PACE
UNIVERSITY
Office of the Registrar

Instructions for:

Checking Registration Status and Time

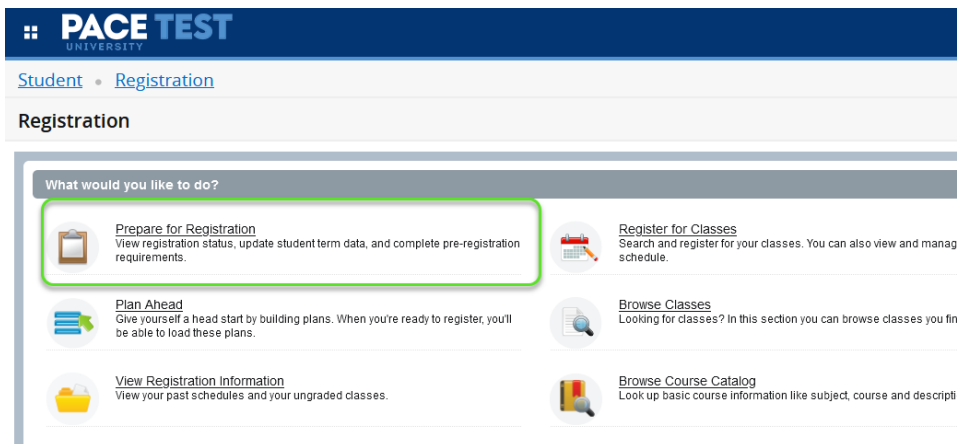**Registering for a Course(s)**

Waitlisting for a Course

Dropping/Withdrawing for a Course

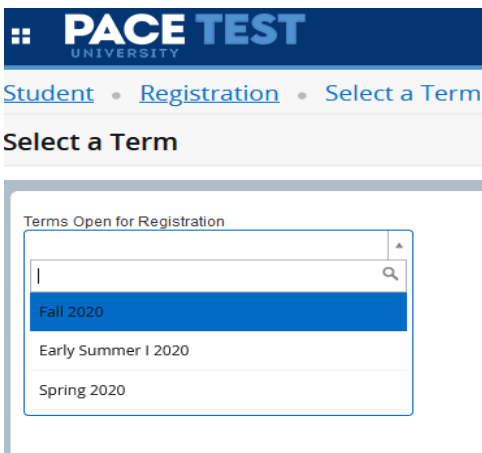**Course Schedule Review**

Checking Registration Status and Time

Please review and follow the steps below to check your registration status and registration time.

Step 1: Click "Prepare for Registration" link

Step 2: Select the term you are checking your Registration status for from the available options:

Step 3: A page containing your Registration status information will open. Here you can see if you're cleared to register or if a status / hold prevents you from doing so.

Please note:

- Any holds or statuses preventing registration will be highlighted
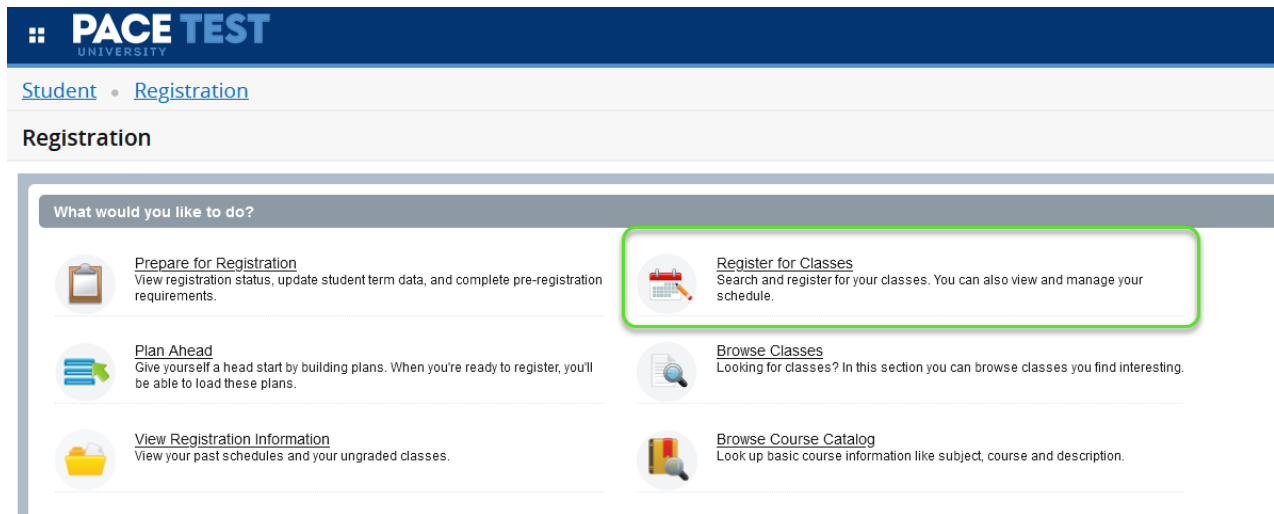

