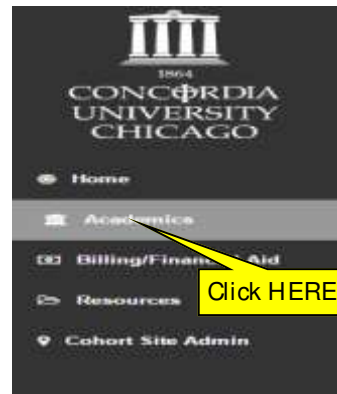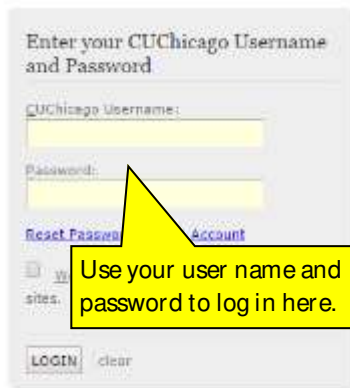# Graduate Online Registration Instructions

Be sure you have all the necessary tools to complete your online registration.
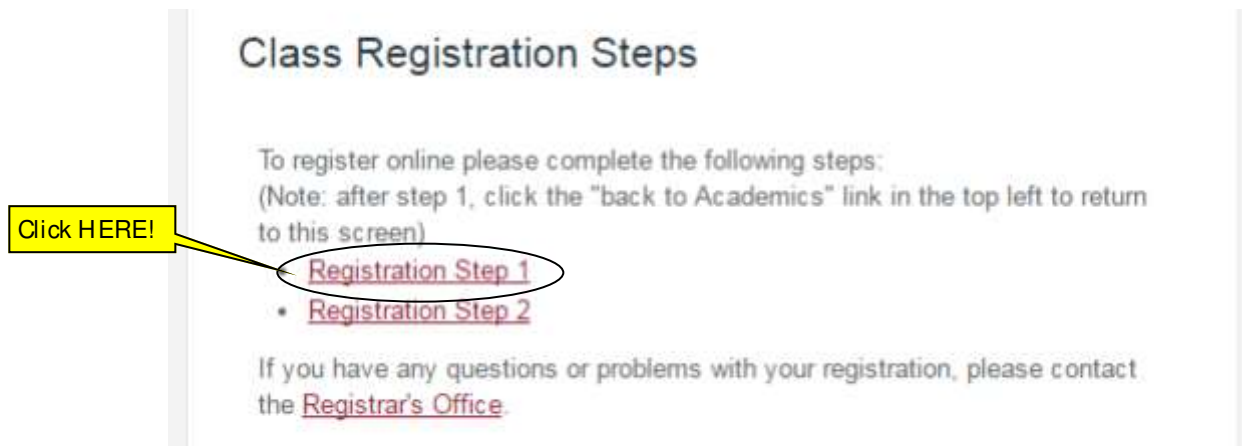
- Your Concordia *Connect* username and password.
- Registration Letter from your GPS Advisor

**Step 1: Log in to Concordia *Connect* using your username and password.

**Step 2: Click on the Academics tab.

Use your user name and password to log in here.

Click HERE!

**Step 3: Click on Registration Step 1.
The Registration channel portlet is located in the right column.

Class Registration Steps

To register online please complete the following steps:
(Note: after step 1, click the "back to Academics" link in the top left to return to this screen)

Click HERE!

- Registration Step 1
- Registration Step 2

If you have any questions or problems with your registration, please contact the Registrar's Office.

REGISTRATION STEP 1 **:** Provide Demographic information: The US Department of Education has mandated a change in the way students' ethnicity is reported. Confirm or correct the information below where appropriate.

**Step 4: Click on "Registration Step 2."

Class Registration Steps

Click HERE!

To register online please complete the following steps:
(Note: after step 1, click the "back to Academics" link in the top left to return
to this screen)
• Registration Step 1
• Registration Step 2

If you have any questions or problems with your registration, please contact
the Registrar's Office.

**Step 5: Read and Accept the Pre-Registration Questions; you may or may not see these. If you do not, skip to Step 6.

Pre-Registration Question

I am aware that financial obligations to Concordia University Chicago are my responsibility. Any efforts to collect on unpaid balances due to Concordia University Chicago that are made by a third-party source are my responsibility. Such costs include, but are not limited to, fees from outside collection agencies, attorney fees, court costs, service charges, etc. I also understand that these are additional costs. This agreement is bonding throughout all terms attending Concordia University. Governing Law: This note is governed by the laws of Illinois. I consent to the personal jurisdiction of the courts of Illinois in any lawsuit involving this note.

By checking this box, I agree to and acknowledge all   ☐
of the terms and conditions set forth in this agreement.

