

HOW TO REGISTER

1. Click on “Add/Drop Courses”
2. Select the “Term”, “Student Program” and “Program” you wish to register for.
 - Term = Semester/Session for registration.
 - Student Program = Student’s degree program for the selected semester.
 - Undergraduate = Bachelor Degree Students
 - Graduate = Master Degree Students
 - Doctorate = Doctor Degree Students
 - Program = Course Level
 - Undergraduate = 0-499
 - Graduate = 500-699
 - Doctorate = 700-899
3. Select the Course Search Tab.
4. Enter the criteria for the course you would like to add to your schedule then click on “Search”.
 - Term: You must select a Term using the drop down list.
 - Department and/or Course Code:
 - Department: Select the course subject you are searching for (i.e. English)
 - Course Code: Enter any portion of the course number in combination with the wild card “*”.
 - Course Code: Do not include spaces between the department code and the number.
 - Course Title and Program: May be included in the search to further restrict the results.
5. From the list of results, check the ADD box to the left of the Course Code and Click on the “Add Course” button at the bottom of the page.
 - If the results did not present a course you wish to add, search again, by clicking on "Search Again" in the Search Criteria box at the top of the page and to the far right of the screen.
6. If the course is added successfully it will appear in the bottom portion of the screen in your semester schedule.
7. After each add, stop and notice the comment in the box above the schedule. This box will notify you of important information such as:
 - Conflicts exist
 - A prerequisite has not been met
 - The course is closed
 - You are repeating a course previously taken (you are responsible for knowing if the course is repeatable, check the course description)
8. Continue to add courses by repeating steps 3-8.
9. To DROP (remove) a course during the drop period, select the course and click the DROP box. Once dropped the course will no longer appear on the screen.
10. To SWAP a course registration, select the course you want to swap, enter the search criteria for the new course you want to add, and click on the SWAP button under your schedule. This process will verify seat availability in the class you want to add before dropping the other course from your schedule.
11. To WITHDRAW from a course during the withdraw period, select the course and click DROP. Once withdrawn the course will remain with a notation withdrawn.
12. Once you have finished the registration process and have completed your InsideCBU visit, close the browser completely. If you do not close the browser, your registration file and student information will be accessible to the next user.