Student Course Registration
Quick Guide

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REGISTRATION TOOLS: Where do I register for courses?

1. Login to MyCharleston (my.cofc.edu).
2. Click on the Academic Services Tab.
3. Look for the Registration Tools channel.

REGISTRATION STATUS: Do I have any holds or required verifications that would prevent me from registering?

1. Before beginning the registration process, always make sure you are eligible to register.
2. Click on the Registration Status link on the Registration Tools channel.
3. **Select a Term** for which you are planning to register and click the Submit button.
4. If you see only green check marks, you are ready to register. If you have any holds, click the View Holds link at the bottom of the screen to see who placed the hold.

REGISTRATION ENTRY TIMES: When can I register for courses?

- Currently enrolled undergraduate students register for courses by assigned entry time with the Registration Tools channel on the Academic Services tab in MyCharleston.
- The entry time schedule is based on the hours that you have earned. This does not include the hours in which you are currently enrolled. To view the registration schedule click Registration Entry Times.

LOOK UP CLASSES: What courses are being offered?

1. To see what courses are available for registration, click the Look Up Classes link in the Registration Tools channel.
2. Select the Term for which you plan to register from the drop-down menu.
3. Click the Submit button. The Look Up Classes page of search criteria options will appear. You have the option of using Course Search (subject based) or Advanced Search (additional search criteria).
Course Search (subject based)

1. Select the **Subject** area you wish to search. To select more than one subject, hold down the CTRL key when clicking your selections.
2. Click the **Course Search** button when you have finished making your selection(s).
3. After clicking the **Course Search** button the resulting courses found will appear.
4. Click **View Sections**.

Advanced Course Search (additional search criteria)

1. Click the **Advanced Search** button if you would like to use additional selection options to narrow your course search. Use all or some of the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you MUST select at least one subject. If you are not using a specific search criteria box, leave it blank.

   - **Subject**: Select the **Subject** area you wish to search. Type the first few letters of a subject to move through the list with less scrolling. To select multiple subjects, hold down the CTRL key when you click.
   - **Course Number**: If you are looking for a specific course, and know the course number, you may type it into this field.
   - **Title**: If you know the course title or even part of the title, you can type it in to begin a keyword search on the course title field.
   - **Schedule Type**: This field should be set to “All” at this time (unless you are seeking a specific course format).
   - **Campus**: This field allows you to limit your search to either the Main (downtown) or North (North Charleston) campus. The North campus is approximately 20-25 minutes away from the Main campus. Students would need to provide their own transportation.
   - **Course Level**: This field limits the search to either graduate or undergraduate courses.
   - **Part of Term**: This field allows you to search for Full Term, Express I, Express II, Maymester and Summer courses. Full term courses last the entire semester; Express I courses last the first half of the semester; Express II courses last the second half of the semester.
   - **Session**: This field should be set to “All” at this time (unless you are only searching for evening or study abroad courses).
   - **Attribute Type**: This field should be set to “All” unless you are searching for a specific course attribute.
   - **Start and End Times**: If you are looking for a class with a specific start time or that meets in a specific window of time, you may use the **Start** and **End Time** limiter.
   - **Days**: This field allows you to search for classes that meet on specific days of the week. **Please note: Putting a check in the boxes for Monday through Friday will not return all courses meeting on any weekday, but instead will return only courses which have not yet been assigned a meeting time. If you want to leave your search open to all days of the week, leave this field blank.**

2. When you have finished entering your search criteria, click the **Section Search** button.
3. As you create your schedule and search for classes, you can click the **Student Detail Schedule** link at the bottom of the Look Up Classes screen to view the courses for which you have already registered. This will help you avoid choosing classes with time and day conflicts. Click the **Return to Previous** link to return to the **Look Up Classes** screen.
4. After clicking the **Section Search** button the resulting **Sections Found** will appear.
5. Select the course(s) you want by clicking the open Select checkbox to the left of the course. A checkmark will appear in the box. If the Select box has a “C”, it is currently closed for registration. If the Select checkbox has an “SR”, you are prevented from registering for the course due to a student restriction (i.e. hold or class level).

6. If you are trying to register for classes that have co-requisites, science classes being a good example, you will need to register for both the lecture and the lab simultaneously. If you try to register for only one of the co-requisite courses, you will receive an error message telling you what course you also need to select.

