## Important

- Access to register for classes is in <u>PAWS</u> under the **Registration** Module. This will lead you to Self-Service Banner (SSB), the online tool where you can manage your academic information.
- For questions, please contact the Registrar's Office at 719-549-2261 or <u>csup\_registrar@csupueblo.edu</u>.

### **DUO Two-Factor Authentication**

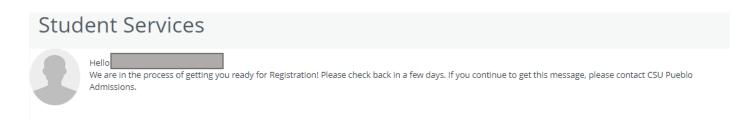
• After clicking Registration in PAWS, enter your login credentials.

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Remember me	Forgot password
Login	
LOG IN TO COLORADO STAT	E UNIVERSITY
SIS Banner SIS SSO <u>More information about this</u> <u>Privacy Statement</u>	Service

• Using the DUO app on your phone, enter the code that appears on screen.

CSUSYSTEM © © 0
Enter code in Duo Mobile
Verify it's you by entering this verification code in the Duo Mobile app
204
Sent to "
Other options
Need help? Secured by Duo

If you receive the following error message, please go back into <u>PAWS</u> and click the **Financial Aid** module instead.



## **Student Profile**

Once logged in, you will see the **Student Profile** page. This shows your biographic and academic information.

### To Register: Part 1

- 1. Check *Registration Notices*. This shows your Time Ticket and items to review so you can register.
  - Time Tickets shows you the time and date to register.
  - When you see a check mark (**v**) the item is complete.

**NOTE:** Not reviewing **Registration Notices** prior to registration may delay your chances to get a spot in class.

- 2. Check *Holds*. This shows if you need to meet with your advisor and/or additional items to review so you can register.
  - Advising notification contact your advisor. See **NOTE** below for crucial information.
  - Review additional items contact information is provided to review each item.

**NOTE**: You must meet with your advisor before you are able to register unless you have 60 or more credits. For other items and notices, these need to be reviewed with your advisor or appropriate apartment as well.

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Registration Fail 2021			When yo	ou can register			

- **3.** Find your classes in *Registration* on the left.
  - When your assigned Time Ticket time opens, click on *Registration* on your **Student Profile** page.

**NOTE**: This link will only be accessible on or after the Time Ticket date and time.

## Registration

**Unofficial Transcript** 

Financial Aid 2021-2022

Billing/Account/Tax Activity

Graduation Contract

# To Register: Part 2

4. Click on Register for Classes.

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<u>Student</u> •	Registration				
Registrati	on			Click on Registe Classes	r for
What wou	Id you like to do?			/	i Cara
Ê	Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	=	Register for Classes Search and register for your class and manage your schedule	es. You can also view	
	Browse Classes Looking for classes? In this section you can browse classes you find interesting.		Browse Course Catalog Look up basic course information description	like subject, course and	
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5. Select a term from the drop-down menu and click **Continue**.

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elect a Term	
How would you like to search? 0	
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Continue	

## To Register: Part 3

**6.** Search from the pulldown menus and choose a subject, campus, and any attribute and keyword you want to search for.

**NOTE**: Attributes include general education courses and other class details. You may find this useful if you are looking for a specific class offering.

7. Click Search.

II CARANT MANAGERY	CSU Putblo 🔅 🖸 Student
Student • Registration • Select a Term • Register for C	asses
Register for Classes	
Find Classes         Enter CRNs         Plans         Schedule and Options           Enter Your Search Criteria         0           Term: Fall Semester 2021	Search the Pulldown Menus for Classes
Subject Course Number Campus	- Choose a Subject, ex: Art, History, etc. - Campus: Pueblo, Extended Studies
Click Search Search	- Attribute ex: online, fieldwork etc. - Keyword ex: lab, undergraduate, etc.

- 8. Based on your search options, you will see a list of classes and details:
- **Classes with a Scheduled Time** this is likely an on-campus, hybrid, and/or synchronous online course. To see the location, either:
  - Hover over the **Meeting Times** column.
  - Click Course Title, then select Instructor/Meeting Times.

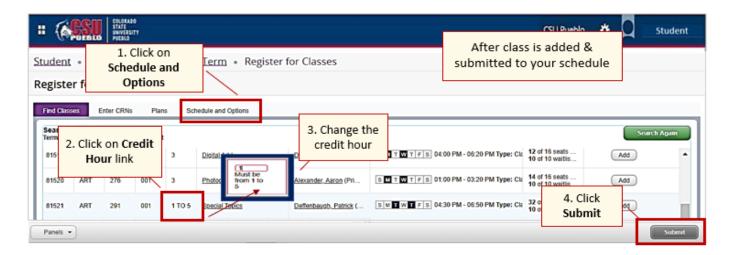
**NOTE**: Make sure that you also check the course attributes as some courses list their locations as attributes.

