

# HOW TO REGISTER FOR CLASSES

1. Go to [MyCIU](#) and log in using your User Name and Password. If you need help with your password, contact the Help Desk at (803) 807-5199 or [helpdesk@ciu.edu](mailto:helpdesk@ciu.edu).
2. On the homepage, click REGISTER under the Student Registration window:

## STUDENT REGISTRATION

### Add/Drop Courses

Fall 2021 ▾

Planning now open

Registration now open and ends **8/31/2021 11:59 PM**

[Register](#)

[Course search](#)

[Schedule](#)

3. Change the term, if necessary and expand degree audit summary. This will allow you to see all the courses required for each part of your major

The screenshot displays the Student Registration interface. On the left, a sidebar menu includes 'STUDENT REGISTRATION', 'Fall 2021', 'My Schedule', 'Degree Audit PDF', and expandable sections for 'Degree Audit Summary', 'Course Search', and 'Program Information'. The main content area shows the 'Degree Audit Summary' for a Psychology Major, which is currently 'Incomplete'. It lists required courses: PSY 3370 (Human Growth and Development, 3 hrs, Completed), RES 3411 (Research Methods in the Social Sciences, 3 hrs, Completed), PSY 4330 (Social Psychology, 3 hrs, Completed), and PSY 4540 (Integration of Psychology & Christianity, 3 hrs, Find a section). The audit shows 36.0 hrs needed, 24.0 hrs earned, with 7 hrs needed and 5 hrs earned for the major.

- After viewing your course requirements on degree audit summary, select which courses you would like to add to your schedule by clicking on the yellow arrow next to the course to expand it. Once you have done this, you will see a blue add button. Click this button to add the course to your schedule.

If there are multiple sections of the course, you will be able to select which section you would like to add.

Fall 2021 My Schedule  
[Degree Audit PDF](#)

Show only needed courses

**— Degree Audit Summary**

Psychology Major Incomplete

36.0 hrs needed | 24.0 hrs earned      7 needed | 5 earned

<input checked="" type="checkbox"/>	<b>PSY 3370</b> Human Growth and Development Completed	3 hrs
<input checked="" type="checkbox"/>	<b>RES 3411</b> Research Methods in the Social Sciences Completed	3 hrs
<input checked="" type="checkbox"/>	<b>PSY 4330</b> Social Psychology Completed	3 hrs
<input type="checkbox"/>	<b>PSY 4540</b> Integration of Psychology & Christianity <a href="#">Find a section</a>	3 hrs

Fall 2021 My Schedule  
[Degree Audit PDF](#)

**PSY 4540** 3 hrs

[Back](#)

**PSY-4540--01** ...  
**Tue, Thu 1:30-2:45 PM**  
 Full-term Courses; 08/23/21 - 12/10/21  
 18 seats remaining  
 Tom M Vessey, Jr.

- Once all courses have been added to your schedule, click Registration Checkout.

**My Schedule**  
[Degree Audit PDF](#)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am							
10am							
11am							
12pm							
1pm		PSY-4540--01 18 seats		PSY-4540--01 18 seats			
2pm							
3pm							

**Registration Checkout** X

**Available to Register**

**PSY-4540--01 - Integration of Psychology & Christianity** (3 hrs)  
 Tue, Thu 1:30-2:45 PM  
 Full-term Courses; 08/23/21 - 12/10/21  
 18 seats remaining

Select all courses you wish to register for and click "Register"

Once you have registered for all courses, you can view your completed Schedule by clicking on “Schedule” from the Student homepage.

## STUDENT REGISTRATION

### Add/Drop Courses

Fall 2021 ▾

Planning now open

Registration now open and ends **8/31/2021 11:59 PM**

[Register](#)

[Course search](#)

[Schedule](#)

To make changes or adjustments to your schedule, click on “Register” from the Student homepage. Click on the course you would like to drop and select the drop course option from the menu.

The screenshot displays the Student Registration interface. On the left, there is a navigation menu with 'Student Home', 'Applicant Home', and 'CIU Alert'. Below this is a 'Quick Links' section with options like 'My Pages', 'My Groups', 'My Financial Aid', 'Manage Password', 'Bookstore', 'My Handshake', 'Student Directory', 'Mobility Print', and 'Final Exam Schedule'. A 'Proxy Login Tools' section includes 'Re-Login As Current User', 'Log Back Into Original User', and 'Show Replacement Values'. The main content area is titled 'STUDENT REGISTRATION' and features a 'Fall 2021' dropdown, a 'My Schedule' link, and a 'Degree Audit P.D.F.' link. A 'Registration checkout' button is visible in the top right. The central part of the page is a grid with columns for days of the week (Mon-Sun) and rows for time slots (8am-5pm). A context menu is open over a course entry, showing options: 'PSY-4540-01' (with a checkmark and 'Registered'), 'Contact instructor', 'View section details', and 'Drop course'.

If you have any difficulty at all, please do not hesitate to contact the Registrar’s Office at (803) 807-5040 or [Registrar@ciu.edu](mailto:Registrar@ciu.edu).