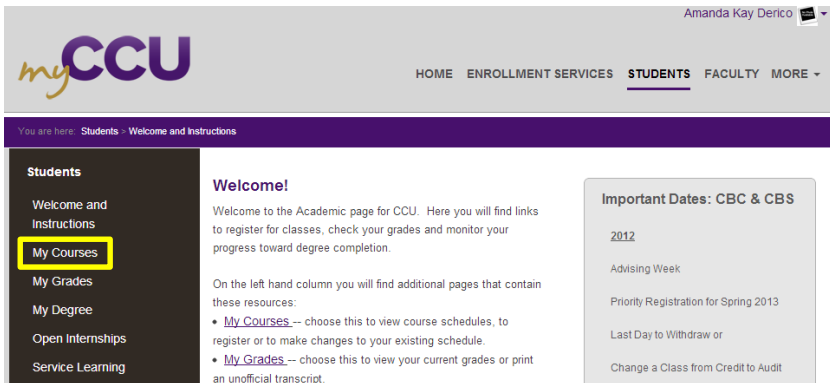
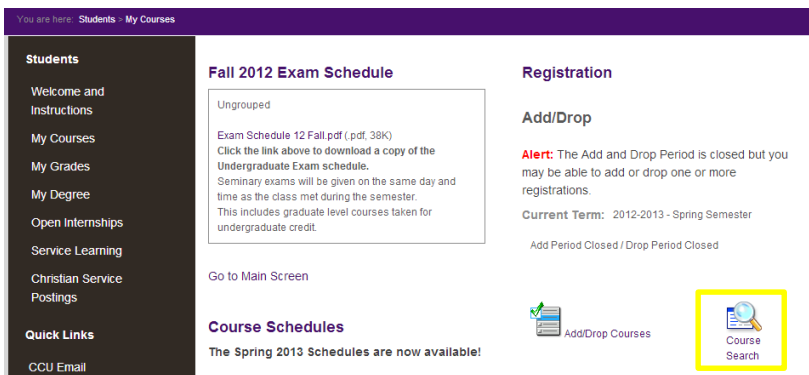


Registering for Classes

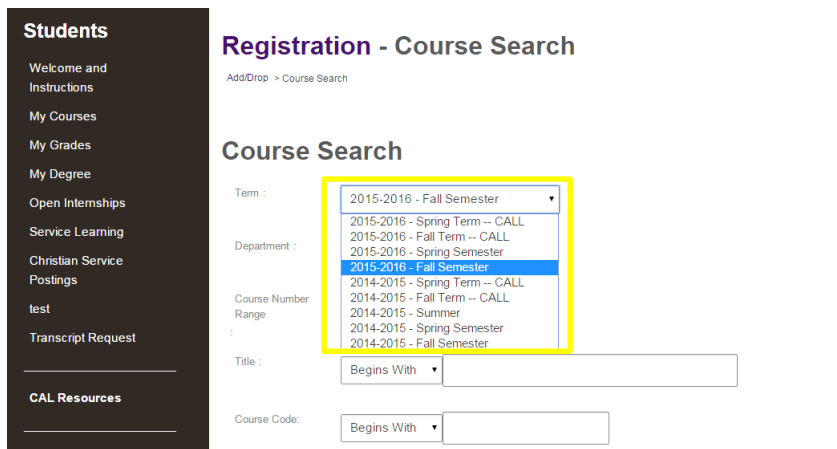
1. Log in to [MyCCU](#) with your username and password.
2. Click on the STUDENTS tab.
3. Click on the link My Courses on the left side of the screen. From this page you can register for classes, drop classes and print your personal semester schedule or print a pdf version of the full semester schedule.



4. Click on the "Course Search" link under heading Add/Drop.



5. If necessary, change the Term dropdown menu to show the correct semester.



6. Use the search tools to narrow your search. You can add courses directly from this screen by clicking the check box next to your desired class, then clicking the Add Course button at the bottom of the screen.

Common Registration Problems

Registration Errors

- **Time Conflict:** You are already registered for a class that meets on the same day/time as a new class you are attempting to add. You can choose to swap the courses and keep only the new one or you can choose Do Not Add to keep the original class. You cannot keep both classes.

