CONCORDIA UNIVERSITY IRVINE | OFFICE OF THE REGISTRAR

Student Registration Instructions in MyRecords: Phone or Tablet Instructions

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MyRecords – registration and student information portal
MyCUI – Registration forms are located under MyRegistrar – Registrar Student Forms
Academic Calendars – Deadlines and important dates
Degree Works – Student degree audit and Grad Plans

Before registration opens, be sure to view your Student Profile in MyRecords to make sure you are eligible to register.

- Log into MyRecords
- Click "Student"
- Click "Student Profile"
- Review your registration notices and holds on the right side of the page

Creating a Semester Registration Plan:

<mark>** Note: creating and editing a semester registration plan in MyRecords is not the same as registering. Adding a course to your semester registration plan does not guarantee you have a spot in the course. Making a semester registration plan in MyRecords will not update your Grad Plan in Degree Works. Consult your advisor before registering. **</mark>

Creating a Semester Registration Plan is not required but is highly recommended as it makes registration go much faster. Do this before registration opens or before meeting with your academic advisor.

- Log into MyRecords
- Click "Student"
- Click on the tile that says "Registration & Planning"
- Click "Plan Ahead"
- Select the semester for which you want to create a semester registration plan from the dropdown menu
- Click "Create a New Plan"
- If your advisor has created a Grad Plan for you in Degree Works, this will be pre-loaded for you. You can view this in the "Degree Works Plans" tab
  - Click the "Degree Works Plans" tab. If the menu doesn't appear automatically, click the 3 lines at the top (it may be easier to view these screens landscape)
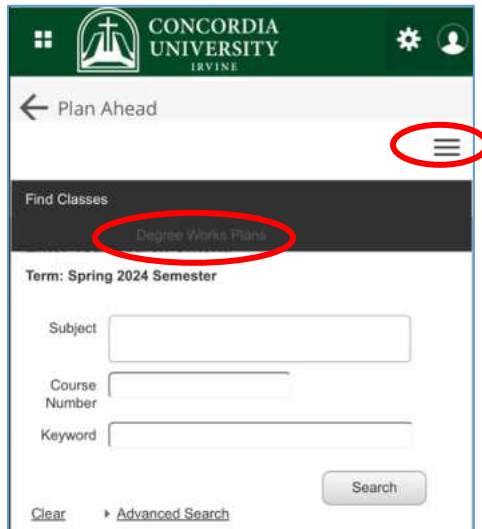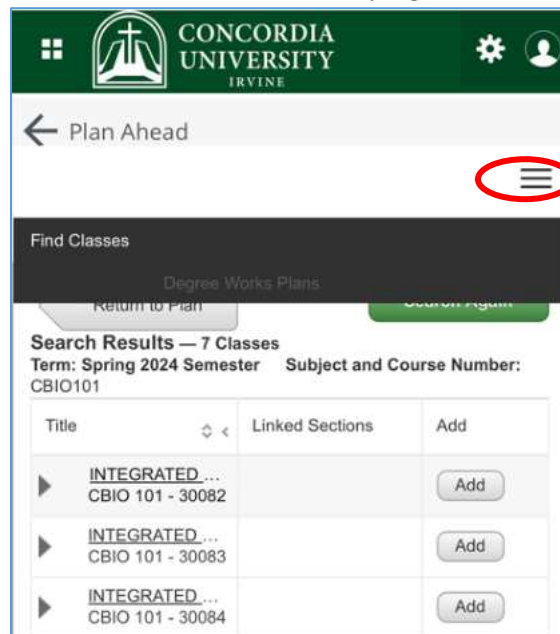

