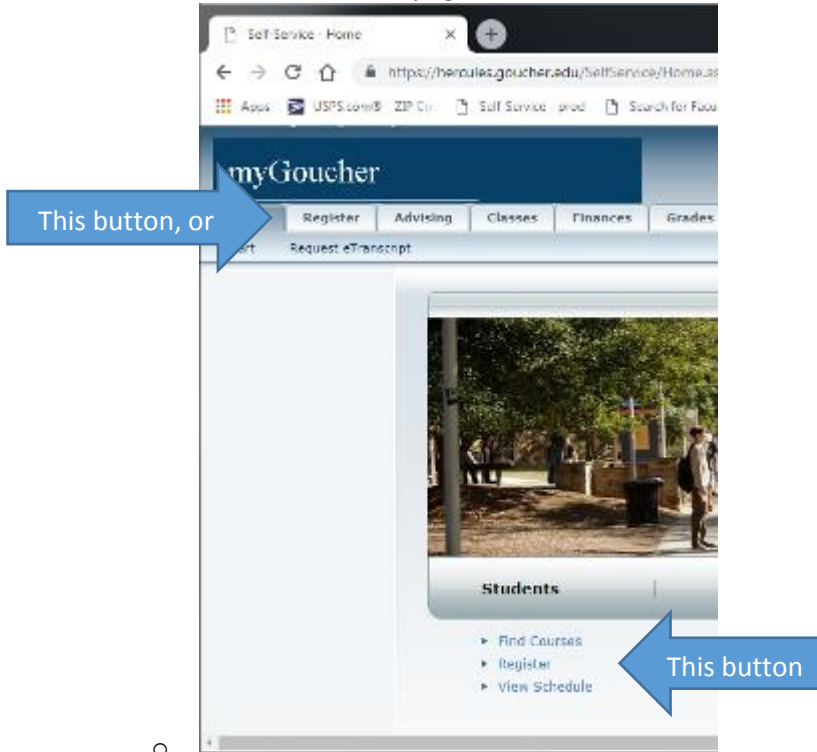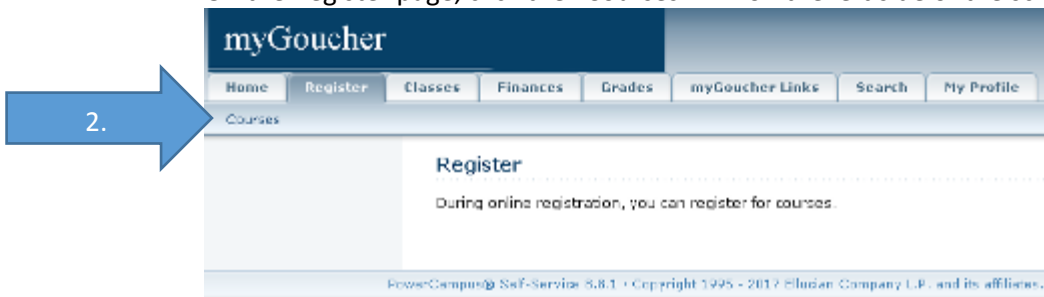# Quick View of Online Student Registration

❖ **Get ready!**
❖ Log on to myGoucher with your Goucher username and password.

>   1. Click the "Register" tab at the top of the page **or** the "Register" link in the Students section in the middle of the page.
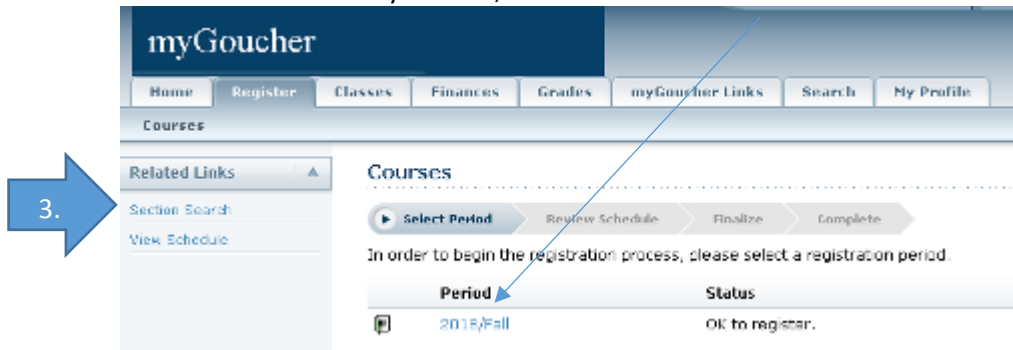

