SELECTING/REGISTERING FOR CLASSES

You must first be **CLEARED TO SELF-REGISTER** by your assigned advisor to have access to this feature.

From the **My Academics** tab on **The Q**, click **My Registration**, then click on **Register for Classes**.

To ADD: Enter course and section number, then click Add.
To DROP: Mark course to drop, then click Drop.
To SWAP: Enter course and section numbers to add and mark course to drop, then click Swap.
When finished, close browser or click other option to perform other activities.

1. **SET OPTIONS:**
   - Select the correct term/semester

2. Enter the **COURSE NUMBER** using the department code letters. Remember to put a space in between the LETTER code and NUMBER code. **EXAMPLE:** ENG 101

3. **SECTION:**
   - Click on the Question Mark (?). This will give you the choices for that class number with instructor name, location, time, days, etc.
   - *If you already know the section number, you can enter it here & click the ADD button on the right.*

4. **Check VIEW box** for any requirements, special instructions or restrictions.

5. **Check STATUS for OPEN sections** (those with seats available.)

6. Click on/select your desired class.

7. **Click SELECT**
   - Mark the section you wish to select

8. **Click ADD**
   - TIP! Your ADDED classes will appear under this line.

DROPPING/SWAPPING CLASSES

This feature can only be used during the REGISTRATION period, before the **ADD/DROP deadline**.

To discuss withdrawing from classes after that date, please see an Advisor to discuss details.

**DROP A CLASS:** Click (or SELECT) the class you wish to drop, then click the DROP button.

**SWAP A CLASS:** Select your preferred class using steps 1-7, then click/select the class you want to switch out and click the SWAP button.