How to Register for Courses in myShip

For Departments/Dean’s Offices to use for Transfer Students

1. **Register** using myShip at [https://portal.ship.edu](https://portal.ship.edu).

2. **Log on** using your User ID and password. You will need an Alternate PIN #, which you will receive from your department/advisor/dean.

3. Click on the **Student Tab** and **My Academics** from the menu.

4. Under Registration Tools, click on **Register for Classes (Add, Drop or Withdraw from Classes)**

5. Select appropriate term in **Terms Open for Registration**: dropdown box.

6. Click **Continue**.

7. Search for the courses you would like to view. You may search by **Subject, Course Number, Title, Level, Attribute**, or **Advanced Search**.

8. Once parameters are selected, click **Search** to view sections being offered

9. Select the section for which you which to register by clicking the **Add** button on the right side of the screen

10. Review your **Summary** and the **Schedule** panels- courses not yet submitted will appear gray on the schedule layout

11. When the schedule is submitted, status will indicate “Registered” in **Summary** panel and appear in color in **Schedule** panel

12. Continue searching for and adding courses until finished.

13. Print or email yourself a copy of your schedule under **Schedule and Options** tab

14. **Sign out** of the session when finished.

15. **Close the window** to insure no one can use the back button to enter your record.
Sign In to myShip
Login to https://portal.ship.edu.

Click on the Student tab and My Academics.
Under **Registration Tools**, click **Register for Classes**.

Enter your **Alternate PIN**
You will be prompted to enter your Alternate PIN when adding courses to your schedule.

Select the term, enter your pin, click **Submit**.
Search for the courses you would like to view. You may search by **Subject, Course Number, Title, Level, Attribute**, or **Advanced Search**.

Once parameters are selected, click **Search** to view sections being offered.
You will see your courses added to your Current Schedule.

To continue to register for courses, click on Search Again.
Adding Courses When You Know the CRNs

If you already know your course’s CRN, enter it on the Enter CRNS and click Add to Summary and click Submit.

The new course should now appear in your list of courses.

Print or Email your schedule using Schedule and Options Tab.

If you have any questions and are in Exploratory Studies, contact your dean’s office. Otherwise, contact the department under which your major resides.