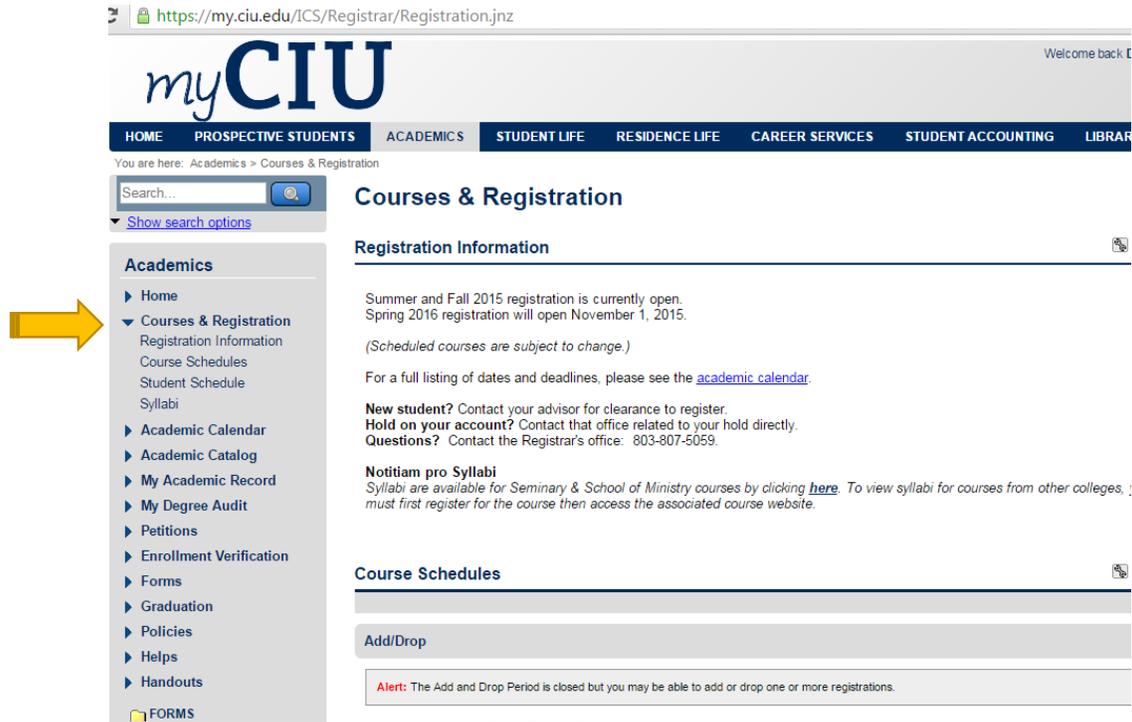


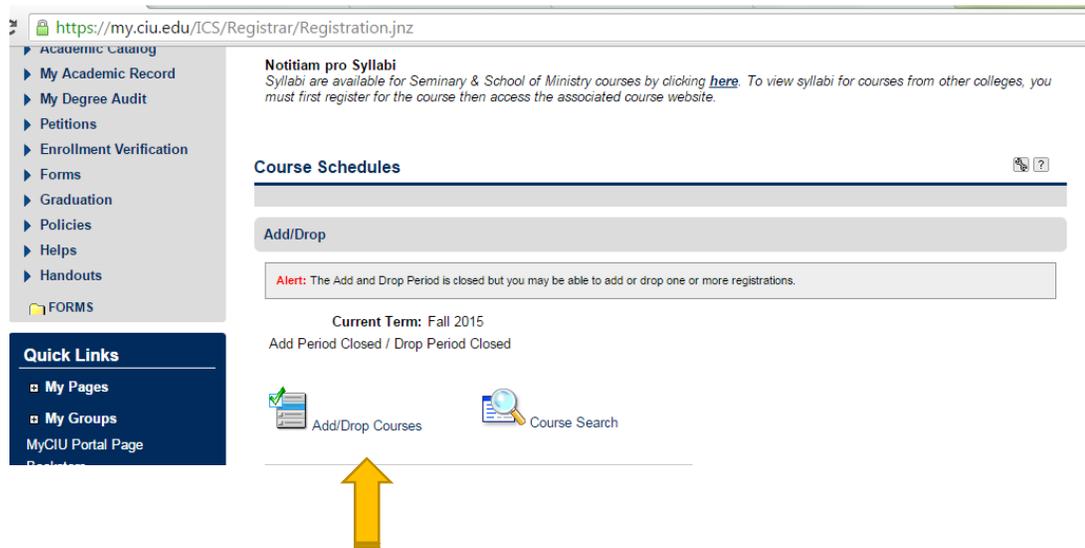
# HOW TO REGISTER FOR CLASSES

1. Contact academic advisor [not your Admissions Counselor] and decide what classes to take. Then, 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 submitting this [form](#).
2. Click on the Academics tab. On the left, click on “Courses & Registration”:



The screenshot shows the MyCIU website interface. At the top, there is a navigation bar with links for HOME, PROSPECTIVE STUDENTS, ACADEMICS, STUDENT LIFE, RESIDENCE LIFE, CAREER SERVICES, STUDENT ACCOUNTING, and LIBRARY. Below this, a search bar and a 'Show search options' link are visible. The main content area is titled 'Courses & Registration' and includes sections for 'Registration Information' and 'Course Schedules'. A yellow arrow points to the 'Courses & Registration' link in the left-hand navigation menu.

