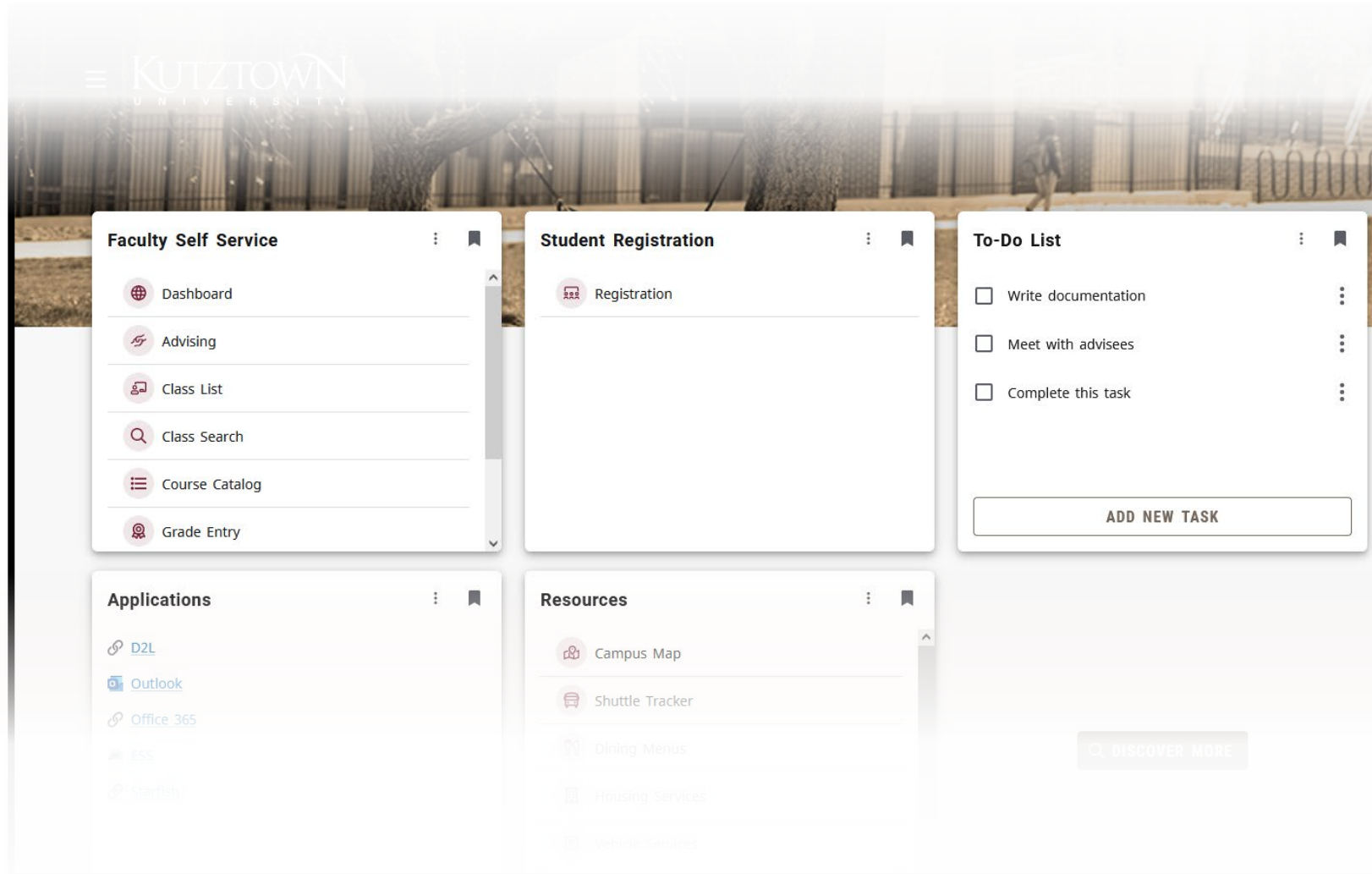




# New MyKU

Registering for Classes (Student)