- You'll also be able to find your assigned registration date and time for time-ticketed Registration here:

Registering for Courses

Please review and follow the steps below to register for a course.

Step 1: Click "Register for Classes" link

Step 2: Select the term you are registering for.

Step 3: There are two ways to enter or find the courses you are registering for.

Know the CRNs:

If you already have the CRN's (Course Reference Numbers) for the courses you want to register for, click the "Enter CRNs" tab.

Action 1: Under "Enter CRN's" menu type in the CRN's for the course.
Action 2: Click the "Add Another CRN" text to add more slots if necessary
Action 3: Once all the CRNs are added, click the "Add to Summary" button

Finding the CRNs for your Courses

Action 1: If you don't have the CRN's, click the "Find Classes" tab and start typing the Subject of the Course you're looking (ex. English or Biology)

Action 2: You can type in the whole name or choose one from the list of Subjects that will populate.

Action 3: Add a Course Number (ex. 101) or leave blank to search for all Course Numbers for a selected subject. Click the "Search" button to continue.

Action 4: Click the "Add" button next to the course to register. This will add it to your Course Summary. You can search for and add multiple Courses within a subject through this method.

Note: Courses that are full or those that conflict with your existing schedule will be highlighted

Action 5: Once you add all the Courses, you can review it in you Summary prior to registering.

You can remove any Courses by selecting the "Remove" option from the "Action" column/items next to each course.

Please note: You are not registered for these Courses until you click the "Submit" button. Until then the courses will remain in "Pending" status.

Action 6: After you click the "Submit" button and the Registration is processed, the Courses you added will show up with a "Registered" status.

Title	Details	Hours	CRN	Status	Action	
Elementary College Sp...	SPA 101, 121	3	70130	Registered	None	▼
Critical Writing	ENG 120, 112	4	71345	Registered	None	▼
Composition	ENG 110, 122	3	70667	Withdrawn	None	▼
Mathematics for Life	MAT 102, 103	3	70526	Registered	None	▼

Summary | Tuition and Fees

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 17

Submit

Waitlisting for a Course

If a class for which you're trying to register is full and there are no more seats left, you can now put yourself on the Waitlist for it.