3. Scroll down and click on Add/Drop Courses.



The screenshot shows the MyCIU website interface, specifically the 'Add/Drop Courses' section. A yellow arrow points to the 'Add/Drop Courses' button. The page displays a notification that the Add and Drop Period is closed but users may still be able to add or drop one or more registrations. Below the notification, the current term is listed as Fall 2015, and the status is 'Add Period Closed / Drop Period Closed'. There are also links for 'Add/Drop Courses' and 'Course Search'.

4. Change the term, if necessary. To search, click on 'course search' to open up the search boxes if it doesn't open automatically.

The screenshot shows the myCIU website's 'Courses & Registration' section. On the left is a navigation menu with 'Academics' expanded to show 'Courses & Registration'. The main content area is titled 'Course Schedules - Add/Drop Courses'. Below this is an 'Add/Drop' form with a 'Term:' dropdown menu. A yellow arrow points to the dropdown menu, which is open and shows options: 'Fall 2015', 'Summer 1 2016', 'Spring 2016' (highlighted), 'Fall 2015', 'Summer 2 2015', and 'Summer 1 2015'. Below the form is a 'Course Search' button. A yellow arrow points to this button. Below the search button is a section titled 'I'm registered... what's next?' with links for 'Order Your Books', 'Pay Your Bill', and 'Find My Course Website'. At the bottom, there is a 'Your Schedule (Registered)' section.

5. If you have any holds, you will see them now. You will need to contact the office that placed the hold before you can register. If you do not have any holds, you can now search for courses. You may either narrow the search down by using the "Course Code Begins With" box – but you may only type in the alpha of the course (BIB, PSY, etc.), not the course number – or narrow the Division to Graduate or Undergraduate. Or simply "Search".

The screenshot shows the myCIU website's 'Courses & Registration' section. The 'Add/Drop' form is visible, showing 'Term:' set to 'Spring 2016' and 'You are currently registered for 0 credits.' Below this is the 'Course Search' form. It has a 'Course Code: Begins With' dropdown menu with an empty text box next to it. A yellow arrow points to this text box. Below this are dropdown menus for 'Term:' (set to 'Spring 2016'), 'Department:' (set to 'All'), and 'Division:' (set to 'All'). A yellow arrow points to the 'Division:' dropdown. At the bottom of the search form are 'Search' and 'More Search Options' buttons.

6. Find the course, click in the add box to select it, then scroll down to click on "Add Courses".

If there are no add boxes, check first with your advisor, to be sure you were cleared to register for the correct term (unless you have holds. Once those are removed, you should have add boxes).

The screenshot shows the myCIU website interface. At the top, there is a navigation bar with links for HOME, PROSPECTIVE STUDENTS, ACADEMICS, STUDENT LIFE, RESIDENCE LIFE, CAREER SERVICES, STUDENT ACCOUNTING, and LIBRARY. Below the navigation bar, a breadcrumb trail reads "You are here: Academics > Courses & Registration". The main heading is "Courses & Registration". Underneath, it says "Course Schedules - Results". There is a search bar with "Search..." and a "Show search options" link. Below the search bar, there is a "Search Results" section with a "Search Again" button and dropdown menus for "Term" (set to "Spring 2016") and "Division" (set to "All"). A "Search" button is also present. Below the search results, there is a table with columns: Add, Textbooks, Course Code, Name, Faculty, Seats Open, Status, Schedule, Credits, and Begin Date. The table lists several courses, including "Old Testament Survey: Torah and History", "Old Testament Survey: Poetry and Prophecy", and "New Testament Survey". A yellow arrow points to the "Academic Catalog" link in the left sidebar.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date
<input type="checkbox"/>		BIB 1114 O 01	Old Testament Survey: Torah and History	Olshine, Rhonda Lee	30 seats left	Open	CIU Main, Administration Building	3.00	1/11/2016 through 4/29/2016
<input type="checkbox"/>		BIB 1115 01	Old Testament Survey: Poetry and Prophecy	Crutchfield, John Charles	78 seats left	Open	MWF 9:00 AM-9:50 AM; CIU Main, Ridderhof Building, Hoke Auditorium	3.00	1/11/2016 through 4/29/2016
<input type="checkbox"/>		BIB 1115 O 01	Old Testament Survey: Poetry and Prophecy	Olshine, Rhonda Lee	20 seats left	Open	CIU Main, Online Course	3.00	1/11/2016 through 4/29/2016
<input type="checkbox"/>		BIB 1120 01	New Testament Survey	McWilliams, Kevin S	39 seats left	Open	MWF 1:00 PM-1:50 PM; CIU Main, Fisher, 102	3.00	1/11/2016 through 4/29/2016
<input type="checkbox"/>		BIB 1120 O 01	New Testament Survey	Schirmer, James	28 seats left	Open	CIU Main, Online Course	3.00	1/11/2016 through

**You can come back to this same page to view your schedule and add or drop additional courses.**

**Tip:** Do not use the 'back button' to go to previous screens. Instead, use the listing by "You are here" at the top or the listings on the left side to navigate to previous screens.

If you have any difficulty at all, please do not hesitate to contact the Registrar's Office at (803) 807-5059 or [Registrar@ciu.edu](mailto:Registrar@ciu.edu).