7. When you have finished making your selection(s), scroll to the bottom of the page and click the Register button.

**Course Sections Found Key:**

- **CRN:** Course Reference Number. You can click on the CRN hyperlink to view the Class Schedule Listing detail screen. On the next screen, click on the **Course Title** hyperlink to view pre-requisites, co-requisites and restrictions pertaining to the course.
- **Subj:** Subject
- **Crse:** Course number
- **Sec:** Section number
- **CMP:** Campus, M is for Main (downtown) and N is for North campus (20-25 minute drive from main campus).
- **CRED:** The number of credit hours for the course.
- **Title:** Course title
- **Days and Time:** When the course meets. Days of the week abbreviations: M= Monday; T= Tuesday, W= Wednesday R=Thursday; F= Friday.
- **Cap:** Seating capacity of the course
- **Rem:** Number of seats remaining in the course
- **Instructor:** Who is teaching the course
- **Date:** Course dates
- **Location:** Classroom location. Click Classroom Building Acronyms for a locations guide.

**IMPORTANT:** Make sure you know the pre-requisites, co-requisites and exclusions for the courses you are choosing. The academic catalog can be found at catalog.cofc.edu.

**DROPPING A CLASS:** How can I drop a class from my schedule?

1. Click on the **Add or Drop Classes** link on the **Registration Tools** channel.
2. Under the **Current Schedule** section, click the drop-down **Action** box next to the course you wish to drop and select **Web Drop**.
3. Click **Submit Changes**.

**Note:** At the end of the drop/add deadline, the Action box link option will change to **Web Withdrawal**. Dropping a course after the official drop/add deadline results in a withdrawal (W) from the course. See the Academic Calendar for deadlines.
ADD or DROP CLASSES: I know the CRN(s) for the course I want. Do I have to use Look Up Classes?

1. If you know the CRN for the course or courses for which you are registering, click on the Add or Drop Classes link in the Registration Tools channel.
2. Select the Registration Term from the drop-down box and click Submit.
3. Your Current Schedule will appear at the top of the page and the Add Classes Worksheet will be near the bottom of the page.
4. Enter the CRN(s) in the boxes on the Add Classes Worksheet.
5. Click Submit Changes.

VIEW & PRINT MY SCHEDULE

1. Click the Add or Drop Classes link on the Registration Tools channel.
2. Select the term from the Search by Term drop-down box and click Submit.
3. Scroll to the bottom of the page and click Concise Student Schedule link. The Concise Student Schedule provides a summary list of your class schedule details (best for printing). The Concise Student Schedule also contains a Reserve/Order Books link for your convenience.
4. To print a copy of your Concise Student Schedule click File and then select Print.

ERROR MESSAGES

Error messages may appear on the Add or Drop Classes screen after you click Register or Submit Changes for a course. They will be indicated by a red circle with a white exclamation point.

- **Class restriction** error: Receiving this error means you may not have achieved the class level that is required to register for the course (i.e. junior status required).
- **Co-requisite or pre-requisite** error: you are missing a co-requisite or pre-requisite for the course.
- **Maximum hours exceeded** error: This means you have exceeded the maximum credit hours you are eligible to register for. (18 hours)
- **Repeat or Mutual Exclusion** error: This means you have already received credit for this course or are currently enrolled in the course or its equivalent. See Course Catalog for course repeat policies.
- **Time conflict** error: The system tells you which class you are already registered for that is causing the time conflict.
MAX CAPACITY OVERRIDE

1. If you have been given permission for a Max Capacity Override by an Academic Department (permission for a seat in a closed course), you will need to enter the CRN directly into the Add Classes Worksheet.
2. The Permit/Override authorization and the CRN will be shown on your Registration Status page. Make note of the CRN.
3. Click on the Add or Drop Classes link in the Registration Tools channel.
4. Select the Registration Term from the drop-down box.
5. Click Submit.
6. Your Current Schedule will appear at the top of the page and the Add Classes Worksheet will be near the bottom of the page.
7. Enter the CRN in one of the boxes on the Add Classes Worksheet.
8. Click Submit Changes.

WITHDRAWING FROM A CLASS: How can I withdraw from a class on my schedule?

Once the Drop/Add deadline has passed, students may voluntarily withdraw from individual courses until the official withdrawal deadline for the semester. See the Academic Calendar for deadlines.

1. Click on the Add or Drop Classes link on the Registration Tools channel.
2. Under the Current Schedule section, click the drop-down Action box next to the course you wish to drop and select Web Withdrawal.
3. Click Submit Changes.

Note: Students will receive a status indicator of “W” for the course. A “W” is not a grade.