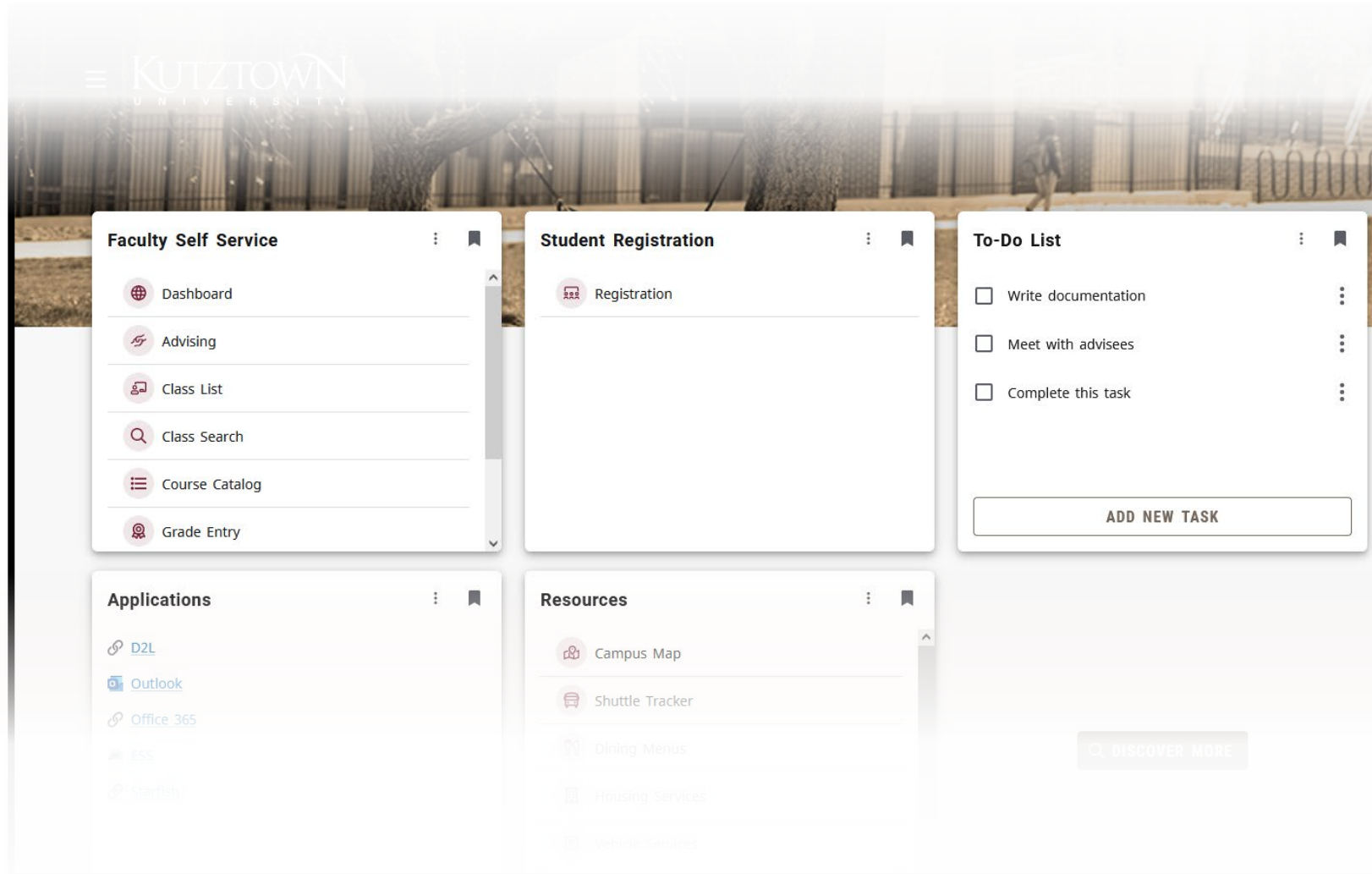# New MyKU

Registering for Classes (Student)
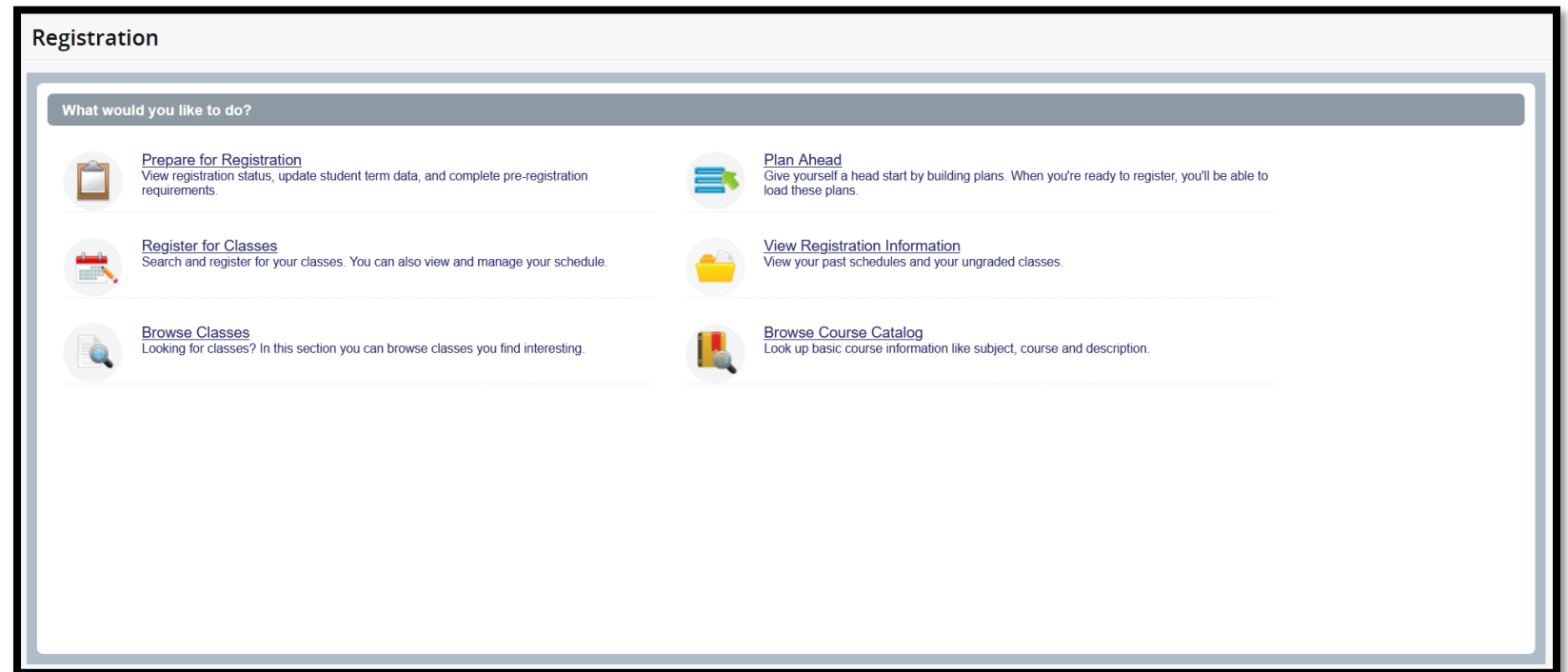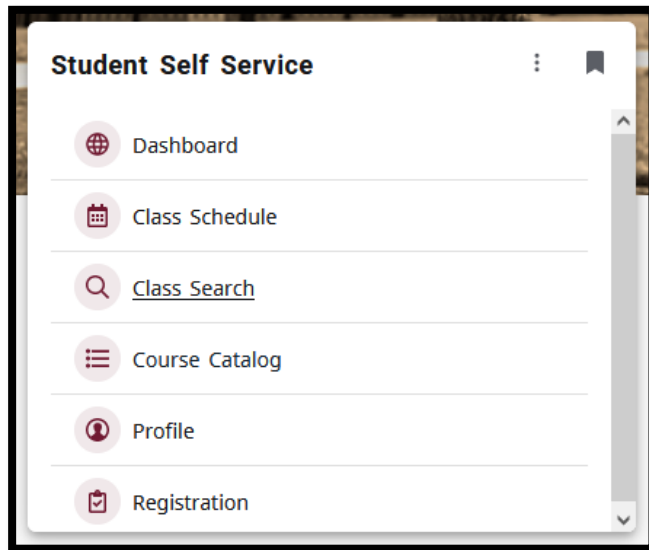
Registering for Classes

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.**

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.

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**.

Register for Classes

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

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.

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.

Kutztown   Demo Student   2

⊘ ANIA 141 CRN 30020: You have not met the test score or prerequisite requirements for this course. If desired, please contact the instructor of the course to determine if a permit is possible.

⊘ ANIA 141 CRN 30020: You must be a specific major to take this course. Please contact the department to request potential permission to register.