**FALL 2019 COURSE REGISTRATION INFORMATION**

**STEP ONE: OPEN DEGREE WORKS**
1. Log in to myPlymouth
2. Click on the Services Tab
3. Click on “Student” (Under the Self Service block)
4. Click on “Student Academic and Financial Resources”
5. Click on “Degree Works”

*HINT:* Check the Holds column of Degree Works. If there is something there, please contact Student Account Services (603-535-2215) RIGHT AWAY because you will not be able to register until the hold is cleared.

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**STEP TWO: FINDING CLASSES**
1. Sign onto your myPlymouth
2. Click “Services”
3. Click “Student”
4. Click “Class Search and Registration”
   a. *(If prompted, select "Student" role)*
5. Select Browse Classes
6. Select Fall 2019 *(when they are available), then click “Continue”*

*HINT:* If you get a pop-up saying there is a hold on your account, please go to “View my Bill” on myPlymouth or call Student Financial Services: 603-535-2215

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**STEP THREE: SEARCHING FOR COURSES**

**How to search for major specific courses:**
1. Enter in Subject and/or Number if you know it *(ie: EN goes in Subject, 1400 goes in Number)*
2. Click Search
3. You can also try typing a key word if you are not sure of the course number

**How to search for Direction/Connection courses:**
4. Click Advanced Search.
5. Scroll down to Attribute Type
6. Click on the categories you want to search *(ex: Scientific Inquiry Direction and/or Past and Present Direction)*
7. You can use the other options to narrow your search criteria as well if you would like
8. Select open classes at the bottom of the page to see classes with open seats
9. Click on the course name then Course Description to read more about it

*HINT:* The green “Search Again” button *(top right)* will bring you back to the search page

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**STEP FOUR: REGISTERING FOR CLASSES**
1. Follow instructions for Step 2, but select “Register for Classes” instead of browse
2. Enter in your PIN
3. Use the bottom panels button to display a course grid and registration summary
4. Type in the course name and/or number and hit search
5. Click the “add button” *(far right)*

**To Register with CRN:**
1. Click the "Enter CRNs" tab at the top
2. Enter in the CRN(s) of the class(es) you have chosen *(you can add multiple at once)*
3. Click "Add to Summary" *(Courses will show in summary box, bottom right)*
4. **IMPORTANT!** class will show as pending until you click “submit”
5. Successfully registered courses will appear as Registered in Status
6. Use the same area to remove a class *(select "Drop via Web", and hit Submit)*

*HINT:* Checking “Conditional Add and Drop” will prevent one class dropping before successful registration of another

*HINT:* If you receive an ERROR message, read the error carefully & adjust accordingly. Sometimes classes have a pre-requisite, some you have to be enrolled in the, and some are reserved for sophomores, juniors or seniors.