

ONLINE REGISTRATION INSTRUCTIONS

BEFORE YOU BEGIN, PLEASE READ ALL DIRECTIONS (1-9).

1. Log on to student portal (e-student)
2. Change the semester (top left) to the semester for which you are registering (Ex. FA-19)
3. Click on registration
4. Find the **Show Filter** box and click
 - a. Fill in Department – e.g. NU or CH or PH
 - b. Fill in Course # - e.g. 110 or 100 or 205
 - c. If you know the section # fill that in
 - d. Scroll down and click on **Apply Filter**
5. Scroll down – selected class should appear
6. Check the box before the word “credit” of the section you wish to select
7. Scroll back up and repeat steps 4-6 until you’ve selected all of your classes
8. Proceed by clicking on **Process Registration** at the bottom or top of the page
9. When you are finished you may print your schedule. Then, **do not** click on the Red X at the top right; instead LOG OFF under your name.