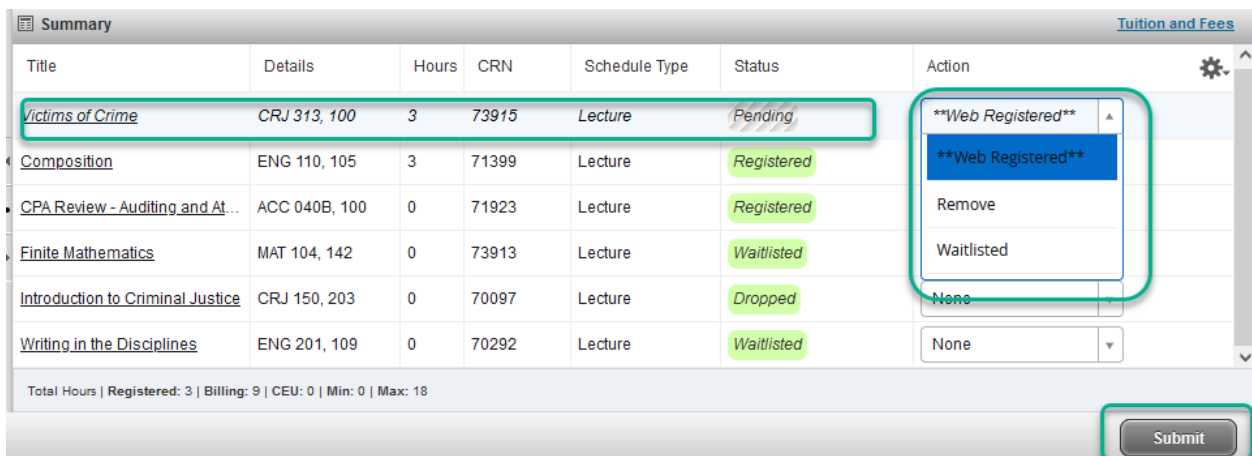**Step 1:** Check to see how many Waitlist spots are available in the "Status" column
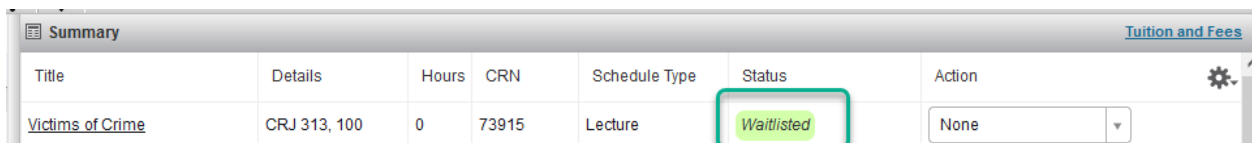
Step 2: Click the "Add" Button
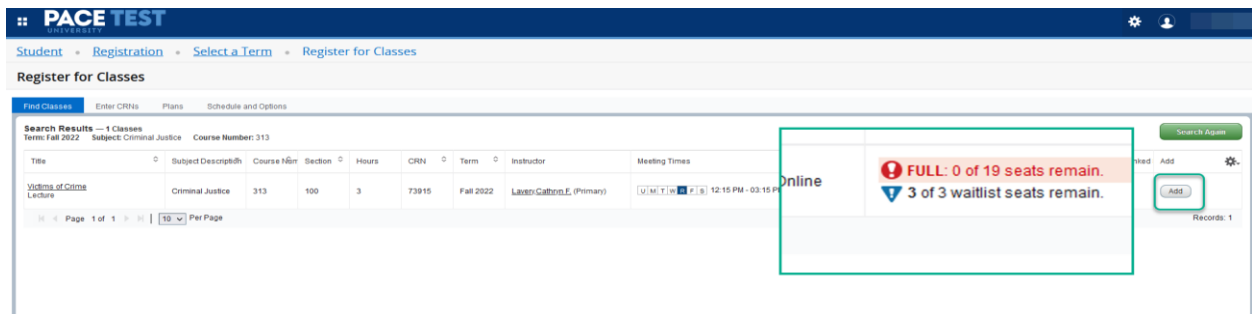
Step 3: In the "Summary" menu find the class you just added and click the dropdown menu in the "Action" column.

Step 4: Select "Waitlisted" option and click the "Submit" button.

You are now on the Waitlist for the course!

Registering for Waitlisted Course once you get notified

If another student drops this course, a spot will open up and the first person on the Waitlist will be notified via their Pace email. The Waitlist priority will be given in accordance with the students' Class Standing: Seniors first, then Juniors, then Sophomores, then Freshmen.

If you get the email notification, you will have 24 hours to register for the class. After that, next student in the queue gets the opportunity. You are **not** automatically registered for the class if you get notified.

Step 1: Go back to the "Register for Class" menu.

Step 2: Find your waitlisted course in the "Summary". Click the dropdown menu next to the course.

Step 3: Select the "Web Registered" option from the dropdown and click the "Submit" button.

