

## Step-by-Step Guide

### Manual Registration with a CRN (For Overrides and Special Enrollment)

**Important Note:** Using this manual registration method requires that you know the exact Course Reference Number (CRN) for the class(es). You must utilize this option if you have been granted a **registration override** to register for a class(es).

From your student **Portal**, open **Experience**, navigate to the **Registration Menu** card, and then click **Open Registration Dashboard**.



In the **Registration** area, click **Register for Classes**, then **Select a Term**, and click **Continue**.



#### Select a Term

Terms Open for Registration

Winter 2026 05-JAN-2026 - 20-MAR-2026

Continue

Once in the **Register for Classes** area, click the **Enter CRNs** tab to manually enter the CRN of the class(es).

#### Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

#### Enter Course Reference Numbers (CRNs) to Register

Term: Winter 2026

CRN

[+ Add Another CRN](#) [Add to Summary](#)

You must know the CRN for the class(es) you intend to register for.

- **Important Note:** If the class requires both a lecture and a lab section, you must register for both simultaneously. Enter the first CRN, click **+Add Another CRN**, enter the second CRN, and then click **Add to Summary**.

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register  
Term: Winter 2026

CRN  Human Anatomy and Physiology BI 235, 002

CRN  Lab: Human Anatomy and Physiology BI 235L, 002

CRN

**+ Add Another CRN** **Add to Summary**

After you click **Add to Summary**, the course(s) will be listed in the **Summary** area, and the **Status** column will reflect **Pending**.

Details	CRN	Credits	Title	Type	Status	Action
A 115, 002	20391	4	<u>Beginning Design: Two-dimens...</u>	Art Studio ...	Pending	Web Reg

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 20

Submit

Once you click **Submit**, the **Status** column will update to read **Registered**, verifying the successful enrollment in the class.

Details	CRN	Credits	Title	Type	Status	Action
BA 101Z, 001	20750	4	<u>Introduction to Business</u>	Lecture	Registered	None

Total Hours | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 20

Submit

**Important Note:**

- If registration is unsuccessful, an error message will display detailing the issue(s). Resolving the issue(s) may allow you to complete registration. For more details, refer to the Registration Overrides section on our website.
- If a class is full but offers a waitlist, use the **Action** column dropdown menu to select **Waitlist** for the course, and then click **Submit**. The course **Status** will then be updated to **Waitlisted**. For more details on waitlisting, refer to the Waitlisting section on our website.