**How to Register for Courses**

This section will overview the step-by-step process you will follow to register for your courses and present screenshots of what you will see as you navigate the registration system.

1. **Sign in to MyShip**
   - at [https://my.ship.edu/](https://my.ship.edu/)

   **Enter your Ship Email Address and Password**

<table>
<thead>
<tr>
<th>Ship Email Address:</th>
<th>@ship.edu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td></td>
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   **Forgot your password?**

   [LOGIN] [CLEAR]

2. **Click on the Student tab from the menu.**

3. **Under Registration Tools, select "Add Or Drop Classes".**

   The “Add or Drop Classes” option allows you to schedule courses or drop courses for the semester that you choose. The “Add or Drop Classes” option will also show you the classes that you are currently enrolled in.
4. Select Term

Select Term or Date Range

Search by Term:

Fall 2011

Submit  Reset

5. Enter Alternate Pin Verification /Scheduling Pin

*This number will be given to you at Orientation*

Alternate PIN Verification/Scheduling PIN

Submit

6. Adding a Course

- Click the “Class Search” button at the bottom of the “Add or Drop Courses” page. Select the options and criteria to search courses by, then click “Class Search.”
• Locate the course you want and check the open box next to the CRN. The “C” will appear when the course is closed.

Click a course’s CRN to view more information: when the course is being offered, the registration time for the course, and the instructor of the course. This also gives you option to view the catalog entry for the course and provides a link to view pre-requisites and restrictions.

• Scroll to the bottom of the page and select the “Register” button.

7. Submit your schedule
You must click the submit changes button to complete your schedule.

➢ Common Add Course Errors:
If you encounter a registration error, you would not be able to self-register for that course without obtaining permission and override from the appropriate office. Ask your advisor for assistance.

8. Print 2 copies of schedule (3 if registered with the Office of Disability Services).
One is given to the faculty advisor in the lab (signed by the student and dated), the second goes with the student. The third, if necessary, should be delivered BY the student to the RAFT room in LL 106.

You may select one of the following views to print:

• Student Detail Schedule: will show you detailed information regarding the courses for which you are currently registered.
- **Week at a Glance**: allows you to view what your course schedule looks like for the week with course days and times.

9. **Logout of the session.** Close the window to insure no one can use the back button to enter your record.