Web Registration Tips

Prior to registration:

- Be sure you do not have a "hold" that will prevent your registration, by logging in to myRedDragon and checking your "registration status".

- Select the Student tab and locate the Registrar Channel and click on **"Check Registration Status"**.

- Choose the semester/term and select: "Submit Term." Your registration time-ticket information will display. You will not be able to register before the day and time indicated. Please be aware, your registration time is NOT an excuse to miss class. If you are able to register, review the next steps prior to registration. If you are unable to register because of a hold, **you must clear the hold before you can register**. If your academic status or standing prohibits registration, contact the Registrar's Office.

- Also be sure to review the Course Schedule prior to registration. Make note of section numbers to be sure you're registering for the section of the class that you want (some sections are offered at different locations and the section number will help you identify this). See handout on Section Number reminders.

- Make a tentative class schedule with possible alternatives in case you have trouble registering for the sections you want.

- Write down the CRNs for the courses/sections you want to register for. You will use the CRNs in the registration process.

When your time-ticket becomes active:

- Log in to myRedDragon, select the Student tab, and in the Registrar Channel, click on "Register or Drop & Add Classes to access the registration worksheet. You may also want to double check your registration status (as you did above).

- **Enter the CRN** (course reference number) for each of your course selections once you are in the registration worksheet. The CRN may be found on the Registrar's home page under [Course Schedule and Registration Information](#); you may perform a class search by course prefix or course attribute as you register on the Web.

- Select: "Submit Courses." Courses you have successfully registered for and any errors that prevent a successful registration will be displayed. Try to resolve your registration errors if possible. (Refer to the [Web Registration Error Messages](#) for details on the most common errors).

When you are registered for all your courses, return to the Registration Menu, and select "Student Schedule" or "Student Schedule Grid" to view and print your schedule.

Carefully check your registration. YOU ARE RESPONSIBLE FOR THE ACCURACY OF YOUR REGISTRATION. To logout, select the Logout button. CLOSE YOUR BROWSER TO SECURE YOUR RECORDS.