



Instructions for:

Checking Registration Status and Time

Registering for a Course(s)

Waitlisting for a Course

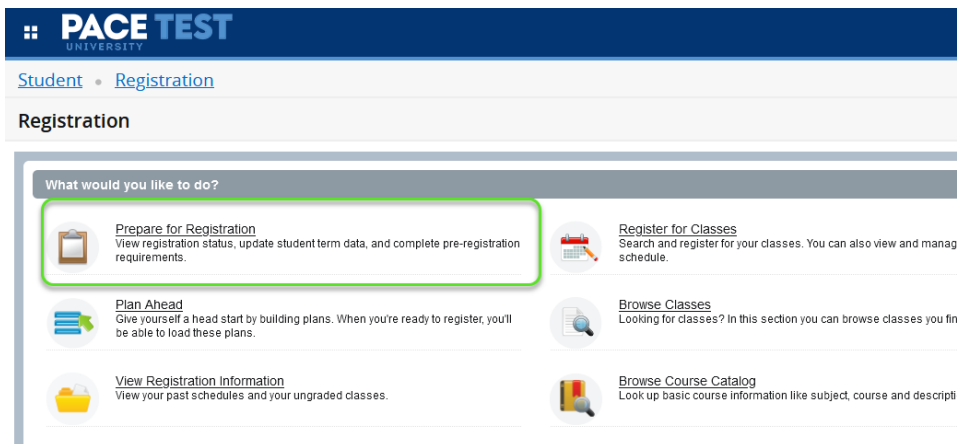
Dropping/Withdrawing for a Course

Course Schedule Review

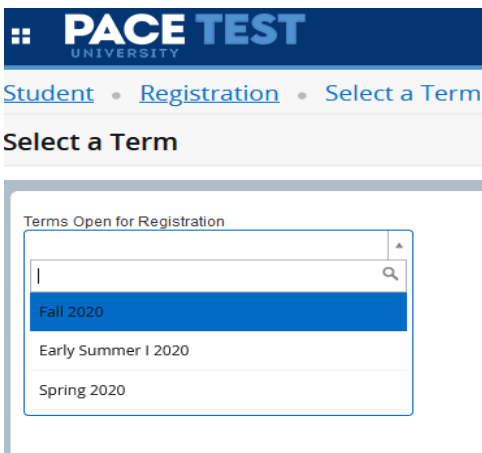
Checking Registration Status and Time

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.

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[Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#)

Prepare for Registration

Registration Status

Term: Fall 2020

✓ Your Student Status permits registration.

✓ Your academic status permits registration.

! You have holds which prevent registration.

Student Accts- NY- Financial
Reason: Past Due Bill
From Date: 07/09/2021
To Date: 12/31/2099
Amount: \$500.00
Processes Affected: Registration, Transcript, Grades, Accounts Receivable, Enrollment Verification

i You may register on or after the following day and time: Apr 20, 2020 @ 07:00 am.

i Your Advisor is John Smith

Please note:

- Any holds or statuses preventing registration will be highlighted

! You have holds which prevent registration.

Student Accts- NY- Financial
Reason: Past Due Bill
From Date: 07/09/2021
To Date: 12/31/2099
Amount: \$500.00
Processes Affected: Registration, Transcript, Grades, Accounts Receivable, Enrollment Verification

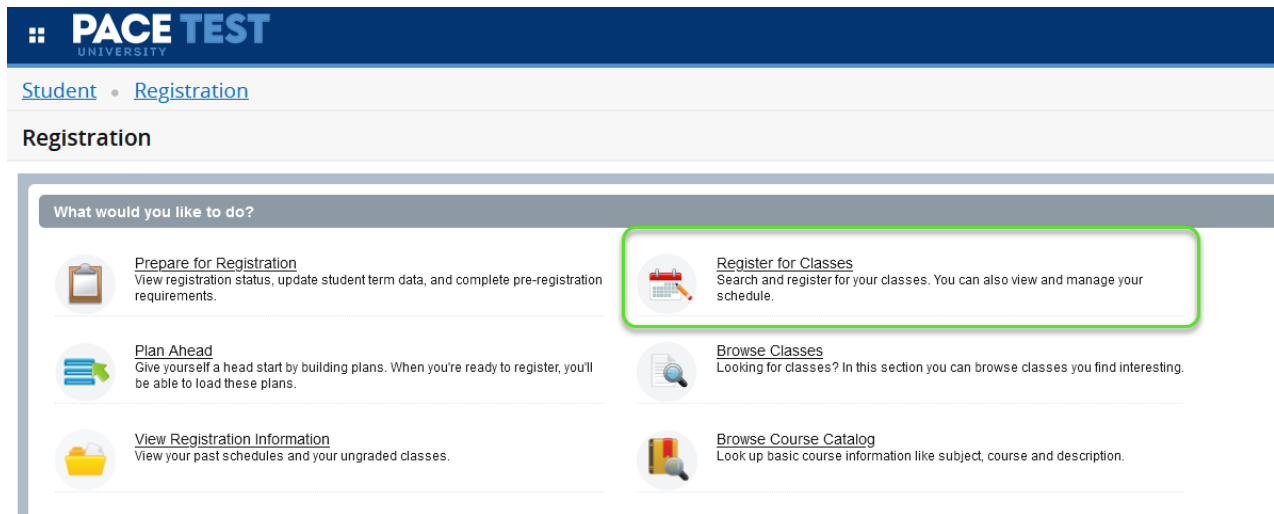
- You'll also be able to find your assigned registration date and time for time-ticketed Registration here:

