#### **New MyKU**

Registering for Classes (Student)

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Faculty Self Service	:	Student Registration	: 🖪	To-Do List	
Dashboard	^	Registration		Write documentation	
Advising				Meet with advisees	
名 Class List				Complete this task	
Q Class Search					
Course Catalog					
Grade Entry	~			ADD NEW TASK	
Applications	Е. М.	Resources	E R		
& D2L		മി Campus Map	^		
Outlook		Shuttle Tracker			

#### **Registering for Classes**

## Homepage

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.

St	udent Self Service	:	
10.10.000	Dashboard		^
	Class Schedule		10
	Q Class Search		
	E Course Catalog		
	Profile		
	Registration		~

Registrat	Registration									
What wo	uld 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.	l						
	Register for Classes Search and register for your classes. You can also view and manage your schedule.		View Registration Information View your past schedules and your ungraded classes.	l						
	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.	l						

## **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.

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Student • Registration	o <u>Select a Term</u>	Register	for Classes										
Register for Classes													
Find Classes Enter CRNs	Plans Schedule and Opt	ions											
Enter Your Search Criteria () Term: Fall 2024													
Car	mpus												
Su	ubject												
Course Nur	Imber												
Part Of	Term												
	Search Clear	Advanced Search	<u>ch</u>										
1 Schedule II Schedule Details						Summary							
Schedule III Schedule Details Class Schedule for Fall 2024						III Summary Title	Details	Hours	CRN Schedule Tvoc	Status	Action		
Schedule         III Schedule Details           Class Schedule for Fall 2024         Sunday	Ionday Tuesday	Wednesday	Thursday	Friday	Saturday	Tite	Details ANTH 10. 10	Hours	CRN Schedule Type 30399 Lecture	Status	Action		*
Schedule     III Schedule Details       Class Schedule for Fall 2024       Sunday     Mod       11am	Ionday Tuesday	Wednesday	Thursday	Friday	Saturday	Tite Cultural Anthropology Intro to 3D Modeling and Ren	Details ANTH 10, 10 ANIA 171, 020	Hours 0 0	CRN Schedule Type 30399 Lecture 30024 Studio	Status Deleted Dropped	Action None None		*
Schedule     III Schedule Details       Class Schedule for Fall 2024     Sunday     Model       11am     12pm     11	Ionday Tuesday	Wednesday	Thursday	Friday	Saturday		Details ANTH 10, 10 ANIA 171, 020 ACCT 122, 010	Hours 0 0 3	CRN Schedule Type 30399 Lecture 30024 Studio 30011 Lecture	Status Deleted Dropped Registered	Action None None None		*
Schedule     III Schedule Details       Class Schedule for Fall 2024     Sunday       11am     12pm       1pm     1	ionday Tuesday	Wednesday	Thursday OManapacial Accounting	Friday	Saturday		Details ANTH 10, 10 ANIA 171, 020 ACCT 122, 010 ENGL 101, DH1	Hours 0 0 3 3	CRN Schedule Type 30399 Lecture 30024 Studio 30011 Lecture 30134 Lecture	Status Deleted Dropped Registered Registered	Action None None None None	* * *	**     
Schedule     III Schedule Details       Class Schedule for Fall 2024     Mit       11am     Sunday       12pm     12pm       2pm     Intervention	ionday Tuesday	Wednesday	Thursday Øtáanaostial Accounting	Friday	Saturday	Summary       Title       Cultural Anthropology       Intro to 3D Modeling and Ren       Managerial Accounting       World Literature I	Details ANTH 10, 10 ANIA 171, 020 ACCT 122, 010 ENGL 101, DH1	Hours 0 0 3 3	CRN Schedule Type 30399 Lecture 30024 Studio 30011 Lecture 30134 Lecture	Status Deleted Dropped Registered Registered	Action None None None	¥ • • • •	*
Schedule     III Schedule Details       Class Schedule for Fail 2024     Sunday       11am     11am       12pm     11am       2pm     11am       3pm     11am	ionday Tuesday Manapastal Accounting	Wednesday	Thursday Manapostial Accounting	Friday	Saturday	Title     Cultural Anthropology     Intro to 3D Modeling and Ren     Managerial Accounting     World Literature I	Details ANTH 10, 10 ANIA 171, 020 ACCT 122, 010 ENGL 101, DH1	Hours 0 0 3 3	CRN Schedule Type 30399 Lecture 30024 Studio 30011 Lecture 30134 Lecture	Status Deleted Dropped Registered Registered	Action None None None	* * *	*