  - For each course from your Degree Works Grad Plan, click "View Sections" and add the section you want to your semester registration plan
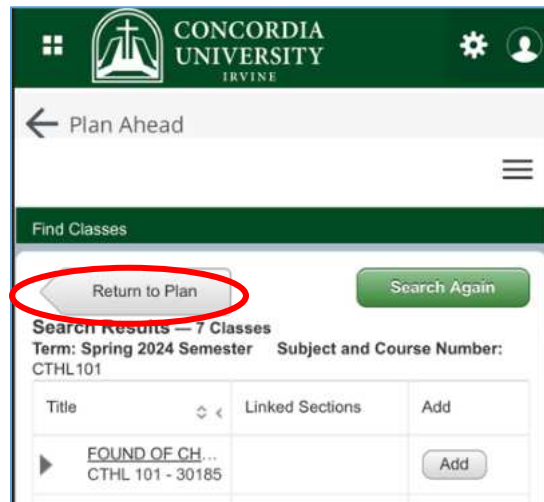
o   After you add one class, click the "Panels" button on the bottom left to collapse the Summary so you can continue building your plan
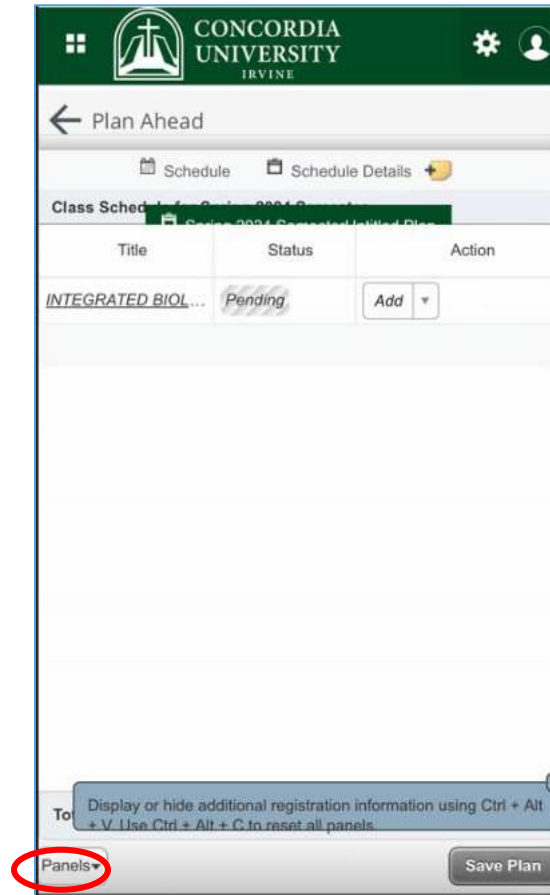
o   You may need to click the 3 lines on the top right to see more of the screen

o Click "Return to Plan" to access your Degree Works Grad Plan and add more sections to your semester registration plan

▪ Clicking "Search Again" will allow you to search through all sections that are offered in the semester you are planning for. You can add these to your plan.
▪ Click "Save Plan" and name the semester registration plan
▪ You can add notes and create up to 5 semester registration plans each semester

• You can use the "Find Classes" tab to search for courses to add to your semester registration plan
  o Click the "Find Classes" tab
  o Click "View Sections" and add the section you want to your semester registration plan
 o You can add notes and create up to 5 semester registration plans each semester

To Add Courses From a Semester Registration Plan:

After you have created a semester registration plan and registration has opened, follow these steps

- o Log into MyRecords
- o Click "Student"
- o Click on the tab that says "Registration & Planning"
- o Click "Register for Classes"
- o Select the semester for which you want to register from the dropdown menu
- o If you created a semester registration plan or have a Grad Plan in Degree Works, click on the "Plans" tab to register from your plan. It should look like this:


