# WALSH UNIVERSITY How to Register for Classes using the Search Option

### 1. Login to the MyWalsh Student Portal

- Click on Cav Center in the top right corner
- Click on Students tile



### 3. Click Register for Classes

- Search and register for classes
- You can view and manage your schedule on this page



### 2. Click on Registration Home on your Student Profile Page



# 4. Select the Proper Term for Registration

S	elect a Term		
	Terms Open for Registration		
	Fall 2024	*	
	Continue		

### 5. Toggle to the Find Classes Tab

• You can create up to 5 registration plans per term

Reg	gister for Classes	Enter Your Search Criteria
Fir	nd Classes Epter CRNs Plans Schedule and Options	Term: Fall 2024
Er Te	nter Your Search Criteria 🕕 erm: Fall 2024	Course
	Subject	Part
	Course Number	

## 6. Enter Search Criteria

 Filter by subject, course number, keyword, part of term, etc.

Enter Your Search Criteria 🕚 ferm: Fall 2024		
Subject	× Music	
Course Number	203	
Keyword		
Part Of Term		
$\subset$	Search Clear + Advanced Search	

# How to Register for Classes using the Search OptionContinued

#### 7. View Course Offerings

• Note the course title, subject, number, section, credit hours, instructor, meeting times, course location, etc.

Find Classes	Enter CRNs	Plans	Schedule ar	d Option	15							
Search Results Term: Fall 2024	— 13 Classes Subject: Music											
Title	٥	SubjectÂDe	Course Norr	Seôlio	Hours	CRN *	Term	Instructor	Meeting Times	Camp	Status	Sche
T1:FD:DV:History	of Blues&Jazz	Music	203	в	3	11797	F	Staff. TBA (Primary)	S M T W T F S 09:50 AM - 11:30 AM T	м	29 of 30	Lect
Voice		Music	055	A	1	11913	F	Cooper. Gerald (P	SMTWTFS - Type: Class Buildin	м	10 of 10	Lect
T1:FD: Music and	The Movies	Music	211	A	3	11914	F	Roblee. Thomas (	SMTWTFS 11:40 AM - 01:20 PM T	м	30 of 30	Lect

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# 8. Click the Add button to add classes to your schedule

• To search for a different course, select the Search Again button

					Search Again	
Fall 2	<u>Staff, T</u>	s D №	25 of 25 seats	ON-LINE C	Add	^
Fall 2	<u>Staff, T</u>	s D №	25 of 25 seats	ON-LINE C	Add	i.
					Records: 13	-

# 9. Make sure to click Submit to complete your registration!

Summary	Summary <u>Tuition and Fee</u>												
Title	Details	Hour	CRN	Schedule Typ	Status	Action							
Mass Communicati	COM 210, A	3	11906	Lecture (In	Pending	**Web Registered**							
T1:FD:DV:History of	MUS 203, B	3	11797	Lecture (In	Pending	**Web Registered**							
Total Hours   Registered: 9	9   Billing: 9   CEU:	0   Min	: 0   <b>Max</b> : 9	99,999.999									

#### 10. To confirm you are registered, make sure the course status says Registered

Summary						Tuition and Fees	
Title	Details	Hour	CRN	Schedule Typ	Status	Action	Â
Mass Communicati	COM 210, A	3	11906	Lecture (In	Registered	**Web Registered**	
T1:FD:DV:History of	MUS 203, B	3	11797	Lecture (In	Registered	None	÷
Total Hours   Registered:	12   Billing: 12   C	EU:0 N	lin: 0   Max	c 999,999.999			
						Submit	

If you have any registration errors, please submit an <u>E-Form</u> or reach out to the Office of the Registrar at <u>Registrar@walsh.edu</u> or call 330.490.7367.

