STEPS TO A SUCCESSFUL REGISTRATION
(begin one week prior to your registration time)

BEFORE YOU REGISTER FOR CLASSES:

1. ***Review and Resolve any holds on your record***. A student account, financial aid, or admissions hold may prevent you from registering, adding, dropping, or withdrawing from classes.   You may check for holds using the "Holds" link on the Student Academics Page and Biographical Data link listed in the CX – Student Profile portal.

2. ***Review your Degree Guide*** to determine what outstanding requirements you need to complete.   All students are strongly encouraged to attend the Advising Sessions. If you have further questions after attending the session, academic advising is available to discuss questions about your degree requirements and course plan through a scheduled appointment.

3. ***Review the course schedule*** to determine the classes you need and/or want to take.   You should focus first on courses that meet your degree requirements. Course Schedules can be viewed by using the Course Search link on InsideCBU. You are responsible for knowing the course dates and add/drop/withdraw dates for each course.

4. ***Review your selected courses*** for Section Requirements, Pre-Requisites, Co-Requisites and other factors that may affect your eligibility to enroll in the course.

5. ***Obtain course authorization.***   If you plan to register for a course marked signature required, have petitioned for a conflicting course, or have not met the pre-requisites, co-requisite, or concurrent requisite you must obtain a course authorization from the college, school, or department prior to registration.

6. ***Know when YOUR personal registration time begins***. General Registration dates are available on InsideCBU – Academic Calendars