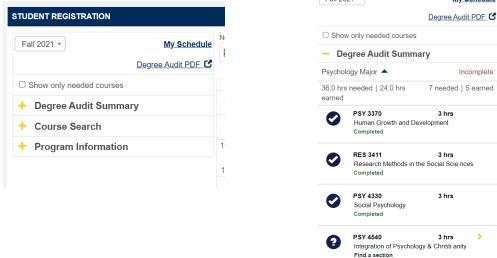
## HOW TO REGISTER FOR CLASSES

- 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 <u>helpdesk@ciu.edu</u>.
- 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

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
 Fall 2021 - My.Schedule



4. 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 20	21 -	My Schedule		
		Degree Audit PDF 🖸		
□ Show	v only needed courses		Fall 2021 -	My Schedule
– De	gree Audit Summ	ary		_
Psychol	ogy Major 🔺	Incomplete	Degree	e Audit PDF 🖸
36.0 hrs earned	needed   24.0 hrs	7 needed   5 earned	PSY 4540	3 hrs
0	PSY 3370 3 hrs Human Growth and Development Completed		► Back	
0	RES 3411 Research Methods in t Completed	3 hrs he Social Scie nces	PSY-454001 Tue, Thu 1:30-2:45 PM	•••
0	PSY 4330 Social Psychology Completed	3 hrs	Full-term Courses; 08/23/21 - 12/10/21 18 seats remaining Tom M Vessey, Jr.	
9	PSY 4540 Integration of Psycholo Find a section	3 hrs gy & Christi anity	ion w vosocy, u.	

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

My Schedule	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Audit PDF 🖸	8am						
	9am						
	10am						
	11am						
	12pm						
	1pm	PSY-454001		PSY-454001			
/10/21	2pm	18 seats		18 seats			
	3pm						
1 R	egistration	Checkou	t				X
ai ∍y, ad	Tue, Thu 1	01 - Integration of F I:30-2:45 PM courses; 08/23/21 - 12/10/2		risti	(3	hrs)	Y-
					Contact -	Register	

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 R	EGISTRATION	
Add/Dro	p Courses	
Fall 2021	•	
Planning	now open	
Registrat	i <mark>on now open</mark> ar	nd ends 8/31/2021 11:59 PM
<u>Register</u>	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.

udent Home 💙										
Applicant Home CIU Alert	STUDENT REGISTRATION									
	Fall 2021 🔻	My Schedule		Mon		Mr. d	<b>T</b> h			
Quick Links		Degree Audit PDF 🕑	8am	Mon	Tue	Wed	Thu	Fri	Sat	Sun
ly Pages 💙	□ Show only needed courses		9am							
My Financial Aid	+ Degree Audit Summa	ry	10am							
Manage Password Bookstore	<ul> <li>Degree Audit Summary</li> <li>Course Search</li> <li>Program Information</li> </ul>									
My Handshake	+ Program Information		11am							Registration checkout     Sun
Student Directory Mobility Print			12pm							
Final Exam Schedule			1pm		PSY-454001	17	<u>SY</u> 454001			
			2pm			ontact instructor	egistered			
Proxy Login Tools			2000		Q Vie	ew section details				
Re-Login As Current User			3pm		× Dr	op course				
Log Back Into Original User Show Replacement Values			4pm							
Show Replacement values			5pm							

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.