Title	Details	Hours	CRN	Schedule Type	Status	Action	
Composition	ENG 110, 105	3	71399	Lecture	Registered	None	▾
CPA Review - Auditing and At...	ACC 040B, 100	0	71923	Lecture	Registered	None	
Finite Mathematics	MAT 104, 142	0	73913	Lecture	Waitlisted	Web Drop/Delete	
Introduction to Criminal Justice	CRJ 150, 203	0	70097	Lecture	Dropped	**Web Registered**	
Victims of Crime	CRJ 313, 100	0	73915	Lecture	Waitlisted	None	▴
Writing in the Disciplines	ENG 201, 109	0	70292	Lecture	Waitlisted	None	▾

Total Hours | Registered: 3 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Submit

You are now registered for the previously waitlisted course!

Victims of Crime	CRJ 313, 100	0	73915	Lecture	Registered	None	▾

Dropping/Withdrawing from a Course

Please review and follow the instructions below to Drop or Withdraw from a Course.

Step 1: From the Register for Classes page select the term the course you are dropping is registered for. This will bring you to the Schedule Summary screen. Click on the Action button next to the Course and select the available/appropriate action.

Step 2: Click the "Submit" button to process the request.

Please Note:

• After you click the "Submit" button and the action is processed, web-withdrawn courses will remain in the summary with a "Withdrawn" status.

• Web-dropped courses will initially show up with a "Deleted" status and will disappear when you refresh your session.

Course Schedule Review

Please use the following steps to review the Courses for which you already registered.

Step 1: Click "Register for Classes" link

Step 2: Select the term in which you would like to review the Course Schedule.

Step 3: Use arrow controls to expand the "Schedule" panel in lower left hand corner.

Step 4: Review your weekly schedule for the selected term. Scroll down to see the evening hours.

Step 5: Click "Schedule Details" tab to see more information on your registered Courses.

Alternatively, if you have a hold and can't get to the "Register for Classes" menu or if you want to review your Registration information from earlier terms, please click "View Registration Information" link on the Main Menu.
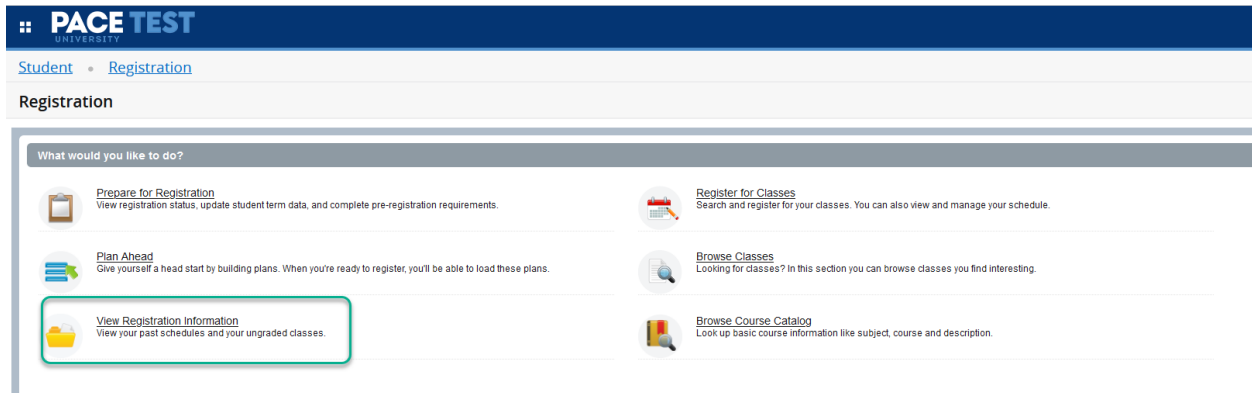
Step 2: Select the Term you wish to look up.
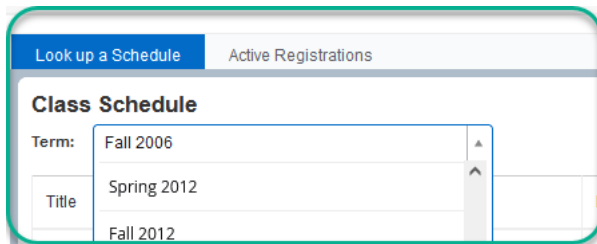
Step 3: Review various aspects of that Terms registration by selecting different options available