



Student Registration Instructions in MyRecords: Computer Instructions

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Quick Links:

[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:

**** 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. ****

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.

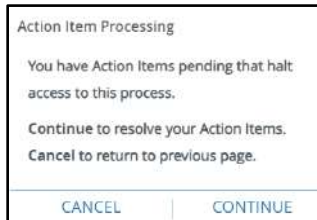
- Log into [MyRecords](#)
- Click “Student”
- Click on the tile that says “Registration & Planning”
- Click “Plan Ahead”
- Select the semester for which you want to create a semester registration plan from the dropdown menu
- Click “Create a New Plan”
- If your advisor has created a Grad Plan for you 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
 - Click “Add to Plan” and find the section you want to your semester registration plan
 - Click “Add” to add the CRN to your semester registration plan
 - Click “Save Plan” and name the semester registration plan
 - You can add notes and create up to 5 semester registration plans each semester
- If you do not have a Grad Plan in Degree Works, you can use the “Find Classes” tab to search for courses to add to your semester registration plan
 - Click the “Find Classes” tab
 - Click “Add to Plan” and find the section you want to your semester registration plan
 - Click “Add” to add the CRN to your semester registration plan
 - You can add notes and create up to 5 semester registration plans each semester

Action Items / Pre-Registration Required Steps:

If prompted, you may have to complete action items before you can register.

When you go to register ([MyRecords](#) – Student – Registration & Planning – Register for Classes)

A popup window will alert you that you have Action Items requiring action



Click "Continue" to review the required action(s)

Click the "Pending" button on the left

Review the information & take the action as prompted

Click Save and then click Continue

Proceed to register like normal

To Add Courses From a Semester Registration Plan:

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

- Log into [MyRecords](#)
- Click “Student”
- Click on the tab that says “Registration & Planning”
- Click “Register for Classes”
- Select the semester for which you want to register from the dropdown menu
- 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.
- Click on the “Add” button next to the CRN you want to register for, or click “Add All”

The screenshot shows the 'Register for Classes' page with the 'Plans' tab selected. A table lists courses from the 'MCAA Spring 2024' plan. The 'Add' column contains buttons for each course, and an 'Add All' button is in the top right. Red boxes highlight these buttons.

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
STUDENT-ATHLETE DEV & LEADERSHIP	MCAA 531, OL1	4	31691	Graduate Workload		MCAA Courses		View Sections	Add
PRINCIPAL COACH & LEADERSHIP	MCAA 510, OL1	4	31683	Graduate Workload		MCAA Courses		View Sections	Add

- Review your schedule in the summary box on the bottom right. When satisfied, click “Submit”

The screenshot shows the 'Summary' box with a table of registered courses. The status for both courses is 'Pending'. A 'Submit' button is highlighted with a red box at the bottom right.

Title	Details	Hours	CRN	Schedule Type	Status	Action
PRINCIPAL COACH & LEADERSHIP	MCAA 510, OL1	4	31683	Graduate Workload	Pending	**Registered*
STUDENT-ATHLETE DEV & LEADERSHIP	MCAA 531, OL1	4	31691	Graduate Workload	Pending	**Registered*

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

☐ Conditional Add and Drop [Submit](#)

- If there is an error with your schedule, you will be notified by messages in red

✓ Save Successful

❗ MCAA 510 CRN 31683; Repeat count exceeds 0

Created by: You (Preferred) ➕ Add All

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
PRINC COACH & LEADERS...	MCAA 510, OL1	4	31683	Graduate Workload	Errors Preventing Regis...	Remove
STUDENT-ATHLETE DEV & CL...	MCAA 551, OL1	4	31691	Graduate Workload	Registered	None