- o Click the "Panels" button on the bottom left to collapse the Summary
- o Click the 3 lines on the top right to access the menu. Click "Plans"
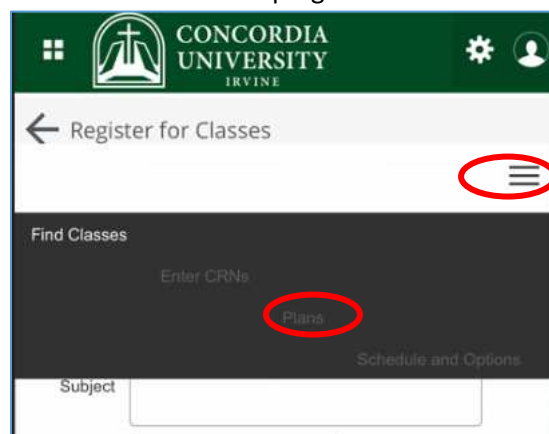
o Locate the semester registration plan you want to register from
o Click on the "Add" button next to the CRN you want to register for, or click "Add All"
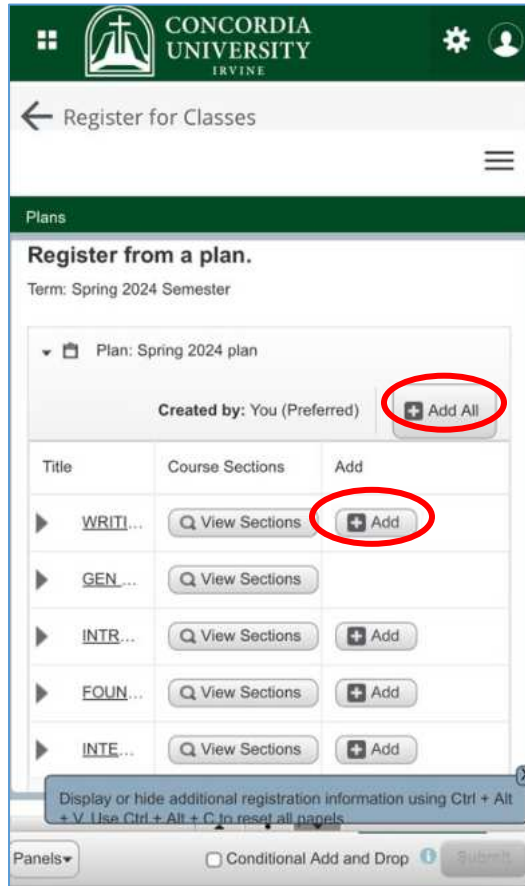
