

# How to Register for Classes

[www.umpqua.edu](http://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' and 'Summary' sections of the Student Self Service interface. The 'Schedule' section shows a class schedule for Fall 2022, with columns for days of the week and time slots. The 'Summary' section shows a table of registered courses with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action.

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

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 19

## 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