

## Registration Instructions

Please read the following instructions in order to successfully complete registration.

**DO NOT LOCK COURSE REQUESTS** until you are sure you are finished and satisfied with your registration choices. **THIS CAN ONLY BE DONE ONCE.**

**PLEASE NOTE OUR POLICY: If a student is placed in one of their electives chosen during registration, the student will not be eligible for drop/add.** Please choose classes carefully!!

1. Login to the registration application: StudentVue, using your Harrison network login (CCSD student ID number and password).
2. Click on "Course Request" on the left side of the page under "Class Schedule."
3. Find the course numbers on your registration form.
4. Under "Selected Course Requests," choose "Click here to change course requests."
5. Enter the first course number on your registration form and click on "Search Courses."
6. When your course appears, select "Request" and then click on "Click here to move request to selected course requests." Then your selected course will appear at the top of the screen.
7. Repeat the procedure of adding courses until all of the core course recommendations are entered and listed on the top of the screen.
8. You will add your top elective choices until the top box has a total of eight classes. Your ideal schedule should now be listed on the top of the screen.
9. You should have selected alternate electives for each semester (Fall and Spring). Enter these courses just like the previous courses, except select "Alternate" instead of "Request." Repeat until all of your alternates have been added.
10. When you have entered all of your alternates, you should have a total of 8 requested classes and 4 alternates for each semester. Then you will click on "Return to Course Summary."
11. After you have reviewed your classes, click "Lock Course Requests." Your screen should show that your course requests are locked in.
12. Remember to logout of StudentVue and check out.

**Congratulations! You have completed Fall and Spring 2017-2018 Registration!**