o   Review your schedule in the summary box on the bottom right by clicking the "Panels" button again. When satisfied, click "Submit"
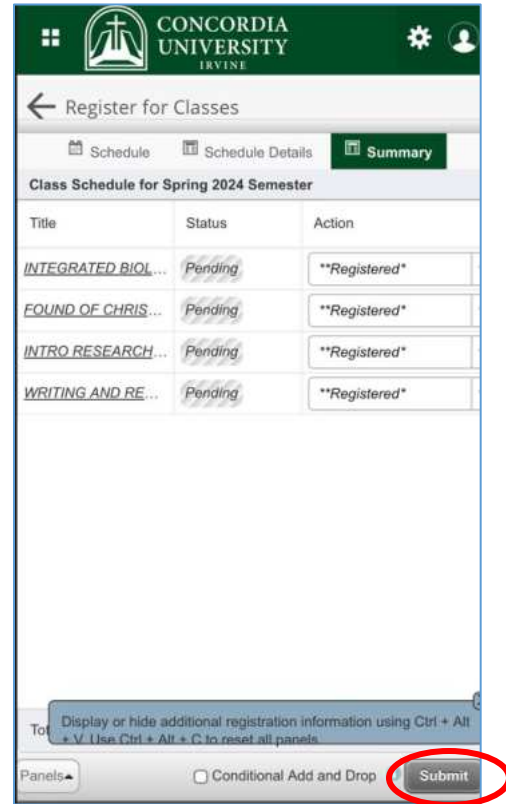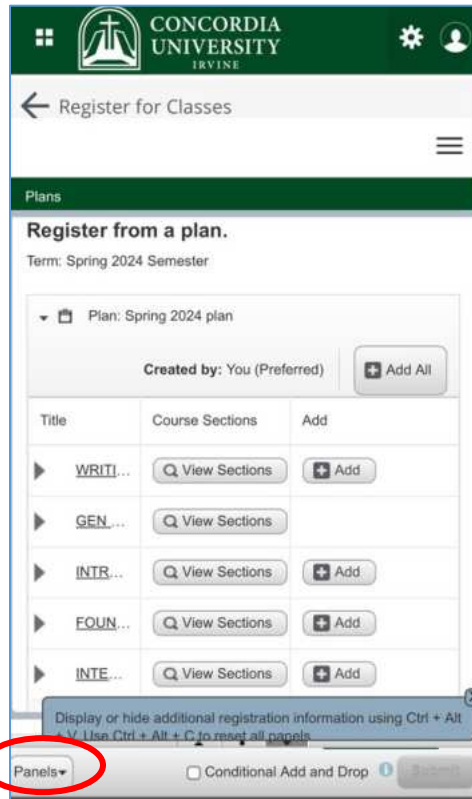
o   If there is an error with your schedule, you will be notified by messages in red:
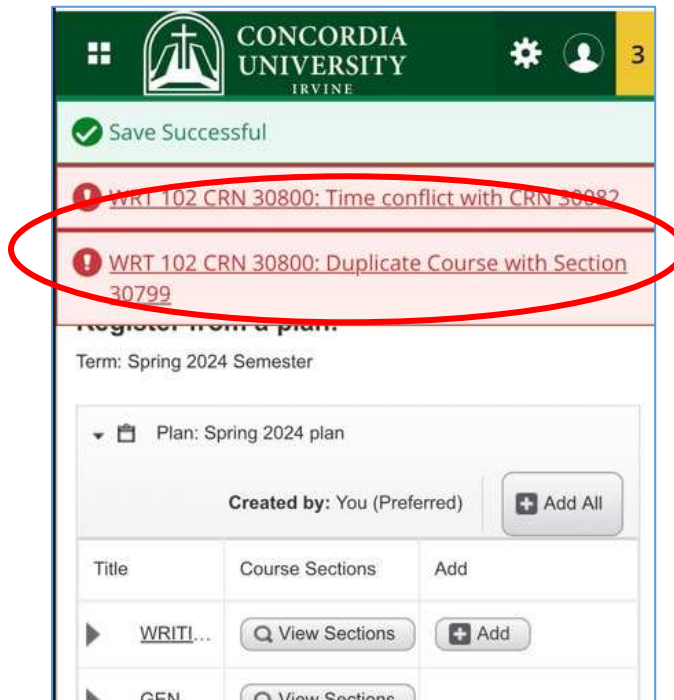
- Click the "Panels" button to review your schedule
- As needed, you can make adjustments to your schedule by using the dropdown menu under the "Action" column

