REGISTRATION CHECK LIST

- You have reviewed your degree audit to determine what requirements you have completed and what requirements you need to complete.
- You have reviewed the course schedule to determine the classes you need with consideration for section restrictions, prerequisites and other factors that may affect your eligibility to register for the course.
- You have selected alternate courses in the event a course has closed or another course selection is required.
- If you are a first-year, you have completed the CentreTerm registration survey with at least four course choices by Friday, November 3. A hold will be placed on your spring term registration if this online survey is not completed by the November 3 deadline.
- You have reviewed and resolved any holds on your account that may prevent you from registering. Holds can be accessed on CentreNet in the Student Holds Portlet.
- You have met with your advisor(s) prior to registration and have confirmed that at least one advisor has cleared you to register for both terms in the Faculty Portlet of CentreNet.
- You know the time and day you may begin registration.

TO REGISTER

1. At your appointed time to register and NOT before, log in to CentreNet. The “Student” page should load. If not, hover over the “My Services” tab and select the “Student” link. Next, click on “Course Registration” link located under the Class Info column on the on the right side of the browser window.
2. Make sure you have set your “Term” option to the correct session and year. (WI 2019 and SP 2019)
3. Select the “Add by Course Code” tab.
4. To add a course, start typing in the course number in the Course Code boxes. A dropdown of courses that match what you have typed will appear. Select the course and section you want from the dropdown. It will appear in the Course Code box.
5. You can enter one to six courses at a time.

ADDITIONAL NOTES

1. After you register, PLEASE avoid accessing online registration during the peak hours of registration (7am-2pm). Doing so will slow access to registration for students who need to register then.
2. Registration will close Friday, November 10 at 4:30 p.m. You may change your schedule any time from your appointed time to register until the close of registration.
3. There will be an additional add/drop period in December (to be announced) when students can change their schedule online for either term. Students may add up to 16 hours during that period for spring term. Students who wish to register for more than 16 hours must obtain the written permission of Dean Cusato and come to the Registrar’s Office to add the additional hours.
4. Independent studies will be added to a student’s schedule by the Registrar’s Office AFTER we receive your approved independent study form. See the form for instructions and deadlines. The form is available on the Registrar’s webpage.
5. Check your schedule on CentreNet the night before a new term starts for up-to-date schedule and classroom information.

STUDENTS ABROAD NOW

You will receive detailed instructions via email for sending your course choices to your advisor and to the Registrar PRIOR to registration. The Registrar’s Office will enter your registration at the time you are scheduled to register. You WILL NOT have access to online registration during registration week but will have access during the add/drop period in December.

STUDENTS ABROAD IN THE SPRING

Strasbourg, Mexico, and London students should register online. Your course options are in the system. A detailed summary of your course options will be sent to you prior to registration.

All other off-campus Students (Germany, Rose Bruford, Spain, Northern Ireland, Chicago, Washington, D.C.) will not register online. Your course options will be available later and the Registrar’s Office will register you in courses at the appropriate time.