

## Registration Steps for Add/Drop/Withdraw

### How to Search the Class Schedule

Use one of the following methods to search the course schedule to prepare for registration.

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Registration card.
3. Use one of the Class Search Options:
  - [Class Search \(website\)](#): this takes you to the website to view the live web version of the schedule.
  - [Class Search \(registration\)](#): this takes you into the registration portal to view the live schedule.
4. Either option allows you to plan your schedule and note the CRNs (5-digit class number) so you are ready to register when the registration period opens.
  1. If registration is open, you can also use the class search inside the registration page (see How to Register steps). These dates are on the [Academic Calendar](#).

### How to Register for Classes

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Registration card and click "Registration".
3. On the menu, click "Register (add/drop/withdraw)"
4. Select your desired term and use one of the following opens to add classes to the Summary box:

#### Option 1: Find Classes tab

Use this tab if you need to search for your classes.

- a. In the search box, enter the subject or use the drop-down menu. The class number box can be entered or left blank.
- b. Click Search.
- c. Scroll through the list of class options. The first column will show if there are seats available or if the class is full.
- d. If the class has seats available and the add button is showing, click "Add" to send the class to the Summary box.
  - The class is NOT added to the schedule until the submit button is clicked at the bottom of the page.
- e. Once all classes are added to the Summary box, click "Submit" to save the schedule. If the class status changes to "registered" in green, the class has successfully added to the schedule.
  - If a class you are adding has a co-requisite, you must have both classes in your Summary box and then click "Submit".
  - If any errors prevent the class from adding, an error message will show and the class status will NOT show registered.

#### Option 2: Enter CRN tab

Use this tab if you already know the CRNs and want to directly enter them.

- a. In the CRN box, type the CRN (5 digits) you would like to add to your schedule.
- b. If adding more than one class, click "+ Add Another CRN"
- c. Once all CRNs are listed, click "Add to Summary" to move the classes to your Summary box.
  - The class is NOT added to the schedule until the submit button is clicked at the bottom of the page.
- d. Once all classes are added to the Summary box, click "Submit" to save the schedule. If the status changes to "registered" in green, the class has successfully added to the schedule.
  - If a class you are adding has a co-requisite, you must have both classes in your Summary box and then click "Submit".
  - If any errors prevent the class from adding, an error message will show and the class status will NOT show registered.

## How to Register from your DegreeWorks Plan

Use this option to register for classes if your academic advisor has created a DegreeWorks Plan for you.

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Registration card and click "Registration".
3. On the menu, click "Register (add/drop/withdraw)"
4. Select your desired term.
5. Click on the tab labeled "My DegreeWorks Plan"
  - If your academic advisor has pre-loaded a registration plan, it will show up in this box.
6. Review the list of class options and click "View Sections" to see more information.
  - The first column will show if there are seats available or if the class is full.
7. If the class has seats available and the add button is showing, click "Add" to send the class to the Summary box.
  - The class is NOT added to the schedule until the submit button is clicked at the bottom of the page.
8. Once all classes are added to the Summary box, click "Submit" to save the schedule. If the class status changes to "**registered**" in green, the class has successfully added to the schedule.
  - If a class you are adding has a co-requisite, you must have both classes in your Summary box and then click "Submit".
  - If any errors prevent the class from adding, an error message will show and the class status will NOT show registered.

## How to Use Conditional Add/Drop

Use this option if you are trying to drop a class only if the class you are adding is available and adds successfully. This option would not drop your class if the new class doesn't add.

1. Add the open class to your Summary box. You should see the class you want to add and the other classes on your schedule in the Summary box.
2. Change the drop down next to the course you want to conditionally drop to "DROP WEB".
3. Check the box next to the submit button that says "Conditional Add/Drop".
4. When you click "Submit", the course you want to drop will only drop if the new class adds successfully.
  - If there is an error and the new class did not add successfully showing "**registered**" in green, the class you wanted to drop will not be removed from your schedule.

## How to Add Classes with a Co-Requisite

When adding classes that have a co-requisite, both classes have to be submitted at the same time.

1. Use the Find Classes or Enter CRN tab to add your courses to the Summary Box (example: BIOL 2113 and BIOL 2113L).
2. Make sure both courses are in the Summary box before clicking "Submit".
3. If the status changes to "**registered**" in green, both classes have successfully added to the schedule.
4. If any errors prevent the classes from adding, an error message will show and the class status will NOT show registered.

**You can click "Tuition and Fees" in the Summary box at any time to see your current balance owed.**

## How to Drop a Class

You can drop a class when the registration period or drop/add period is open. These dates are on the [Academic Calendar](#).

1. Log into the [me@ChattTech Student Portal](#). Locate the Registration card.
2. Click "Registration"
3. On the menu, click "Register (add/drop/withdraw)"
4. Select your desired term.
5. Go to the Summary box and find the class that needs to be dropped.
6. Using the drop-down, change the action to "Drop Course"
7. Click "Submit". The class status will change to "deleted".
8. Click "Submit" again and the class will disappear from your Summary completely.

## How to Withdraw from a Class

You can withdraw from a class during the withdrawal period found on the [Academic Calendar](#).

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Registration card.
3. Click "Registration"
4. On the menu, click "Register (add/drop/withdraw)"
5. Select your desired term.
6. Go to the Summary box and find the class that needs to be withdrawn
7. Using the drop-down, change the action to "Withdraw"
8. Click "Submit". The class status will change to "withdrawn".

## How to View your Class Schedule

Your class schedule can be viewed in two locations. Either option will allow you to see the campus, room, dates, and times.

**Preferred Method:** in the me@ChattTech Student Portal

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Blackboard Classes card
3. The card will show all terms you are currently registered for. Use the dropdown to change term.
4. You can click on the course to see additional details.

**Alternate Option:** on the Registration page:

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Registration card and click the "Registration" link.
3. On the menu, click "Register (add/drop/withdraw)"
4. In the Class Schedule box (lower left corner), you can view the weekly calendar schedule or the detailed schedule.

## How to View your Balance and Pay for Classes Online

You can view your bill and pay for your classes online using one of the following options:

**Option 1:** View bill summary before payment:

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Student Accounts card
3. Click on "Account Summary"
4. Select your term in the drop down box
5. Review your charges and authorized Financial Aid
6. Click "Pay Now" button at the top of the page and follow steps to submit payment.

**Option 2:** Go directly to bill payment:

1. Log into the [me@ChattTech Student Portal](#)
2. Locate the Student Accounts card
3. Click on "Pay My Bill"
4. Select your term in the drop down box
5. Follow steps to submit payment