- Click "Submit" to save your registration

To Add Courses Using the Search Function:

- o Log into [MyRecords](#)
- o Click "Student"
- o Click on the tab that says "Registration & Planning"
- o Click "Register for Classes"
- o Select the semester for which you want to register from the dropdown menu
  - o On the "Find Classes" tab, you can use the search fields to find the courses you want (it may be easier to view these screens landscape)

- o After entering your search criteria, click "Search" to display all courses that meet that criteria
- o Click the "Add" button next to the course you want to add

o Click the green "Search Again" button at the top to find another course
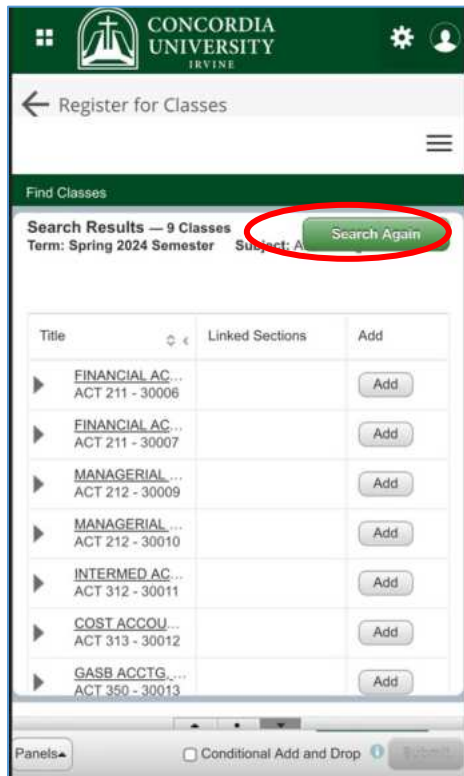
o Review your schedule in the summary box by clicking "Panels" on the bottom right. When satisfied, click "Submit"
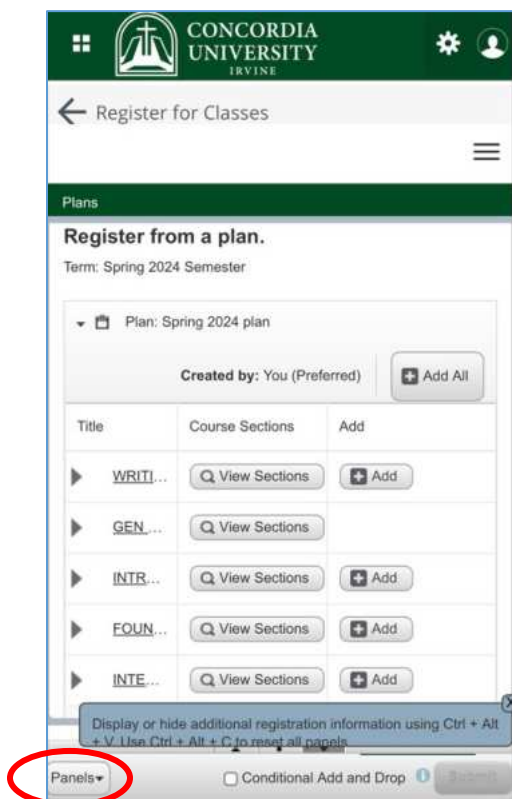
To Add Courses by CRN:

- o Log into MyRecords
- o Click "Student"
- o Click on the tab that says "Registration & Planning"
- o Click "Register for Classes"
- o Select the semester for which you want to register from the dropdown menu
- o Click the "Panels" button on the bottom left to collapse the Summary
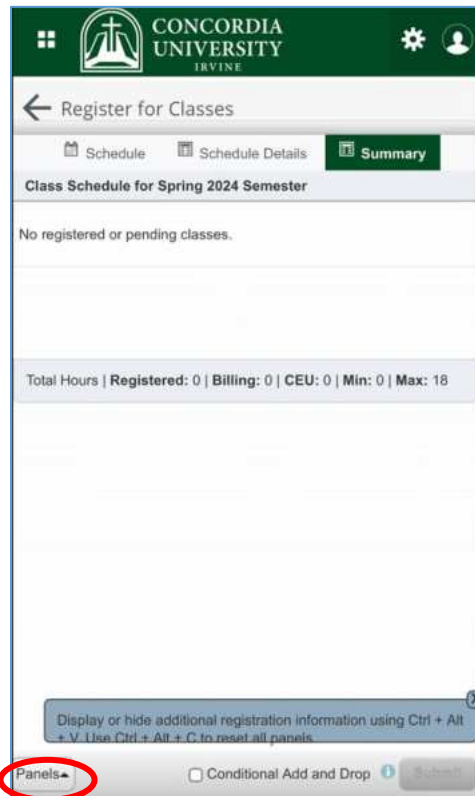
- o Click the 3 lines on the top right to access the menu. Click "Enter CRNs"

- o If you already know the CRNs for the courses you want, click the "Enter CRNs" tab. Enter the CRNs you want to register for and click Add to Summary

o Review your schedule in the summary box on the bottom right by clicking the "Panels" button again. When satisfied, click "Submit"

