

REGISTRATION REMINDERS & HELPFUL TIPS

BEFORE YOU REGISTER

1. Review and resolve any holds on your record
2. Review your degree guide
3. Review the course schedule
4. Review your selected courses
5. Obtain Course Authorization (see course information below)
6. Know when you may begin registration

FINANCIAL INFORMATION

1. Review your Course and Fee Statement on InsideCBU.
2. Complete payment arrangements in the Student Accounts office prior to the *Financial Clearance Deadline*

INSIDECBU SETTINGS

1. Make sure you have set the “Term”, “Student Program” and “Program” you wish to register for.
 - Term = Semester/Session for registration.
 - Student Program = Student’s degree program for the selected semester.
 - Undergraduate = Bachelor Degree Students
 - Graduate = Master Degree Students
 - Doctorate = Doctor Degree Students
 - Program = Course Level
 - Undergraduate = 0-499
 - Graduate = 500-699
 - Doctorate = 700-899
2. When inputting your registration, after each add/drop take a moment to read the message above your course schedule. This is where important information will be communicated regarding each add/drop including why you may or may not be able to add/drop a course.

COURSE INFORMATION/AUTHORIZATION

1. Make sure you have met all the requisite (prerequisite, co requisite, concurrent requisite) requirements.
 - a) Prerequisite: Course(s) that must be passed with a grade of C- (UNDG), B- (GRAD) or better prior to enrollment in the course;
 - b) Co requisite: Course(s) that must be taken before or simultaneously with the course of enrollment
 - c) Concurrent requisite: A course that must be taken simultaneously with the course of enrollment. Add co requisite course first.
2. Make sure you meet the section requirements and obtain authorization from the College, School, Department, or Advising when permission for enrollment is required.