

Open a second window in your browser, to the Vandal web login page, while you listen to these instructions. This topic discusses the steps to register for classes. Before you can register for classes they must be approved by your academic advisor.

You must have already logged in to Vandal Web to proceed with class registration.

In Vandal Web you will:

Click: Student Information/Registration Menu

Click: Registration Menu

Click: Add/Drop Classes

Next select the semester you want to register for from the drop down menu, click submit

Click: Correct Semester from drop-down list and click the Submit button

Next cursor down to the Course Registration Number or CRN boxes

Input all of your CRNs into the boxes.

After inputting the CRNs, click Submit Changes

The screen will refresh and will display the status of your class registration. Scroll to the bottom of this page.

Review the information that is displayed. It will indicate whether you are registered, if the class is full, or if the waitlist option is available. Place yourself on the waitlist if one is available or check to see if there is a different section with open seats that does not create a time conflict with your current schedule.

Vandal web does not automatically put you on a wait list. To place yourself on a wait list, select this option from the drop-down menu in the Action Column and then click submit changes.

Vandal web will allow you to register for time conflicts. To check for potential time conflicts, scroll to the bottom and click view Student Schedule by Day and Time. Again, scroll to the bottom of the page to confirm that you have added yourself to a waitlist. If you do not see confirmation, then you have not been added to the wait list. Also, if you have time conflicts, this information will be displayed in red text.

Congratulations, you are now a registered student, print this page.