- **Classes with no Scheduled Time** this could be an online course, or the instructor is setting up the time with students.
- **Required Approvals or Prerequisites** some instructors require approval or prerequisites to enter the class. A message will appear telling you what is required.
  - $\circ$   $\;$  Contact the instructor for a permit to register.
  - $\circ$  Click Course Title to view the class details and requirements.

- **Course is Full** you can add to your schedule and go on the **Waitlist**. If a spot opens, you will be notified by your CSU Pueblo email and have 48 hours to register.
  - If you do not register within the specific time frame, you will lose your spot and will have to add the course again to your schedule and to the **Waitlist**.

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- **Variable Credit Courses** You will be registered for the lowest class credit hour first. Once the class is <u>added</u> <u>and submitted to your schedule</u>, you can change the credit hours. To change them:
  - Click on Schedule and Options.
  - Click on the course's credit hour link and change the credit hours.
  - Click **Submit**. The summary of your courses is updated.



**NOTE**: There is an 18-credit hour limit per semester. Additional credits require an overload authorization. Waitlist courses do not count in the credit hour limit.

- 9. When you find your class, click Add. The class will be added to your schedule cart as *Pending*.
  - You will receive a message if there is an issue adding the class, ex: "Class is full".
  - Click to add yourself to the **Waitlist** if you wish to be notified when a spot opens in a full class.
- Click Submit to add to your schedule.
   NOTE: You MUST click Submit, otherwise you are not registered for the class.

### Additional Information: Schedule Details and Summary of Courses

- Schedule outlines the courses and times, days, and locations.
- Summary outlines the courses you registered for and any courses on a Waitlist.
- Action button make changes to your schedule (add/drop).

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• You can also view your schedule by clicking the four-squared icon in the top left corner of the screen. Then click Banner -> Student -> View Schedule.

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lcon	< Student	Select a Term 💿 Register for
	Registration	>
	Student Profile	
	View Schedule	View Schedule
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• After selecting the appropriate semester, you will see a calendar representation of your schedule on the right and a more detailed version on the left. Your online courses will not appear on the right but their details will still show on the left. Please note that your Face-to-face Modality courses are color-coded making it easier to link them between both sides.

View Student Schedule					
	ne Color	Aug 18 – 24, 202	24		month week day
Steedent Schedule I grafish 114 Section 002 Introduction to Creative Writing (GT-AH1) Sect Nate: 00/19/2024 End Date: 12/13/2024 Modeling: Race-oFace Instructor: Mendieta, Max T.	Sun 8/18         Mon 8/19           7am	Tue 8/20 Wed 8/21	Thu 8/22	Fri 8/23	Sat 8/24
Time: 8:00 am - 9:20 am Days: TR Building: General Classroom Building Room: 201 Last Day To Drop: 09/04/2024 Withdraw Dates: 09/05/2024 through	8am 9am	8:00-9:20 ENG 114 - [GCB 201]	8.00 - 9:20 ENG 114 - [GCB 201]		
11/08/2024	10am				
2 Accounting 201 Section 001 Principles of Financial Accounting 5 Art: 764-102/2024 Erand Date: 12/13/2024 Modellity: Face-to-Face Instructor: Wright, Carl N.	11am 12pm	11:00 - 12:20 ACCT 201 - [HSB 108]	11:00 - 12:20 ACCT 201 - [HSB 108]		
Time: 11:00 am - 12:20 pm Days: TR Building: Hasan Sci	e Color				
3) Psychology 100 Section 002 General Psychology (GT-553) Start Date: 08/19/2024 End Date: 12/13/2024 Modality: Face-to-Face Instructor: Campbell, Janeli L.	3pm 4pm				
Time: 11:00 am - 12:20 pm Days: TR Building: TBA Room: Last Day To Drop: 09/04/2024 Withdraw Dates: 09/05/2024 through 11/08/2024	5pm 6pm				
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# **College Opportunity Fund (COF)**

After registering for courses, **Manage COF Authorization** may appear on the homepage of the Registration module. Note that this may not appear for all students. This section discusses course discounted tuition. Please follow the instructions shown on screen.

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### **Questions?**

• Please contact your advisor for scheduling questions, otherwise reach out to the Registrar's Office at 719-549-2261 or <u>csup registrar@csupueblo.edu</u>.