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

APOL 210 01	
Course Info:	• MTWHF 8:00 AM-5:00 PM
Error:	APOL 210 01 - Time Conflict with ENGL 011 01
Affected Course:	ENGL 011 01 Basic English
Resolution:	Add: APOL 210 01 Drop: ENGL 011 01 Basic English <i>If you'd like to add this course and drop the course(s) with a schedule conflict, click the "Swap" button (No courses will be dropped if this course cannot be added successfully). Otherwise, click the "Do Not Add" button.</i>
<input type="button" value="Swap"/> <input type="button" value="Do Not Add"/>	

- **Missing Prerequisite:** This course requires that you complete other courses, known as "prerequisites," before you can register for it. To find out what the prerequisites are, go to the CCU Catalog on our website: ccuniversity.edu/catalog. Click on the link to access to PDF catalog.

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

ACCT 430 01	
Course Info:	• M 6:30 PM-9:10 PM
Error:	ACCT 430 01 - A prerequisite for this course has not been met
Resolution:	You are missing a requisite for this course or are otherwise unable to register for it. You can use the Course Search to search for a different course.
<input type="button" value="OK"/>	

- **Course Full:** This class has reached maximum capacity. You can choose to add yourself to a waiting list or you can choose a different class.

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

ENGL 110 01	
Course Info:	• MWF 8:00 AM-8:50 AM
Error:	ENGL 110 01 - This course is full or students are already waitlisted
Resolution:	This section is full, but there is a waitlist you can join. Currently there are 0 student(s) on the waitlist. To join the waitlist, click the "Add to Waitlist" button below. Otherwise you can (Check for other sections) if you want to try and find one that isn't full that you could register for immediately.
<input type="button" value="Add to Waitlist"/> <input type="button" value="Do not Add"/>	

Academic Holds

- **Academic Warning:** Register via a hard copy form signed by your advisor, or by email with emailed permission from your advisor to registrar@ccuniversity.edu (**must** be from CCU email account).

Alert: The Add/Drop Period is closed. You have holds and are not allowed to Add and Drop courses.

Current Term: 2015-2016 - Fall Semester

Add Period Closed / Drop Period Closed

Holds: You are on Academic Warning. Your registration is limited to 15 hours. You cannot register or make changes to your schedule online.

- **Academic Probation:** Register via a hard copy form signed by your advisor, or by email with emailed permission from your advisor to registrar@ccuniversity.edu (**must** be from CCU email account).

Alert: The Add/Drop Period is closed. You have holds and are not allowed to Add and Drop courses.

Current Term: 2015-2016 - Fall Semester

Add Period Closed / Drop Period Closed

Holds: You are on Academic Probation. Your registration is limited to 13 hours. You cannot register or make changes to your schedule online.

- **Academic Suspension:** You are not eligible to register for classes at CCU. Contact the Registrar's Office for more information: 513.244.8170 or registrar@ccuniversity.edu.

Alert: The Add/Drop Period is closed. You have holds and are not allowed to Add and Drop courses.

Current Term: 2015-2016 - Fall Semester

Add Period Closed / Drop Period Closed

Holds: You are on Academic Suspension and are not eligible to enroll at CCU.

Other Holds

- **Business Office Hold:** Contact Enrollment Services to pay your bill: 513.244.8130.

Alert: The Add/Drop Period is closed. You have holds and are not allowed to Add and Drop courses.

Current Term: 2015-2016 - Fall Semester

Add Period Closed / Drop Period Closed

Holds: Your account is blocked because you have an unpaid student account balance.

- **Library Hold:** Contact the Library to pay your fine: 513.244.8680.

Alert: The Add/Drop Period is closed. You have holds and are not allowed to Add and Drop courses.

Current Term: 2015-2016 - Fall Semester

Add Period Closed / Drop Period Closed

Holds: Due to library fines or an unreturned library resource you are not eligible to enroll online.

- **Student Life Hold:** Contact Student Life to resolve the issue: 513.244.8150.

Alert: The Add/Drop Period is closed. You have holds and are not allowed to Add and Drop courses.

Current Term: 2015-2016 - Fall Semester

Add Period Closed / Drop Period Closed

Holds: A block has been placed on your account by the Student Life Office.