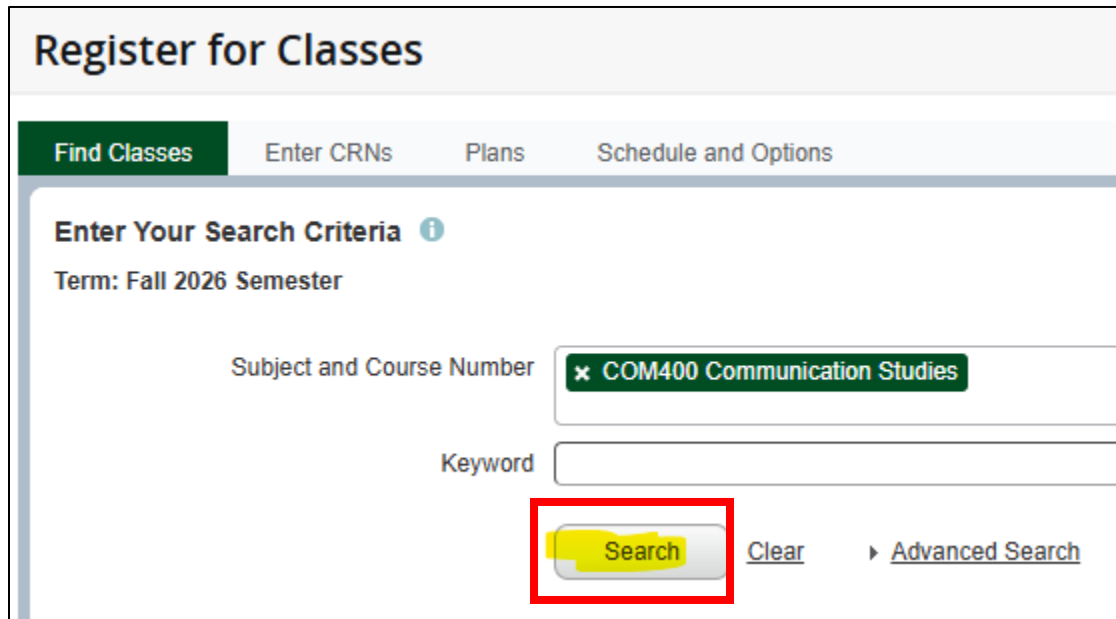
- As needed, you can make adjustments to your schedule by using the dropdown menu under the “Action” column

CRN	Schedule Type	Status	Action
31683	Graduate Workload	Errors Preventing Regis...	Remove
31691	Graduate Workload	Registered	None

- Click “Submit” to save your registration

To Add Courses Using the Search Function:

- Log into [MyRecords](#)
- Click “Student”
- Click on the tab that says “Registration & Planning”
- Click “Register for Classes”
- Select the semester for which you want to register from the dropdown menu
- On the “Find Classes” tab, you can use the search fields to find the courses you want



Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria ⓘ

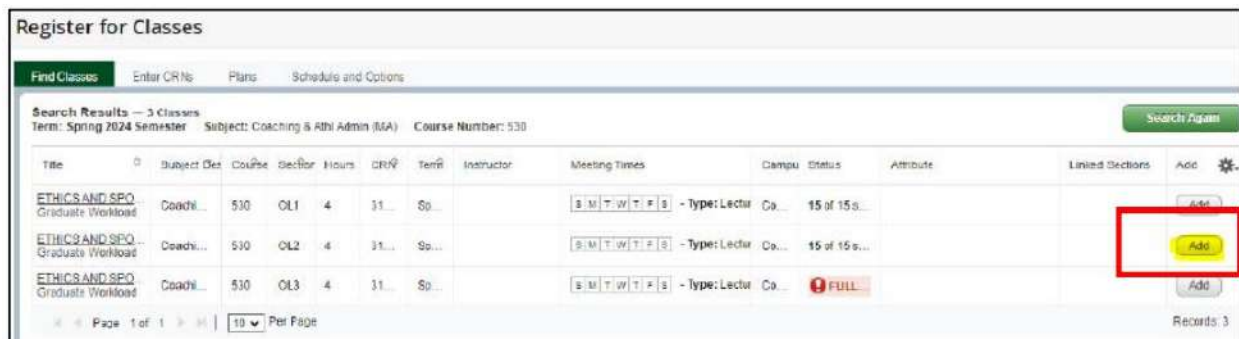
Term: Fall 2026 Semester

Subject and Course Number **COM400 Communication Studies**

Keyword

Search Clear [Advanced Search](#)

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



Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 3 Classes
Term: Spring 2024 Semester Subject: Coaching & Athl Admin (BA) Course Number: 530 [Search Again](#)

