A User's Guide to the New, Improved Student Information System
Students: Please follow the login instructions listed here. Note that you will use your “universal” User Name and Password to access the system.
Registering for Classes, Dropping Classes, & Using the Replace Function
From this screen, begin by clicking the MY STUDENT INFO tab. You will then see several sub-categories in red from which to choose. Click on Register For Classes.
Choose the appropriate semester/session from the drop-down menu.
This screen has two parts: the upper section is used to perform a Course Search and the lower section is your Course Basket. You can navigate within these two sections by scrolling up and down using the bars to the right. You can also raise and lower the lower section by hovering your mouse over the center bar until the cursor turns to a ↓, then you can pull the lower screen up and down.
You may search for available courses by utilizing these drop-down menus then clicking Go/Refresh. Once you locate the course you want, click Add (to the left of the course ID). The class will then appear in your Course Basket.

To drop a class, simply click the word Drop on the line in which the class appears. Click OK when the pop-up message appears.

Classes that you previously registered for or dropped/withdrew from will appear in your Course Basket. Note that drops and withdrawals will be highlighted in either pink or blue.
If you already know the course ID of the class you want to take, you can bypass using the Course Search above and enter it here; click Add.

The class will then appear in your Course Basket.

If you realize that you would prefer a different section of a course, you can use the Replace function to hold this class and search for a replacement. (See the next page for additional instructions.)
While in Replace mode, you must scroll through the course listings in the upper section until you locate the one you are interested in. Then click Select. You will see a message like the one above that confirms the change you are about to make. Click OK.
The replacement class will then appear in your Course Basket.
Printing Your Schedule
To print a copy of your schedule, click on *Class Schedule/Grades*, then choose the appropriate semester/session from the drop-down and click *Get Schedule*. 
Your class schedule will look like this. For a printer-friendly version, click on *Printable Version*. It will open in a separate window.
Checking Your Grades
To view your grades, click on Grade Report. Choose the appropriate semester/session from the drop-down and click Get Grade Report.
This is what your grade report will look like.
Printing Your Unofficial Transcript
Click on Transcript/Grades.

Your Unofficial Transcript will open in a separate window like this. Click the printer icon to send it to the printer.
Running a Degree Audit
Start by clicking on Degree Audit. If you want the audit to default to your current declared major and catalog year, simply click Get Degree Audit. However, if you want to run a “what if” degree audit based on a different major and semester, choose the appropriate search criteria from the drop-down menus, then click Get Degree Audit.
This is a sample of what a degree audit looks like. Scroll down to review the information using the bar to the right or print a copy by clicking Printable Version.
Viewing Billing Statements & Printing Your Current Bill
To view your billing statement from a previous semester/session, click on **Billing Statement**.
To view and print your current bill, click on Payments.