HOW TO CREATE A CLASS SCHEDULE AND THEN REGISTER FOR CLASSES

Creating a Class Schedule

1) Go to https://appsrv.pace.edu/scheduleexplorer/ to access **Schedule Explorer**.
2) On Schedule Explorer, you can search the courses you will need to register for. When searching for a particular class, make sure to indicate the following information:
   a. Subject (*e.g. Mathematics*)
   b. Campus (*New York City or PLV*)
   c. Course Level (*Undergraduate*)
   d. The Term (e.g. *Spring 2020)*
   You also have the option to refine your search by filtering for:
   e. The Attribute (*e.g. AOK, Learning Community*)
   f. Specific Course Numbers
   g. Days/Times of the week
3) The next page will display a list of different courses you can enroll in under the subject you typed in, as well as the time and days the class is offered, the professor teaching that course, the amount of credits that particular course is worth, the amount of seats remaining in that course, and most importantly the **CRN (Course Registration Number).**
4) To view what the attributes are for the course and more details about the course pre-requisites, course descriptions, etc. you can click on the **More Info** link on the right side of each course listed.
5) Be careful of classes that you can't take, such as major/class-restrictions, or those with pre-requisites you haven't taken.
6) Write down the **CRN** number of the course you would like to take (Pace University uses the CRN number in order to identify each individual class they offer), and fill in the course on the blank schedule grid.
7) Repeat Step 2-6 when searching for additional courses. *Fill out your schedule grid in pencil as you may have to erase and modify your schedule plan in order to build a schedule in which all the classes fit in together and do not conflict with each other.*

Registering for Classes

1) Once you have selected your courses for the spring semester, created a schedule, and met with your advisor to get it approved, you can register for classes on your appointed day and time. You should also make sure to check if you have any holds on your account.
2) When it is time to register, Log into MyPace Portal and click the **Students Tab**.
3) In that tab, click **Registration, Grades, and Tuition Schedule**, and then **Register, Add or Drop Classes** on the next menu.
4) On the next webpage you will find ten boxes. In each box, type the CRN number of the courses in which you are planning to enroll.
5) Course with labs or linked sections must have all the CRNs associated with that course entered into individual boxes in order to be processed (*e.g. science courses usually have a lecture and lab and you would have to enter two different individual CRN numbers*).
6) Once you have typed in the CRN numbers of **all** your courses (and lab/linked sections), click on **I Agree**.
7) After registering, return to **Registration, Grades, and Tuition Schedule**, then select **Student Schedule.** Make sure to select the **Spring 2020** term.
8) A detailed description of your schedule for next semester will appear.