>   o

2. On the Register page, click the "Courses" link on the left side of the screen.
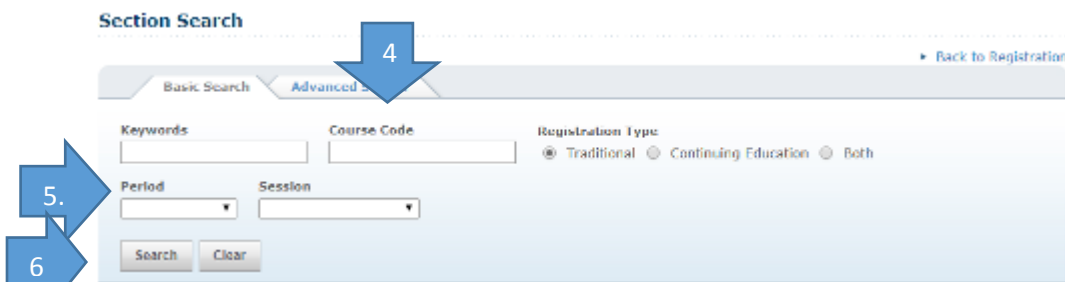

❖ On the Courses page, make sure the desired term is displayed.

3. To find courses to add to your cart, click the "Section Search" link on the left side of the screen.

4. In the Course Code box, enter the Department code for the class you are interested in (i.e. BUS, PHL, etc.). Department codes are listed in the catalog.

5. Enter the period (2nd 7 weeks, full term, etc.) and the session you are seeking to register for.
6. Click the "Search" button at the bottom of the Course Section Search.

❖ Course offerings for the term will appear for the department you chose.
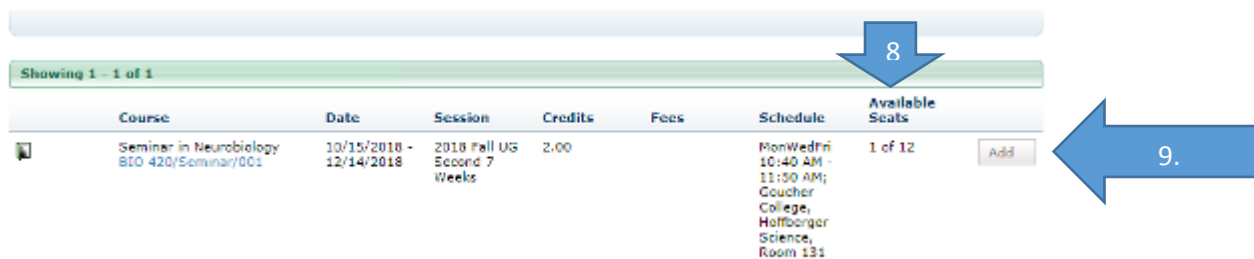
7. Closed courses will display a red box to the left of the course name. Next to the course title, the book icon's color clues you into whether the course is still available (green open book = open for registration, red closed book = closed for registration).

8. Available seats for each course appear on the far right side of the window.

9. If the course is open and has an available seat, click "Add" to add the course to your shopping cart.

❖ Tip: Putting courses in your cart doesn't mean you have officially added these courses. They could still be taken by other students until you have finalized your schedule. If there is only one seat available in a course you really want or need, complete the registration process for this course before registering for other, less in demand, courses.

- ❖ Tip: You can preview your schedule of your courses on a grid to make sure there are no scheduling conflicts before attempting to save the courses.

- ❖ A window will appear, asking you if you want to go to your cart or proceed to registration. If you are ready to register, click "Proceed to Registration", otherwise go back to the Section Search.

- ❖ Tip: You can register for all of your courses at the same time, or register for them one at a time. Online registration will remain open typically until the end of the first week of classes, so you can log in & out of your account and make any desired changes until that time.

- ❖

10. If you would like to clear your cart and start over or remove a class from your cart, please click on those appropriate buttons

11. You will 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.

Congratulations! You have completed your Registration