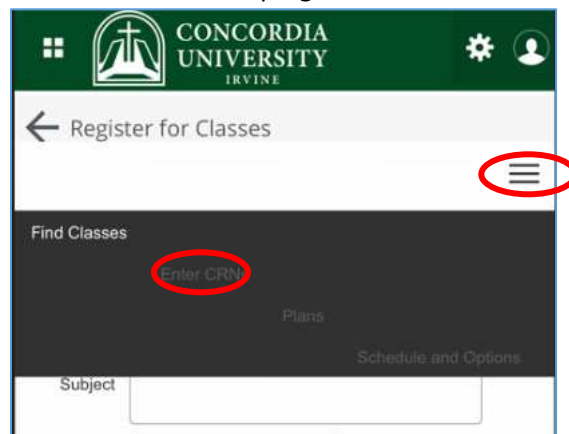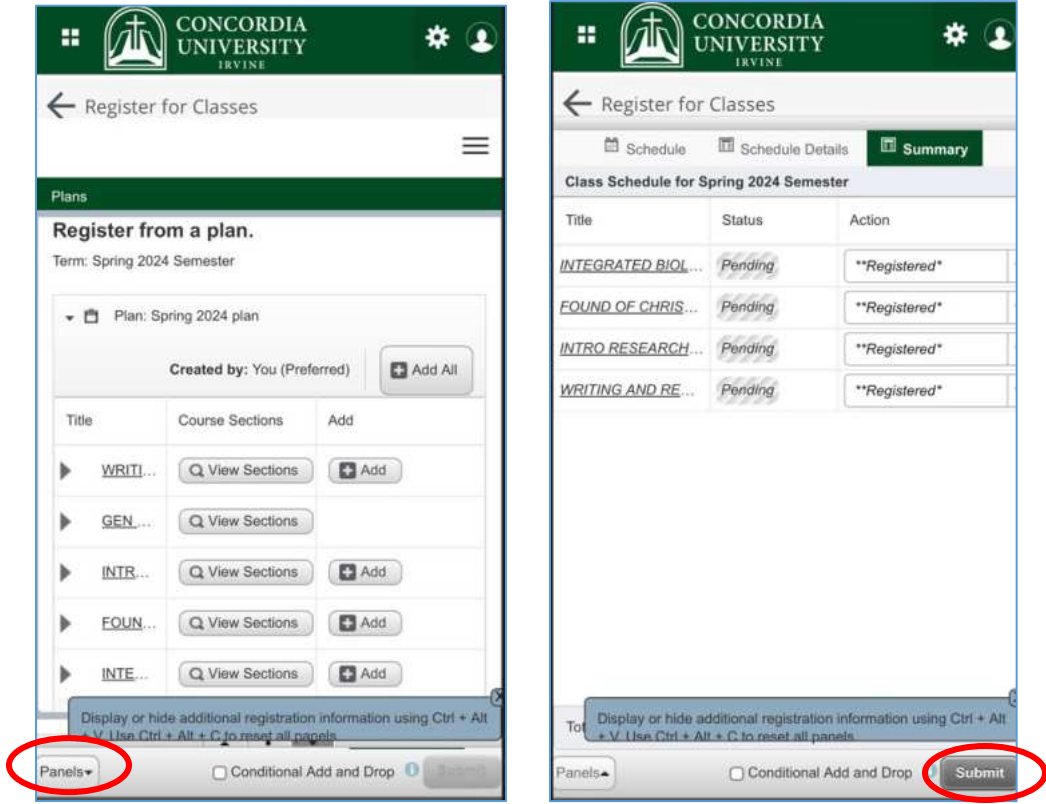**To Adjust Your Schedule (add/drop courses or switch between different sections):**

- o Log into [MyRecords](#)
- o Click "Student"
- o Click on the tab that says "Registration & Planning"
- o Click "Register for Classes"
- o Select the semester for which you want to register from the dropdown menu
- o In the "Summary" section of the page on the bottom, right, use the dropdown menu under the "Action" column to drop courses
  - o Note: you cannot drop your last class online. Contact your advisor for assistance

