

# Preparing for Registration at CNU

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- Make an advising appointment.
  - Faculty require students to sign up for an appointment (often using a calendar sheet posted on the office door).
- Access your CNU Live account significantly prior to registration.
  - View and resolve any 'holds' on your account that will prohibit registration (Parking fines, Library fines, Business Office issues, Immunization, etc.) Check often, as holds are updated daily.
- Check your registration status (from "Student Services and Financial Aid", choose "Registration" and then "Check your Registration Status").
- Review your holds, academic status, student status, class standing, credit hours earned, degree (for undergraduates - if your degree reads "Bachelor", you must formally declare your major before 60 credit hours earned), major, etc. First year freshmen should consult with their Faculty Core Advisor regarding declaring/changing their major.
- Ensure that you remember your password for logging in to your CNU Live account (your password is not the same as your alternate [registration] PIN).
- Print a copy of your unofficial transcript from your CNU Live account to take to your advising appointment in case your advisor requires this as part of the advising appointment. If in doubt, please contact your advisor well before your appointment to be sure.
  - *Review your unofficial transcript (contact the Office of the Registrar if you have questions about your unofficial transcript).*
- Print a registration form (worksheet) to take to your advising appointment.
- Review Liberal Learning Curriculum as well as major requirements for your discipline.
- Select courses from the [Schedule of Classes](#) to complete your registration form. The Schedule of Classes for Spring Semester 2011 is currently available via the web.
- List courses you would like to take for Spring Semester.
- Include alternate sections of courses in case your first choice is not available. This part is critical for a successful registration.
- Review the course restrictions, prerequisites, and/or co-requisites associated with the courses in which you wish to enroll – if you do not meet the requirements for entrance into the course, you may NOT register for the course via the web.
- Take your completed registration form and unofficial transcript to your advising appointment.

- Go to your appointment prepared to ask questions regarding your degree requirements.
- When you leave your advising appointment, you should have a signed Registration Form listing the courses you want for Spring Semester with alternate courses.
  - If you are in a major that requires an alternate (registration) PIN, your advisor may provide that PIN to you. Please note that ALL freshmen and most majors require alternate PINS for registration. This PIN will be used only for transactions associated with registration and/or schedule adjustment for Spring 2011. Alternate (registration) PINs are unique to registration periods.
  - Read all directions for web registration. Use the "HELP" menu from your web account as a guide.
  - After you have registered for your courses via CNU Live, review your schedule to ensure you keyed the appropriate Course Reference Numbers (CRNs) for the classes you desire.
- Make sure you are familiar with dates and deadlines regarding registration, tuition/fee payment, add/drop, etc. Most deadlines are available on the Office of the Registrar website.
- If you have questions or need additional assistance with web registration, contact the Office of the Registrar.