Read the statement(s), check
the box, click "Submit Update."

Submit Update

**Step 6: On the Registration Menu, click "Add or Drop Classes."

Registration

Select Term
Add or Drop Classes
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Fee Assessment
Withdrawal Information
Registration Status
Update Student Term Data
Active Registration
Registration History

Click HERE!

Select a Term: Fall 2010 Semester ▾

Submit

8B: You will have to select a term (Summer 2017) and
click Submit.

**Step 7: The Add/Drop classes worksheet will appear. Put one 4-digit CRN in each box at the bottom of the screen. You can submit up to 10 CRNs at one time.

Add Classes Worksheet

9A: Put a CRN in each box.

CRNs

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Submit Changes   Class Search   Reset

9B: Then click "Submit Changes."

**Step 8: Once you have submitted your CRNs, you will get a registration confirmation on screen (see below). As long as the classes show up as "Web Registered" you are done!

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 06, 2010	None	3587	PES	4625	1	Graduate	3.000	Standard Letter	Teaching Ind/Dual Sports Act
Web Registered on Apr 06, 2010	None / Web Drop	3025	ATH	2020	1	Undergraduate	3.000	Standard Letter	Intro to Cultural Anthropology
Web Registered on Apr 06, 2010	None	3380	MUSA	3721	1	Undergraduate	0.500	Standard Letter	Intermediate Applied Clarinet

Total Credit Hours: 6.500
Billing Hours: 6.500
Minimum Hours: 0.000
Maximum Hours: 19.500
Date: Apr 06, 2010 0 pm

Add Classes Worksheet

CRNs

> If you accidentally registered for a wrong CRN, simply click on the "Action" drop down menu and select "Web Drop." Then click on "Submit Changes again.

> If you need to change the number of credit hours (Music Lessons, Music Ensembles, Practicum, Internship, etc), simply click on the CRED. A new screen will pop up allowing you to change the number of credits.

> If you need to add more classes, simply add the CRNs and click "Submit Changes."

Step 8 note: If you come up with error messages, make sure you are inputting the correct CRNs and that the times do not conflict.

**Step 9: View and verify your new schedule(s) online.

⟍Registration

Select Term
Add or Drop Classes
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Fee Assessment
Withdrawal Information
Registration Status
Update Student Term Data
Active Registration
Registration History

> Click HERE.

> The **Student Detail Schedule** gives you all information you will need about the course: Title, Course Number, Section Number, CRN, Registration Status, Instructor, Grade Mode (Standard or Pass/DF), Credits, Time, Days, Location, and Additional Instructors.

Student Detail Schedule:

Total Credit Hours: 6.500

Intro to Cultural Anthropology - ATH 2020 - 1
Associated Term: Fall 2010 Semester
CRN: 3025
Status: **Web Registered** on Apr , 2010
Assigned Instructor: Jenna W. Mahay

Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate
Campus: River Forest
Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:30 pm - 1:20 pm	MWF	Addison Hall 214	Aug 30, 2010 - Dec 17, 2010	Lecture	Jenna W. Mahay (P)

Intermediate Applied Clarinet - MUSA 3721 - 1
Associated Term: Fall 2010 Semester
CRN: 3380
Status: **Web Registered** on Apr 06, 2010
Assigned Instructor: Kara M. Bancks

Grade Mode: Standard Letter
Credits: 0.500
Level: Undergraduate
Campus: River Forest
Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		TBA	Aug 30, 2010 - Dec 17, 2010	Lecture	Kara M. Bancks (P)

> Meeting Time

> Meeting Days

> Location

> Click here to email your instructor!

> If no meeting day or times have been assigned, they will show as TBA. Not all classrooms have been assigned, as well, so they will show as TBA. Please check back nearer the beginning of the semester for updated classrooms.

Frequently Asked Questions

How will I get billed?
Business Services will send bills at the end of April and the end of June. You can also access your account balance by visiting the **Finances** tab of ConcordiaConnect in the **My Account** channel.

Where do I get my schedule?
You can view your schedule online in Concordia Connect; refer to Step #9.

How do I drop a class?
During the online registration period, you may drop classes online by going to the Add/Drop classes page (check Step 8). After the online registration period, you must drop classes via paper with your GPS Advisor.

What if I'm having problems logging into Concordia *Connect*?
Ensure that you are signing in correctly. Your username will start with "crf_", and your password is initially a random string of characters and numbers that was given to you during orientation. If you need your username or password or are having other problems logging in, please call the CougarNet Helpdesk at 708-209-3131.

Other Problems?
If you encounter any other problems or difficulties while trying to build your scheduling and registering for classes, please consult with your GPS Advisor during your advising appointment. They will be able to assist you with any other questions you may have.

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