

# 10 Easy Steps for Registration

**1) Scheduling the appointment and getting prepared.** You should take responsibility to schedule an appointment with your advisor and review all relevant information prior to your appointment. Be sure to contact your advisor to find out how to schedule an appointment. It's a good idea to prepare for your meeting with your advisor by creating a rough draft of your schedule, looking for conflicts, prerequisites, etc.

**2) Build a schedule** from required courses using information from the Course Schedule via the web. From the SUNY Cortland homepage you can use the Quick Links to Course Schedule to get the information you will need. This has the most current information on course enrollments.

**3) Determine your Time-Ticket.** Your time-ticket is the time you will be able to begin registering on the WEB. You can find your time-ticket by going to myRedDragon.

**4) Know your Registration Pin Number.** You will receive your registration pin number from your advisor. You must have this pin number in order to register. Please note that this number is different than your myRedDragon pin number.

**5) Work with your Advisor to build an appropriate schedule. Elements of a good schedule:**

- **Courses that meet GE, major, or other college requirements.**
- **Credit hours.** As a full time student you should have a minimum of 12 credits; if you wish to take more than 18 credits you must first receive approval from your Associate Dean.
- **Balance:** type of course (variety of academic subject), day of the week (variety of days), time of day (variety of times to meet your needs)

**6) Take care of any holds.** You can determine if you have any holds by checking myRedDragon. You must clear up your hold with the appropriate office before you will be able to register.

**7) Register!** Log onto myRedDragon when your time-ticket becomes active. Select: Register or Drop & Add Courses. Enter your Registration number (PIN) that you received from your advisor. Please see your advisor if you have lost your Registration PIN.

**8) Enter the CRN** (course reference number) for each of your course selections. The CRN can be found through a class search as you register on the WEB. Select: Submit Courses. Courses you successfully registered for and any errors that prevent a successful registration will be displayed.

**9) Print your Schedule.** Now that you are registered, return to the Menu, and select My Schedule to view and print your schedule.

**10) Review** your printed schedule to check for accuracy. Once registered, you may adjust your schedule on line or during drop/add the first five days of the new semester.