

Registration Procedures

Log in to your family access

Click the tab on the left: 2015/2016

Select the tab at the top UPDATE REQUESTS

Click on the desired class

Hit the ADD COURSE button at the bottom of selection window.

In the top right you will see how many credits you have selected; you must have at least 12 credits, but not more than 14

Once you have the 12 to 14 credits, select the ALTERNATES tab at the top

Select at least 2 more classes in case your elective classes do not fit into your schedule

If you have selected a course in error, you can highlight that course and hit the "remove" course button at the bottom of the course requested window.

If you cannot remember if you took a course and passed it, in the left hand column you can click on the ACADEMIC HISTORY to view your past classes and grades