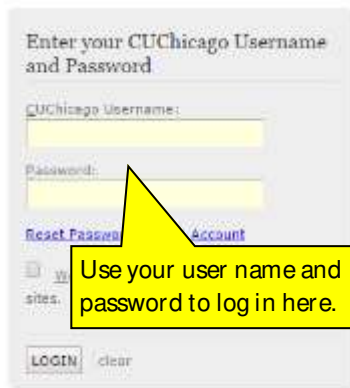


# Graduate Online Registration Instructions

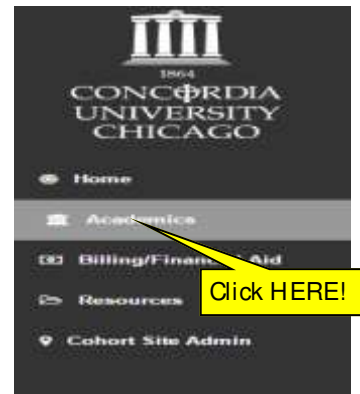
Be sure you have all the necessary tools to complete your online registration.

- Your Concordia *Connect* username and password.

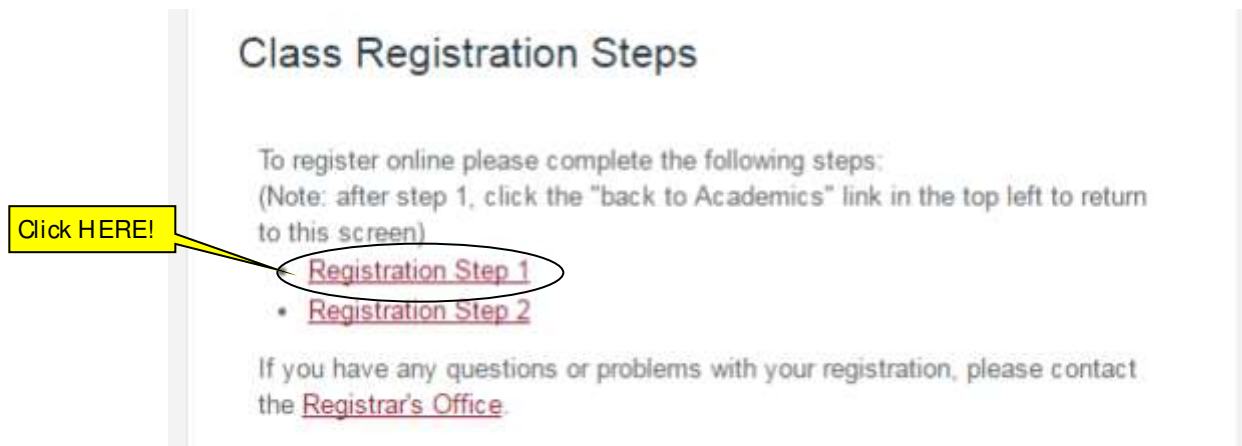
**\*\*Step 1: Log in to Concordia Connect using your username and password.**



**\*\*Step 2: Click on the Academics tab.**



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



**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

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](#).

Click HERE!

**\*\*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.

Submit Update

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

**\*\*Step 6: On the Registration Menu, click “Add or Drop Classes.”**

**Registration**

- Select Term
- Add or Drop Classes
- Link 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:

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

CRNs

Submit Changes Class Search Reset

9A: Put a CRN in each box.

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<br>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 9:00 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.**

Click HERE.

**Registration**

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

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 06, 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. Banks

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. Banks (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.

