Quick View of Online Student Registration
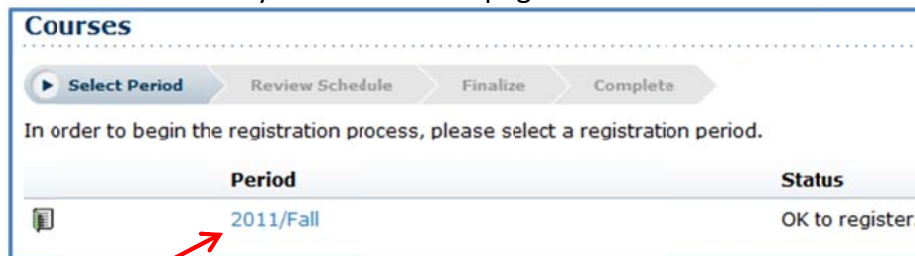
❖ **Get ready.**

    a. Log on to MyGoucher at http://www.goucher.edu/x35971.xml with your Goucher username and password.

    b. From the ***Students tab*** click the link to Registration at the bottom of the page.

❖ **Begin Registration by Clicking** ↘ **from the Registration Page**


If there are no holds on your account the page will show:

Select the semester you would like to register for.

> **TIP:** If the first page of Registration says, "You are not eligible to register at this time" you can still add courses to your shopping cart, but you will not be able to complete your registration until you have contacted your academic advisor to clear up any outstanding issues.

You will be redirected to the "Review Schedule" page of registration. From here you will search for available courses to add to your shopping cart using "Section Search".
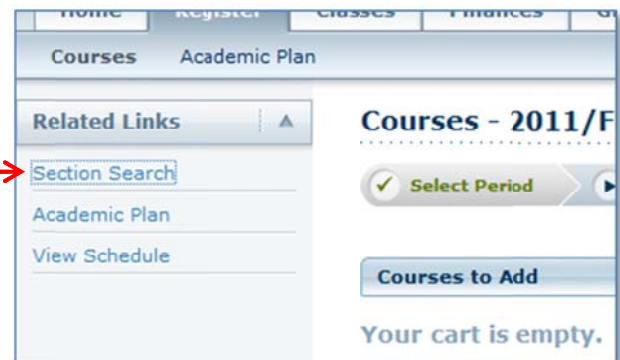
Section Search

Search for a desired course by entering its ☼ title, its ☼ course code, the ⬤ time period it is being offered including the relevant its session (e.g. Undergraduate Term, Graduate Term, UG First/Second 7 Weeks, etc.).

Check to see if the course has any available seats and if it is open for registration, as shown by the book icon next to the course title (open book = open for registration, closed book = closed for registration). If the course is open and has an available seat, click "Add" to add the course to your shopping cart.

A window will appear, asking you if you want to go to your cart or proceed to registration. If you are not finished selecting courses, go back to the Section search (**step 2**). Otherwise, click "Proceed to Registration".

You will then be asked to review your schedule. To finish registration, make sure all desired courses are checked off and click "Next", then "Next" again when you are asked to Finalize.

✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

Congratulations! You have completed your Registration