REGISTER FOR CLASSES

OVERVIEW

When registration opens for a term, students use Register for Classes to find and register for classes.

PROCEDURE

1. Navigate to the Students tab and scroll down to the Students - Registration header and select the Register for Classes icon.

2. You will be prompted to select a term, choose from one of the available terms in the dropdown menu.
3. There are multiple options for method of registration.
a. **Find Classes** - Use the Find Classes to search for available sections.
b. **Enter CRNs** - Enter CRNs directly
c. **Plans** - Register using plans previously created with Plan Ahead functionality.
d. **Schedule and Options** - View existing Registration summary.
e. To change the registration term, go back and select a new term.

4. Once you've entered your Search Criteria, select Submit at the bottom of the page to view sections that fit your search criteria.

5. From the class list you can select the class you would like to add to your Registration Cart.

6. Note that class in the summary view is pending. You will have to Submit to officially register and add the section to your schedule.

7. Error messages will appear with an explanation of why the course was unable to be added.
FAQS

- **If I click on add, does that mean I’m enrolled in the section?** No, you have to select the **Submit** button, and then the section will appear **Registered** in the status column.
- **How will I know if I was not registered after I click on submit?** An error message will appear indicating the reason your registration submission was not processed.

QUESTIONS?

- For navigation or registration assistance contact lawreg@georgetown.edu
- For advising assistance, contact your decanal advisor.