Beginning with the spring 2018 registration period, students will no longer use TOWER to register for classes. Clicking on the “Register For Classes” icon in the portal will take you to the new site which will provide a richer experience and will work on mobile platforms.

You will be welcomed to the registration system with this opening screen.

It is highly recommended that you click on the “Prepare for Registration” link before registration opens. This page will list any issues that must be resolved before you may register for classes.

To return to the Registration Landing Page, click on the student link in the upper left corner.
REGISTERING FOR CLASSES

1. Click on the “Register for Classes” link
2. You will be prompted to select the term for which you wish to register
3. Enter the RAC code you received from your Advisor in the box labeled “Alternate PIN”
4. Click “Continue”

5. To see a graphical display of your schedule as you build it, click on the “Panels” button in the bottom left corner of the screen. The button will rotate 90° depending on the view selected.
If you wish to use a mobile device, it is best to use a tablet type mobile device. When using a phone, it will be necessary to use it in the landscape mode and the “Panels” button to toggle between the search form and registration summary views. It is recommended you use either a tablet or regular computer for registration.

6. Use the search fields then click “Search” to find a class. You may only use one search field if desired. Entering text into the “Keyword” field will search for the text in the following areas:

- Subject code
- Subject description
- Course title
- Course description
- Course text
- Course number
- Degree program attribute codes (e.g. CC/SP)
- Degree program attribute descriptions (e.g. Cross Cultural)

The results will display the meeting times, instructor, number of seats available for each section and indicate if the section conflicts with another course in your schedule.
7. Click on the “Add” button to add the desired section. It is recommended that you click on the “Submit” button after each course selection in order to be notified of potential time conflicts as you add additional course sections. Your schedule will be updated so you may view it.

8. To drop a course go to the “Summary” window and select “Drop Web” from the drop down menu under the “Action” Heading. Click the “Submit” button to complete the process.

9. You may adjust the size of the windows by selecting the - in the middle of the divider bar between the frames.
10. When you are finished, you may print or email your schedule. Click on the “Schedule and Options” tab.

11. Click on the printer icon to print your schedule. Click on the email icon to email your schedule. You can enter up to 3 email addresses. When you receive the email, it will have an iCal appointment invitation attached. If you accept the appointment invitation, it will place your schedule on your calendar.

12. When you are finished, be sure to log out.