

How to Register for Classes

www.umpqua.edu Student Self Service

Main Menu

- Click **Registration, Courses Catalog, Browse Classes**

Registration

- Click *Register for Classes*

Select a Term

- Choose term from drop down menu
- Click **Continue**

Register for Classes

- Enter search criteria for course being registered for in **find classes** and click **add**, or
- Enter the CRN of the course if known, in **Enter CRNs**
- Click **Submit in the Summary box**
- *If needed use drop down menu to add class as Wait Listed and click submit again*

The screenshot displays the 'Schedule' interface for Fall 2022. On the left, a grid shows class times from 9am to 1pm across the days of the week. Classes are listed for Monday, Wednesday, and Friday at 9am (College Algebra) and for Tuesday and Thursday at 1pm (Fund of Public Speaking). On the right, a 'Summary' table lists the selected courses:

Title	Details	Hours	CRN	Schedule Type	Status	Action
Gen Biology-Lecture and Lab	BI 101, 0	0	24282	Lecture/Lab	Waitlisted	None
Fund of Public Speaking	SP 111, 0	4	24058	Lecture	Registered	None
Wellness-Hlth Assess	HPE 295, 0	3	24256	Lecture/Lab	Registered	None
College Algebra	MTH 111, 0	5	24188	Lecture	Registered	None

At the bottom of the summary table, it shows: Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 19. A 'Submit' button is located at the bottom right of the summary box.

Drop

- Click the drop down menu under **Action** for the course being dropped and choose
- ****WEB Drop****
- Click **Submit**

Need help? Call Registration, 541.440.4604