REGISTERING FOR CLASSES
QUICK GUIDE FOR SPRING & SUMMER 2021 REGISTRATION
HOW TO ACCESS THE MYREGENT PORTAL

You can directly access the registration portal on MyRegent by going to the Student Page then clicking “Register for Classes” or “select your classes.”

You can also see a step-by-step tutorial on this page.
HOW TO ACCESS THE NEW SYSTEM-GENISYS

Student Services

Registration
Add/Drop classes; browse course catalog; display class schedule.

Student Records
View your holds; Display your grades and transcripts; Review charges and payments.

Verify Student Requirements
Before registering, check here for information that requires review and/or update.

Commencement & Commissioning RSVPs
Will you be attending the spring commencement ceremony and/or commissioning service?

Housing Menu
Click on this link to display housing information, move-in information, and/or housing requirement forms.

DegreeWorks
Degree Audit Map for students whose catalog is Fall 2012 to present

FERPA Acknowledgement
Use this link to acknowledge you have read and understood the FERPA standard.

Regent Bookstore
Shop for textbooks at the Regent Bookstore.
REGISTER FOR CLASSES

What would you like to do?

- **Prepare for Registration**: View registration status, update student/term data, and complete pre-registration requirements.
- **Plan Ahead**: Give yourself a head start by building plans. When you’re ready to register, you’ll be able to load these plans.
- **Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- **Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- **Browse Course Catalog**: Look up basic course information like subject, course, and description.
- **View Registration Information**: View your past schedules and your ungraded classes.
Only semesters that are currently available will be listed.
REGISTER FOR CLASSES

Students can look up a course via course number or key word but they may not find exactly what they are looking for.

Ex: BUSN 250
### Register for Classes

#### Find Classes

**Enter Your Search Criteria**

- **Term:** Spring 2019

**Options:**
- Subject: [CAB] Cybersecurity, [UG] General Education
- Course Number
- Keyword

**Search:**

**Schedule Details**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
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<tbody>
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<td>11am</td>
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**Summary**

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRNs</th>
<th>Schedule Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
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<td>40906</td>
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<td>41291</td>
<td>Distance E.</td>
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<td>None</td>
</tr>
</tbody>
</table>

**Total Hours:** 15 | **Billing:** 27 (CEU) | **Min:** 0 | **Max:** 17
Once you search for courses, you can then see a list of available courses. You can scroll over each area to receive more information about each area with a pop-up.
If you are not sure about which course you want to take, you can now click on the course name for more information. Once the details box opens, you can get the details, course description, restrictions, attributes, fees, etc.
REGISTER FOR CLASSES

If there are listed pre-reqs for the course and the system reads them, the section will show what courses are needed.

The Fees section will show if there are any extra fees associated with the courses.
When you click to add the course, the course will then be listed in the Summary section at the bottom of the screen. **However, you need to hit submit to finalize registration!**
The Schedule Detail is located at the bottom of the screen where you can see course information as well as waitlist notifications and current status of courses.