Are you an Athlete? Y / N

Sport _____

COURSE PLAN WORKSHEET

Name: _____Student ID: E_____

***Note for continuing TRANSFERS who complete advising via EMAIL:**
- Use the link to the Google form instead of this worksheet (on advising website and sent via email).

STEP 1: Plan your schedule using the following resources:

- My Degree Works (My Records, My Classes, My Student Records)
  - Review Grad Plan and select courses
  - Review Degree Audit to be sure you stay on track
- Class Schedules: Undergraduate for electives or any course not included on the plan or degree audit
- Academic Catalog

STEP 2: Use the online calendar to make an appointment with an Academic Advisor, Go to www.cui.edu/advising

STEP 3: Meet with an advisor and **GET YOUR ALTERNATE PIN EVEN IF YOU HAVE HOLDS!!**

MY PRIORITY REGISTRATION BEGINS:
Freshman: Wednesday, November 13th @ 10:00 pm
Sophomores: Tuesday, November 12th @ 10:00pm
Juniors: Monday, November 11th @ 10:00pm
Seniors: Sunday, November 10th @ 10:00pm
****YOUR REGISTRATION DATE IS BASED ON YOUR CLASSIFICATION. CHECK MY DEGREE WORKS.**

After meeting with my advisor… WHERE IS MY ALTERNATE PIN?
My Degree Works – Top note on your Grad Plan
ALTERNATE PIN FOR SPRING 2020:

Students are responsible for checking CRN numbers, days, and times.

Spring 2020 Semester

CRN	Course No.	Section	Course Title	Units	Time	M	T	W	R	F

Unit Total _____

I understand that I will NOT be eligible to participate in the graduation ceremony until all graduation requirements have been met (as determined by the Office of the Registrar). Initial _____

I understand how to find and use My Degree Works to plan my schedule for Spring 2020 and future semesters. Initial _____

Advisor Signature Date

Student Signature Date

Logging into My Degree Works:

1. Log into My Records
2. Select My Classes
3. Select My Student Records
4. Select My Degree Works

Registration Instructions:

1. Double check your priority date
2. Make sure your HOLDS are cleared - cannot register online with any holds
3. Log into MyRecords
4. Click on MY CLASSES
5. Click on MY REGISTRATION
6. Click on ADD or DROP CLASSES
7. Select the term and click SUBMIT
8. Enter your Registration (ALTERNATE) PIN
9. Enter the course CRNs into the fields
10. Click SUBMIT CHANGES

Waitlist Information:

Adding a course that has a waitlist is simple but requires an additional step.

1. *Enter the course CRN in MyRecords (Path: MyClasses/MyRegistration/Add or Drop Classes)*
2. *If you receive the Registration Add Error '**Closed-Waitlisted**' click on the drop down arrow next to '**None**' and select ****WAITLIST-NOT ENROLLED****, Then click '**Submit Changes**'*
3. *Continue to enroll in your classes*

Common Registration Errors:

1. **Hold –** Please check My Degree Works (top block) and speak with the department about removing your hold (Bursar, Financial Aid, Health Office)
2. **Pre-Requisite Error –** You have not completed or are not enrolled in the course(s) needed to enroll in the desired class. Be sure to click the course in My Degree Works audit to check for pre-requisites.
3. **Course Time Conflict –** A course you are attempting to enroll in conflicts with another on your schedule. Be sure to check all class times. If course overlap is less than 10 minutes, speak with both professors to see if accommodations can be made – then complete a Course Time Conflict form (on the Registrar's Website)
4. **Course Repeat –** You have already completed or are enrolled in the course you are attempting to enroll in. If you are attempting to repeat a course for a better grade, you must use an add form and receive approval from Financial Aid.
5. **Unlinked Course –** The course you are attempting to enroll in has another CRN which must also be registered for at the same time. All Core courses must be the same section #, you cannot register for one without the other.
6. **Closed Section –** The CRN you selected is currently full. Choose another section that will work with your schedule or an alternative course.