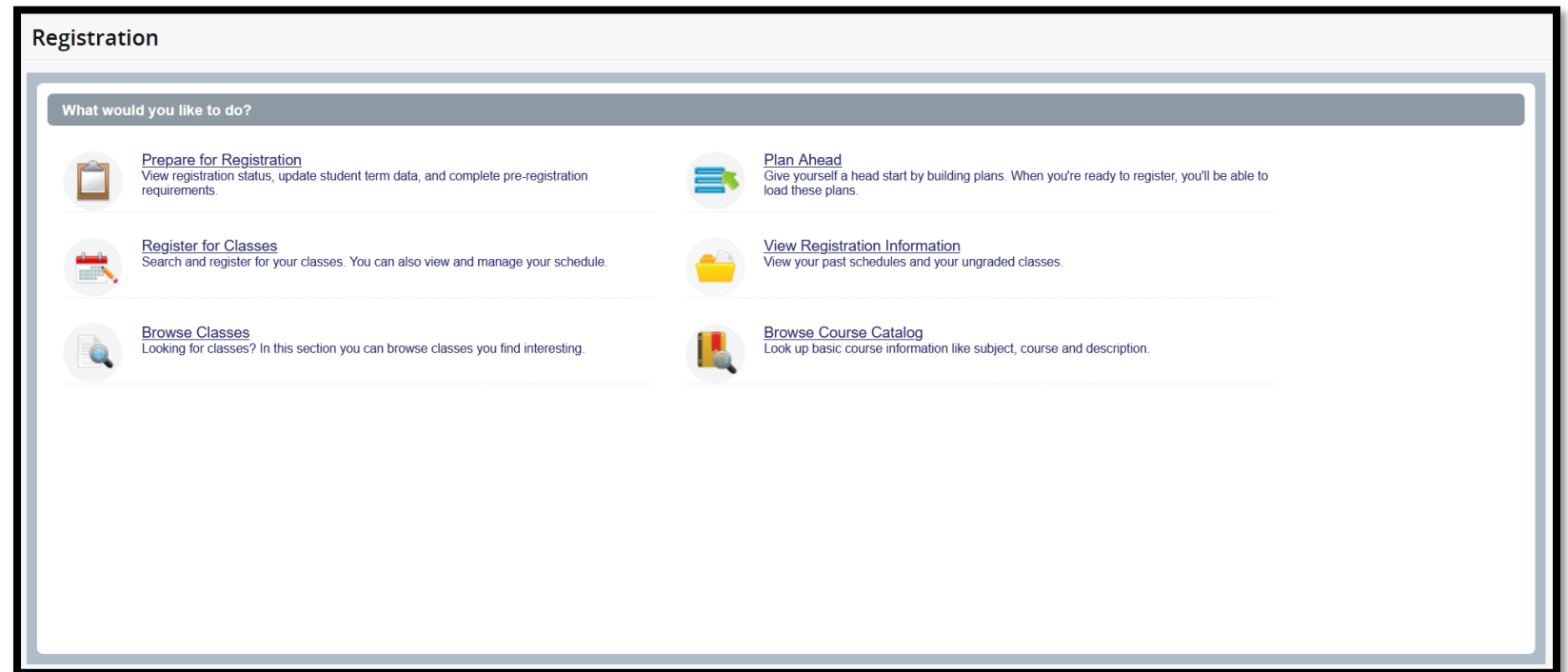
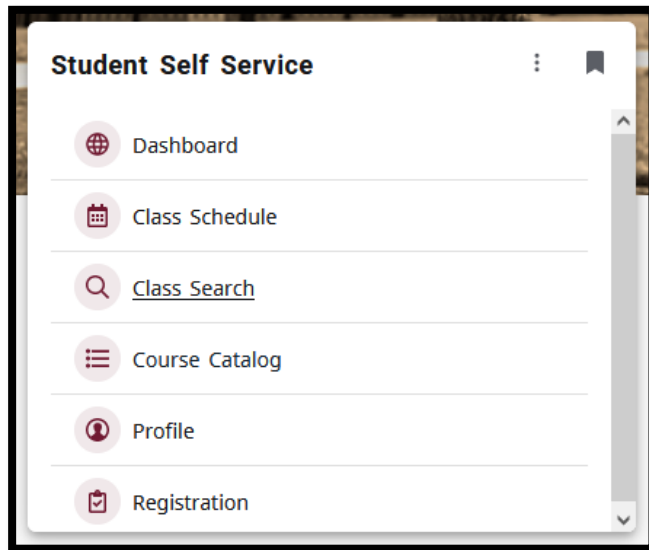
# Registering for Classes

# Homepage

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Clicking **Registration** in the **Student Self Service** card will bring you to the **Registration Portal** in the new MyKU.

In the **Registration Portal**, you will see six options. This presentation will focus on **Registering for Classes**.



# Register for Classes

This area is used to commit plans or individual classes to your schedule. Like the **Plan for Registration** area, this screen is split into three panels.

The screenshot displays the 'Register for Classes' interface. At the top, there is a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, the main heading is 'Register for Classes'. The interface is divided into three panels: 'Find Classes', 'Enter CRNs', and 'Plans Schedule and Options'. The 'Enter Your Search Criteria' section is active, showing search filters for 'Term: Fall 2024', 'Campus', 'Subject', 'Course Number', and 'Part Of Term'. A 'Search' button is present, along with 'Clear' and 'Advanced Search' options.