Title	Details	Hours	CRN	Schedule Type	Status	Action
SPORT MEDICINE & PERFO...	MCAA 570, OL1	4	31701	Graduate Workload	Registered	None
STDNT-ATHLETE DEV & LEA...	MCAA 531, OL1	4	31691	Graduate Workload	Registered	None
						Web Drop

- o Use the "Conditional Add and Drop" checkbox to drop a course from your schedule only if you are able to add the new course without an error

1. Add the section to your schedule that you want to add

Title	Details	Hours	CRN	Schedule Type	Status	Action
ETHICS AND SPORT	MCAA 530, OL2	4	31689	Graduate Workload	Pending	**Registered**

2. Select **Web Drop** from the dropdown menu for the course you want to drop

Title	Details	Hours	CRN	Schedule Type	Status	Action
ETHICS AND SPORT	MCAA 530, OL2	4	31689	Graduate Workload	Pending	**Registered**
SPORT MEDICINE & PERFO...	MCAA 570, OL1	4	31701	Graduate Workload	Registered	**Web Drop**

3. Check the "Conditional Add and Drop" checkbox then "Submit"

| Title	Details	Hours	CRN	Schedule Type	Status	Action
ETHICS AND SPORT	MCAA 530, OL2	4	31689	Graduate Workload	Pending	**Registered**
SPORT MEDICINE & PERFO...	MCAA 570, OL1	4	31701	Graduate Workload	Registered	**Web Drop**
STDNT-ATHLETE DEV & LEA...	MCAA 531, OL1	4	31691	Graduate Workload	Registered	None

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 8

☑ Conditional Add and Drop   Submit

4. Review your schedule in the summary box on the bottom right by clicking the "Panels" button again. When satisfied, click "Submit"
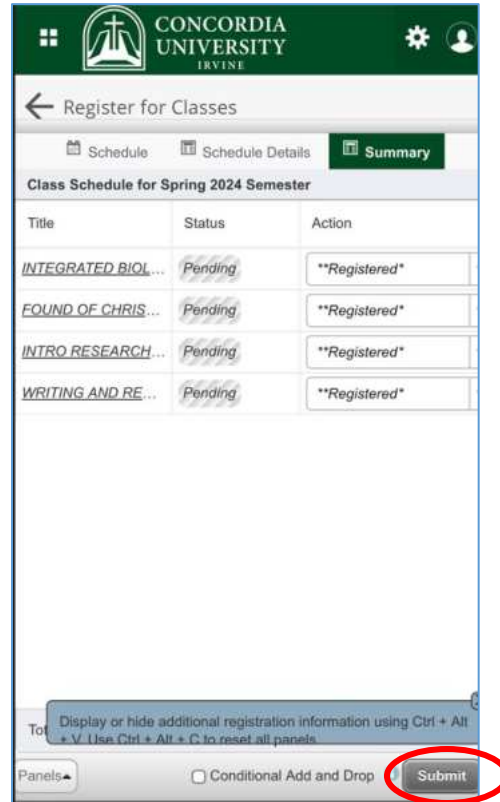
Waitlists:

<mark>If you are on a waitlist, be sure to check your Eagles email account daily as this is how you will be notified if a seat has become available.</mark>

Not all courses have waitlists. If you attempt to add a full course does not have a waitlist, you will receive a "Close Section" error message at the top of the page that looks like this:

- If you receive this error, you should attempt to find another course with seats remaining or contact your advisor for assistance
- Be sure to click "Submit" to save your schedule in the meantime

If you attempt to add a full course that has a waitlist, you will receive an error message that looks similar to this:

- If you do not want to be on the waitlist, click "Submit" to remove the course from your schedule
- If you do want to be added to the waitlist, use the dropdown menu in the "Action" column to select the Waitlist option

- Click "Submit" to save your schedule
- Review the course Summary to make sure your schedule is as you want