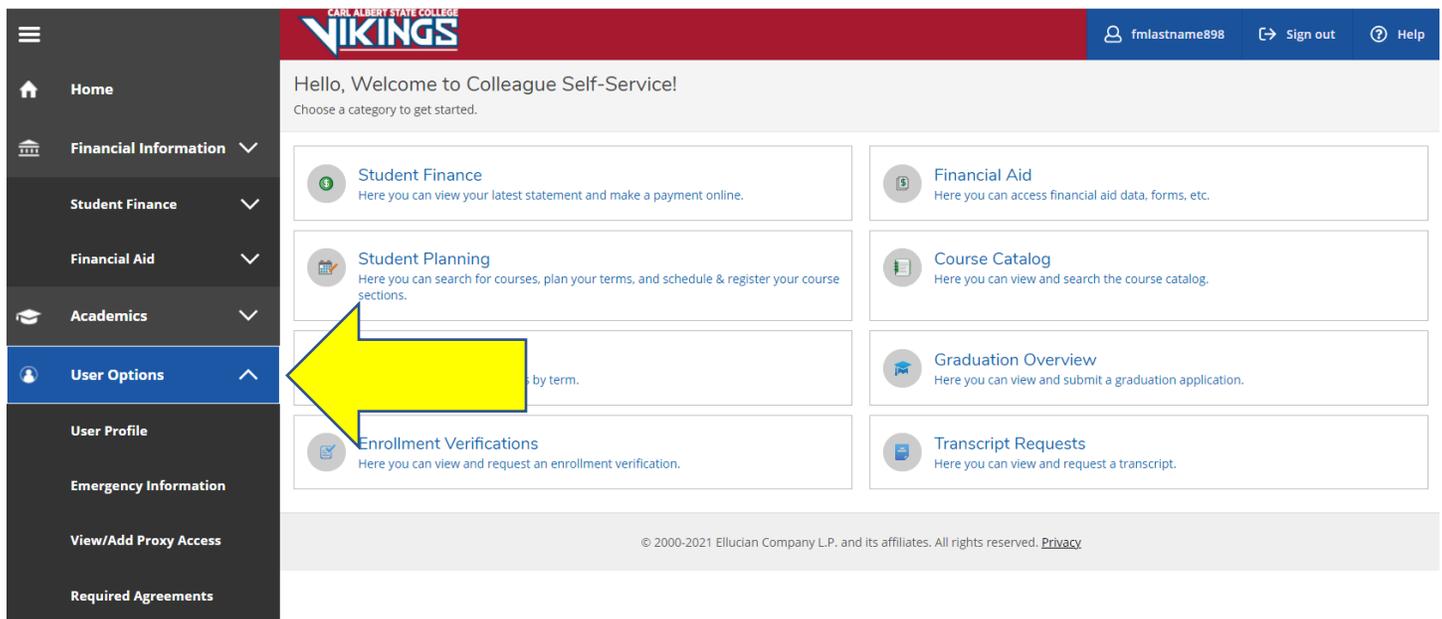


# Clearing Notifications for Registration

1. If you receive an email notification stating that your advisor cleared you for registration but the “Register” button is still grayed out, check to see if you have any notifications that need to be taken care of first! Once you address all notifications, you will be permitted to enroll!



2. You may need to confirm your demographic information, add/confirm emergency contact information, add/confirm proxy access, and acknowledge any required agreements by clicking the “User Options” tab



- Your address, phone number, and email address can be confirmed by clicking on “User Profile”
- Emergency Contact Information can be added and confirmed under “Emergency Information”
- Give individuals proxy access under “View/Add Proxy Access”
- View and accept any required agreements under “Required Agreements”

# Registering for Courses

1. Adding courses to your plan does NOT register you for courses! To register, you will go back to the Plan and Schedule tab, then click **“Register Now”** to register for all courses you have planned

The screenshot shows the 'Plan and Schedule' interface for 2021 Fall. The course plan is currently in a 'Planned' state. A yellow arrow points to the 'Register Now' button in the top right. Another yellow arrow points to the 'Register' button for the 'ACCT-1103-2063: Fundamentals of Accounting' course in the left-hand panel. The course details for 'Fundamentals of Accounting' are: Credits: 3 Credits, Grading: Graded, Instructor: Repass, H, 7/26/2021 to 7/30/2021, Seats Available: 29. The course is listed in the schedule grid for Monday through Friday, 8am-9am.

a) You can also register for individual courses by clicking **“Register”** under each course to the left

2. You can simply click the **“drop”** button on each course and then **“update”** to drop a course

The screenshot shows the same course registration interface, but the 'ACCT-1103-2063: Fundamentals of Accounting' course is now in a 'Registered, but not started' state. A yellow arrow points to the 'Drop' button in the left-hand panel. The course details are: Credits: 3 Credits, Grading: Graded, Instructor: Repass, H, 7/26/2021 to 7/30/2021. The course is listed in the schedule grid for Monday through Friday, 8am-9am.