Title	Subject Des	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
ETHICS AND SPO Graduate Workload	Coachi...	530	OL1	4	31...	Sp...		S M T W T F S - Type: Lectur	Co...	15 of 15 s...			Add
ETHICS AND SPO Graduate Workload	Coachi...	530	OL2	4	31...	Sp...		S M T W T F S - Type: Lectur	Co...	15 of 15 s...			Add
ETHICS AND SPO Graduate Workload	Coachi...	530	OL3	4	31...	Sp...		S M T W T F S - Type: Lectur	Co...	FULL			Add

Page 1 of 1 10 Per Page Records: 3

- Click the green “Search Again” button at the top to find another course

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 3 Classes
Term: Spring 2024 Semester Subject: Coaching & Ath Admin (MA) Course Number: 530

Search Again

Title	Subject Doc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
ETHICS AND SPO Graduate Workload	Coachi...	530	OL1	4	31...	Sp...		S M T W T F S - Type: Lectur	Co...	15 of 15 s...			Add
ETHICS AND SPO Graduate Workload	Coachi...	530	OL2	4	31...	Sp...		S M T W T F S - Type: Lectur	Co...	15 of 15 s...			Add
ETHICS AND SPO Graduate Workload	Coachi...	530	OL3	4	31...	Sp...		S M T W T F S - Type: Lectur	Co...	FULL			Add

Page 1 of 1 | 10 Per Page | Records: 3

- Review your schedule in the summary box on the bottom right. When satisfied, click “Submit”

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
PRINC COACH & LEADERS...	MCAA 510, OL1	4	31683	Graduate Workload	Pending	**Registered*
STDNT-ATHLETE DEV & LEA...	MCAA 531, OL1	4	31691	Graduate Workload	Pending	**Registered*

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

☐ Conditional Add and Drop **Submit**

To Add Courses by CRN:

- Log into [MyRecords](#)
- Click “Student”
- Click on the tab that says “Registration & Planning”
- Click “Register for Classes”
- Select the semester for which you want to register from the dropdown menu

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Opti

Enter Course Reference Numbers (CRNs) to R

Term: Spring 2024 Semester

CRN 31689 ETHICS AND SPORT MCAA 530, 6

CRN 31687 PSYCHOLOGY OF COACHING M

CRN 31691 STDNT-ATHLETE DEV & LEADER

CRN |

+ Add Another CRN **Add to Summary**

- Review your schedule in the summary box on the bottom right. When satisfied, click “Submit”

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
PRINC COACH & LEADERS...	MCAA 510, OL1	4	31683	Graduate Workload	Pending	**Registered*
STDNT-ATHLETE DEV & LEA...	MCAA 531, OL1	4	31691	Graduate Workload	Pending	**Registered*

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

☐ Conditional Add and Drop **Submit**

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

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

Summary						
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

- Use the “Conditional Add and Drop” checkbox to drop a course from your schedule if you are able to add the new course without an error
 1. Add the section to your summary that you want to add

Summary						
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

Summary						
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
<u>ETHICS AND SPORT</u>	MCAA 530, OL2	4	31689	Graduate Workload	Pending	**Registered*
<u>SPORT MEDICINE & PERFO...</u>	MCAA 570, OL1	4	31701	Graduate Workload	Registered	**Web Drop**
<u>STDNT-ATHLETE DEV & LEA...</u>	MCAA 531, OL1	4	31691	Graduate Workload	Registered	None

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

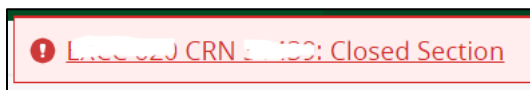
☒ Conditional Add and Drop

4. Carefully review the Summary at the bottom, right of the page to make sure your schedule is as you want

Waitlists:

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.

Not all courses have waitlists. If you attempt to add a full course that 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

	Status	Action
CCO...	Errors Preventi...	Remove
HRIS...	Registered	Remove
BIOL...	Registered	**Registered*
ARCH...	Registered	**WAITLIST-NOT ENROLLED**
PRE...	Registered	

- Click “Submit” to save your schedule
- Carefully review the Summary at the bottom, right of the page to make sure your schedule is as you want