### Fall 2019 COURSE REGISTRATION INFORMATION

#### STEP ONE: OPEN DEGREE WORKS

**How to find your 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 and Bursar Records”
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) because you will not be able to register until the hold is cleared.

#### STEP TWO: OPEN COURSE SEARCH

**How to search for major specific courses:**
1. Select Fall 2019 under term code
2. Enter in Subject and Number (i.e.: EN goes in Subject, 1400 goes in Number)
3. Click “Find Open Course”

**How to search for Directions Courses:**
4. Click on the Advanced Options Tab
5. Select Fall 2019 under term code
6. Click on the **Catalog Description** bubble
7. Scroll to the bottom of page to Attribute Type
8. Click the arrow pointing down, and select the direction category you need

#### STEP THREE: REGISTERING FOR CLASSES

**How to add courses (once you’re able to):**
1. Sign onto your myPlymouth
2. Click “Services”
3. Click “Student”
4. Click “Registration”
5. Click “Add/Drop Courses”
6. Select Fall 2019, then click “Submit”
7. Enter your PIN
8. Enter in the CRN’s of the classes you have chosen
9. Click Submit Changes
10. If they show up top, they are officially added to your schedule

**HINT:** If there is a hold on your account, please go to “View my Bill” on MyPlymouth or call Student Account Services: 603-535-2215

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

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**To add a new course once in Add/Drop:**
1. At the bottom of the page select “Class Search”
2. Select a subject to search by
3. Select “Course Search”
4. For the class you’d like select “View Sections”
5. Any section with an open box you can add, any with a C means they are closed. Be sure you are choosing courses that do not have time conflicts with the rest of your schedule. *(Note: TR means Tuesday Thursday and SA means Saturday/SU means Sunday).*
6. Next to the CRN number there will be a clickable box, click the box of the course that fits into your schedule
7. Scroll down and select “Add to Worksheet”
8. This has brought you back to your list of courses, scroll down and select “Submit Changes”
9. Repeat for all desired courses