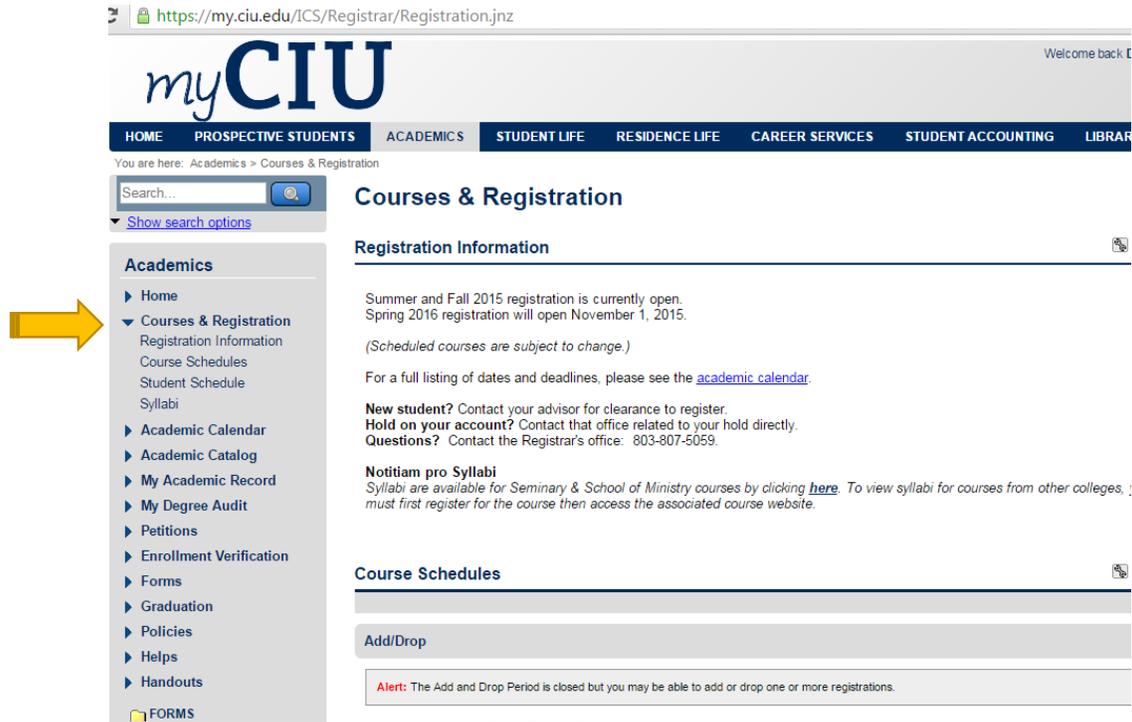# HOW TO REGISTER FOR CLASSES

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":

3. Scroll down and click on Add/Drop Courses.
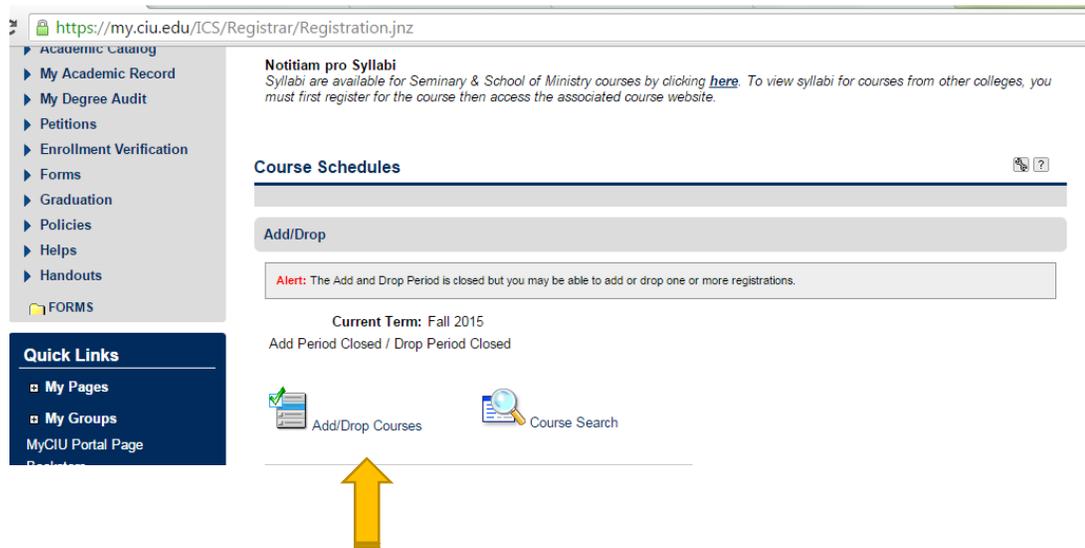
4. Change the term, if necessary. To search, click on 'course search' to open up the search boxes if it doesn't open automatically.

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".

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).

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.