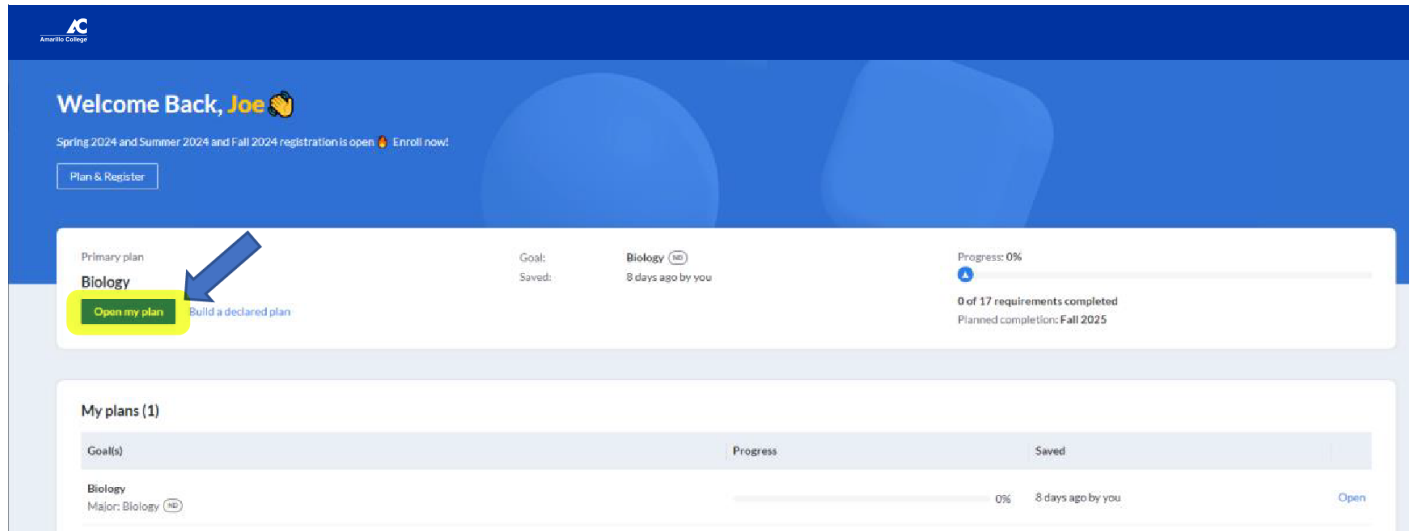




Step-By-Step Instructions

Step 1: View Your Plan

Now that you have been advised and approved to register, log into the new Registration Hub to view your plan.



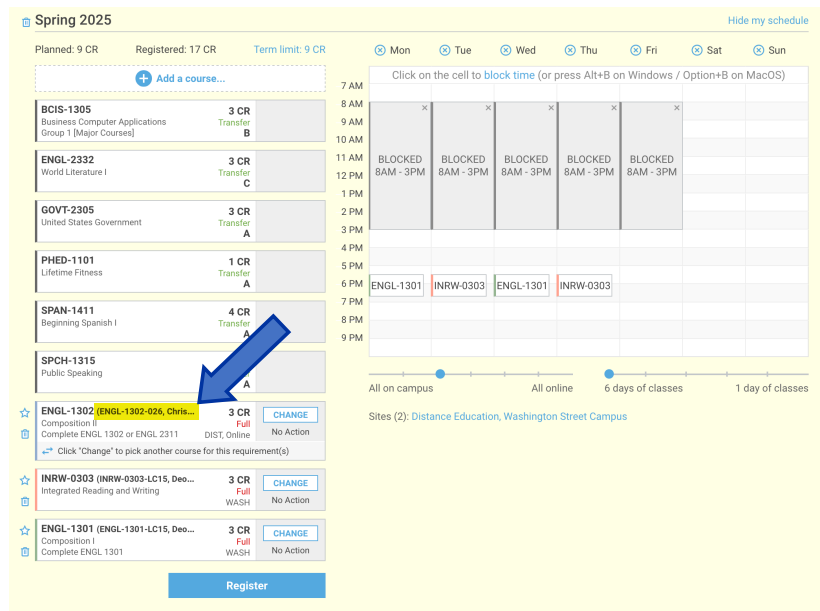
Step 2: Review Planned Sections

Review the planned sections to ensure they are on the campus and at times that fit your needs.

