

How to Register for Courses:

1. Click on "**Register Now**" – top left hand corner of student campus
2. Click on first course selection from degree plan (e.g. RQ295 "Foundations of Online Learning")
3. Click on "**Register Now**" – in the middle of the block titled "Course Detail"
4. Choose the section you want by clicking on "**select**" on the right (your selection will turn maroon) and then scroll to the bottom and click "**continue registration**".
5. Attendance Policy – please read and click on "**continue registration**"
6. Checkout – Pay for Classes – here you can select "**continue adding courses**" or "**complete registration**"

Please Note: If you click on "continue"... your degree plan will re-appear and you will need to follow steps 2 through 6 once more. If you click "continue" and Do Not choose a course, your registration will be lost, and you will have to start over.

7. Address Verification – be sure your email and shipping is correct (if you are an undergraduate student, this is the address the books will be shipped to)
8. Select Payment Method from Options listed*
9. The next page will go into a few details about responsibility about tuition assistance. Please read and click "**Next**".
10. "**Print Confirmation**"

Congratulations!! You are registered for a class.

***If you are planning to apply/use Federal Student Aid to help with your tuition, please be sure that you have submitted the Federal Student Aid Intent Form prior to course registration. If you have not submitted this form, please stop and click on **OTHER FORMS** on the left hand side of the student campus to access the FSA Intent form.**