## **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**.

	Find Classes Enter CRNs	Plans Schedu	ule and Options							
	Register from a plan. Term: Fall 2024									
ind Classes Enter CRNs Plan	✓								Created by: Ripper, Jack T (Stud	lent) (Preferred)
	Title	Details	Hours	CRN Sch	nedule Type Instructor	Grade Mode	Note	Course Sections	Add	
nter Course Reference Num	De Tax Accounting I	ACCT 317	3					Q View Sections		
erm: Fall 2024	Managerial Accounting	ACCT 122, 020	3	30012 Lec	ture <u>Hao, Qian</u> (F	Primary) Standard		Q View Sections	Add	
CRNAdd to St	nmary									_
CRN Add to Su + Add Another CRN Add to Su Find Classes Enter C Summary Term: Fall 2024	nmary RNs Plans Schedule and Option	15								Ê
CRN Add to Su + Add Another CRN Add to Su Find Classes Enter C Summary Term: Fall 2024 Title	mmary RNs Plans Schedule and Option	is Hours	CRN \$	Schedule Type	Grade Mode	Level	Date	Status	Message	^ *
CRN Add to St + Add Another CRN Add to St Find Classes Enter C Summary Term: Fall 2024 Title Cultural Anthropology.	mmary RNS Plans Schedule and Option Details ANTH 10, 10	IS Hours 3	CRN \$	Schedule Type Lecture	Grade Mode Standard	Level Undergraduate	Date 02/18/2024	Status Registered	Message **Web Registered**	*·
+ Add Another CRN       Add to St         Find Classes       Enter O         Summary       Tritle         Cultural Anthropology,       Intro to 3D Modeling and	Immary     Schedule and Option       RNs     Plans       Schedule and Option       Image: Details       Image: Details       ANTH 10, 10       Rendering       ANIA 171, 020	Hours 3 0	CRN \$ 30399 30024	Schedule Type Lecture Studio	Grade Mode Standard Standard	Level Undergraduate Undergraduate	Date 02/18/2024 02/16/2024	Status Registered Dropped	Message **Web Registered* **Web Drop**02/16/	**
CRN + Add Another CRN Add to St Find Classes Enter C Summary Term: Fall 2024 Title Cultural Anthropology. Intro to 3D Modeling and Managerial Accounting	Plans     Schedule and Option       RNs     Plans       Control     Details       ANTH 10, 10       Rendering     ANIA 171, 020       ACCT 122, 010	IS Hours 3 0 3 3	CRN \$ 30399 30024 30011	Schedule Type Lecture Studio Lecture	Grade Mode Standard Standard Standard Standard	Level Undergraduate Undergraduate Undergraduate	Date 02/18/2024 02/15/2024	Status Registered Dropped Registered	Message **Web Registered** **Web Drop**02/16/ **Web Registered**	¢.

# **Register for Classes**

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

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

							▲			-
🛱 Sched	e 📲 Schedule Details							🗊 Summary		
Class Sche	dule for Fall 2024								Introduction to Visual Storytelling, Animated Arts 141, Section 010, CRN: 30020 Pending RE Admin Reg 🔻	^
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		Campus: KU Part of Term: 1 Schedule Type: Lecture Instructional Method: Face to Face Registration Date: 02/19/2024	·
9am								î	Credit Hours: Bill Hours: Attempted Hours: Time Status Hours: 3 Grade Mode: Approval Received: Override: Standard V	
10am		Cultural Anthropology		Cultural Anthropology		Cultural Anthropology			Level: Registration Status: RE **Registred**	
11am									Cultural Anthropology, Anthropology 10, Section 10, CRN: 30399 Registered None v	1
12pm		Introduction to Visual Storytelling	Managerial Accounting	<ul> <li>Introduction to Visual Storytelling</li> </ul>	Managerial Accounting				Campus: KU Part of Term: 1 Schedule Type: Lecture Instructional Method: Face to Face Registration Date: 02/18/2024	
1pm									Oresit Hours:     Bill Hours:     Attempted Hours:     Time Status Hours:     Grade Mode:     Approval Received:     Override:       3     3     3     3     3     4     4     4     4	
2pm									Level: UG Undergrad v Registration Status: RW **Web Registered**	~
3pm								~	Total Hours   Registered: 9   Billing: 9   CEU: 0   Min: 0   Max: 18	
Panels	•								Submit	

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