Below the search criteria, there are two main panels. The left panel, titled 'Class Schedule for Fall 2024', shows a grid with days of the week (Sunday to Saturday) and time slots (11am to 4pm). Two classes are registered: 'Managerial Accounting' on Tuesday and Thursday at 12pm. The right panel, titled 'Summary', displays a table of registered classes with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Cultural Anthropology	ANTH 10, 10	0	30399	Lecture	Deleted	None
Intro to 3D Modeling and Ren...	ANIA 171, 020	0	30024	Studio	Dropped	None
Managerial Accounting	ACCT 122, 010	3	30011	Lecture	Registered	None
World Literature I	ENGL 101, DH1	3	30134	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

# Register for Classes

In addition to the class search utility, the top panel contains tabs to add courses by **Course Reference Number**, enroll from **Plans**, or view the student's **Schedule**.

The image displays three overlapping screenshots of a web application interface for registering for classes. The top panel, titled "Register from a plan", shows a table of course sections for "Plan: plan 2" in the Fall 2024 term. The middle panel, titled "Enter Course Reference Number", shows a form for entering a CRN and an "Add to Summary" button. The bottom panel, titled "Summary", shows a table of registered and dropped courses for the Fall 2024 term.

**Register from a plan**  
Term: Fall 2024

Plan: plan 2 Created by: Ripper, Jack T (Student) (Preferred) Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
<a href="#">Tax Accounting I</a>	ACCT 317	3						<a href="#">View Sections</a>	
<a href="#">Managerial Accounting</a>	ACCT 122, 020	3	30012	Lecture	Hao, Qian (Primary)	Standard		<a href="#">View Sections</a>	<a href="#">Add</a>

**Enter Course Reference Number**  
Term: Fall 2024

CRN

[+ Add Another CRN](#) [Add to Summary](#)

**Summary**  
Term: Fall 2024

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message
<a href="#">Cultural Anthropology</a>	ANTH 10, 10	3	30399	Lecture	<a href="#">Standard</a>	Undergraduate	02/18/2024	Registered	**Web Registered**...
<a href="#">Intro to 3D Modeling and Rendering</a>	ANIA 171, 020	0	30024	Studio	<a href="#">Standard</a>	Undergraduate	02/16/2024	Dropped	**Web Drop**02/16/...
<a href="#">Managerial Accounting</a>	ACCT 122, 010	3	30011	Lecture	<a href="#">Standard</a>	Undergraduate	02/15/2024	Registered	**Web Registered**...
<a href="#">World Literature I</a>	ENGL 101, DH1	3	30134	Lecture	<a href="#">Standard</a>	Undergraduate	02/11/2024	Registered	**Web Registered**...

# Register for Classes

The class search utility will show a warning on classes that conflict with your current schedule.

Su Mo Tu <b>We</b> Th Fr Sa	09:00 AM - 11:45 AM			
<b>Type:</b> Class <b>Building:</b> Sharadin Art Studio <b>Room:</b> SH200 <b>Start Date:</b> 08/26/2024 <b>End Date:</b> 12/14/2024		Kutzt...	20 of 20 seat... <b>Time Conflict!</b>	Lecture

Adding a class to the **Summary** will show it in the bottom-right panel as **Pending** and add it to the schedule preview on the bottom-left panel.

The screenshot displays the registration interface. On the left, a 'Class Schedule for Fall 2024' grid shows courses added to the schedule. On the right, the 'Summary' panel shows details for two courses: 'Introduction to Visual Storytelling' (Pending) and 'Cultural Anthropology' (Registered).

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am		✓ Cultural Anthropology		✓ Cultural Anthropology		✓ Cultural Anthropology	
11am							
12pm		Introduction to Visual Storytelling	✓ Managerial Accounting	Introduction to Visual Storytelling	✓ Managerial Accounting		
1pm							
2pm							
3pm							

**Summary Panel:**

- Introduction to Visual Storytelling**, Animated Arts 141, Section 010, CRN: 30020  
Status: Pending  
Registration Date: 02/19/2024
- Cultural Anthropology**, Anthropology 10, Section 10, CRN: 30399  
Status: Registered  
Registration Date: 02/18/2024

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

**Submit**

Click **Submit** in the bottom-right to commit the selected courses to your schedule.

# Registration Errors

Registration errors occur when a student does not meet the criteria for a selected course.

Errors will display in the top-right corner of the screen with a description. Clicking on an error will hide it, and clicking on the number in the corner will bring it back up.

Courses with errors will change from **Pending** to **Errors Preventing Registration**, with the recommended action being **Remove**.

To do so, click **Submit** again and the course will be removed.

