

CMU Step-By-Step Portal Registration Instructions

1. Log into your Student Portal [HERE](#)
2. Hover over “Registration”
3. Click “Enroll in classes” or “Enter requests”
4. Choose the appropriate Academic Year (e.g. 2020-21)
5. Choose the applicable Session (Fall, Winter, Spring/Summer)
6. Click “Edit Registration”
7. Click “New”
8. Click the binoculars
9. Under “Course ID:” type **only the letters** (NOT the dash or the numbers) of the course ID as it appears in the [Registration Guide](#)
 - a. For example: If a course is cross-listed POLS/ECON, look up in the Registration Guide which appears first, POLS or ECON. If POLS appears first, type POLS under “Course ID”
 - i. Note for Topics courses (e.g. 2950 and 3950 courses):
 - Choose your course ID (see instructions above under point 9)
 - Choose your course under “Class”
10. Click “Search”
11. Click your desired course ID
12. Under “Class”, select your timetable by clicking the arrow below “Class”
 - a. ***Failing to choose your timetable will result in an incomplete registration; i.e. you have NOT reserved a spot in the class***
13. Repeat the above process for each course
14. Click “Calculate Conflicts”
15. If “Calculate Conflicts” does not generate errors, then click “Submit”

To delete a course:

1. Through the Portal
 - a. Log into your Student Portal [HERE](#)
 - b. Click the small grey box to the left of the course ID
 - c. Click “Delete”
 - d. Click “Submit”
2. **OR** Submit an online registration change form [HERE](#)