➡ Click on the course number with a selected section to review the class details.

No changes needed?
Go to step 4.

Otherwise, go to Step 3.



Step 3: Need To Make A Change?

Make changes and check real-time seat availability for classes.

➔ Remember to set your campus preferences.

➔ Block any times that you are unavailable to take classes.

Spring 2025

Planned: 9 CR Registered: 17 CR Term limit: 9 CR

Mon Tue Wed Thu Fri Sat Sun

Click on the cell to block time (or press Alt+B on Windows / Option+B on MacOS)

7 AM						
8 AM						
9 AM						
10 AM						
11 AM	BLOCKED 8AM - 3PM	BLOCKED 8AM - 3PM	BLOCKED 8AM - 3PM	BLOCKED 8AM - 3PM	BLOCKED 8AM - 3PM	
12 PM						
1 PM						
2 PM						
3 PM						
4 PM						
5 PM						
6 PM	ENGL-1301	INRW-0303	ENGL-1301	INRW-0303		
7 PM						
8 PM						
9 PM						

All on campus All online 6 days of classes 1 day of classes

Sites (2): Distance Education, Washington Street Campus

Register

Change Course Options

➔ Click the "Change" button and select options to change.

ENGL-1302 (ENGL-1302-026, Chris... 3 CR Full No Action

Composition II Complete ENGL 1302 or ENGL 2311 DIST, Online

Click "Change" to pick another course for this requirement(s)

CHOOSE AN OPTION

- Mark to register
- Change section for Composition I
- Move to term
- Keep ENGL-1301 (ENGL-1301-LC15)
- Remove from Spring 2025

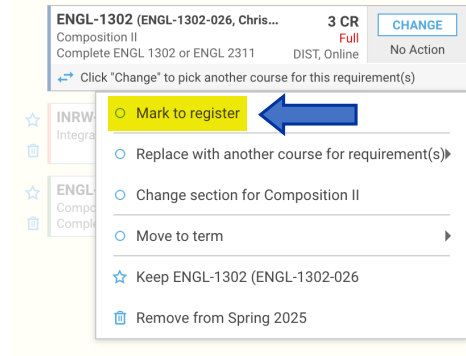
Step 4: Register for Classes

Select "**Change**" and "**Mark to register**" for each course.

Register in 1 of 2 ways:

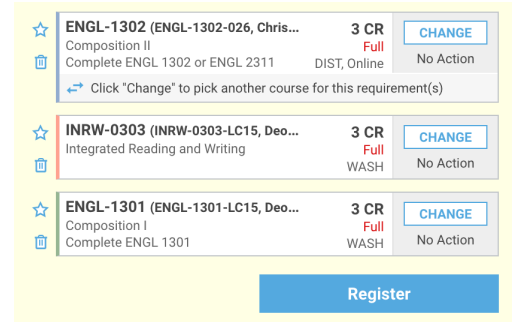
→ Register by individual course or

→ Use the blue "**Register**" button to register for all courses.



The screenshot shows a course requirement card for ENGL-1302. The card includes the course name, credits (3 CR), status (Full), and a 'CHANGE' button. Below the card, a dropdown menu is open, and the 'Mark to register' option is highlighted in yellow. A blue arrow points to this option. Other options in the menu include 'Replace with another course for requirement(s)', 'Change section for Composition II', 'Move to term', 'Keep ENGL-1302 (ENGL-1302-026)', and 'Remove from Spring 2025'.

Register by individual course



The screenshot shows a list of three course requirement cards. Each card has a 'CHANGE' button. At the bottom right of the list, a large blue 'Register' button is highlighted.

Register for all courses



Questions?
Ask AC
Washington Street Campus
AC Enrollment Center
(806) 371-5000