i You may register on or after the following day and time: Apr 20, 2020 @ 07:00 am.

Registering for Courses

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

Step 1: Click “Register for Classes” link









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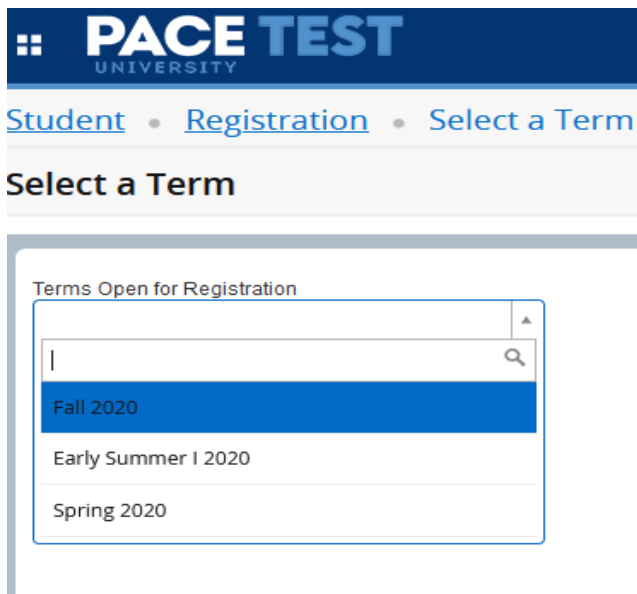
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Registration

What would you like to do?

-  **Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
-  **Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
-  **Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  **Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
-  **View Registration Information**
View your past schedules and your ungraded classes.
-  **Browse Course Catalog**
Look up basic course information like subject, course and description.

Step 2: Select the term you are registering for.



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Select a Term

Terms Open for Registration

Fall 2020
Early Summer I 2020
Spring 2020

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.

The screenshot shows the PACE TEST UNIVERSITY website. The navigation bar includes links for Student, Registration, Select a Term, and Register for Classes. The 'Register for Classes' section has tabs for Find Classes, Enter CRNs (highlighted with a green box), Plans, and Schedule and Options. Below the tabs, the heading 'Enter Course Reference Numbers (CRNs) to Register' is displayed for the term 'Fall 2020'. There is a text input field for a CRN, a '+ Add Another CRN' link, and an 'Add to Summary' button.

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

This screenshot shows the same registration page as the previous one, but with two CRNs entered. The first row shows CRN 71345 for 'Critical Writing ENG 120, 112'. The second row shows CRN 70526 for 'Mathematics for Life MAT 102, 103'. Both rows are highlighted with a green box. The 'Add to Summary' button is also highlighted with a green box. The '+ Add Another CRN' link is visible below the input fields.

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.

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Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2020

Subject: EN |

- Commnctn Sciences & Disorders
- Computer Science
- English
- Environmental Policy
- Environmental Science

Schedule | Schedule D

Class Schedule for Fall 2020

	Sunday	Monday
8am		

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.

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Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2020

Subject: * English

Course Number: 120

Keyword:

Instructor:

Subject and Course Number:

These special characters are ignored: *!@\$#&?[] () |. The % is allowed.

Search | Clear | **Advanced Search**

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.

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Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 26 Classes
Term: Fall 2020 Subject: English Course Number: 120

Title	Subject	CRN	Hours	CRN	Instructor	Days	Time	Type	Class	Section	Status	Seats	Action
Critical Writing Lecture	English	120	4	70709	Crosby, Gregory L. (Pri...	U M T W R F S	10:05 AM - 12:05 PM	Type: Class	Bu	New Y...	! FULL: 0 of 20 ... Time Conflict!		Add
Critical Writing Lecture	English	120	4	72673	O'Brian, Margaret M. (P...	U M T W R F S	10:05 AM - 12:05 PM	Type: Class	Bu	New Y...	2 of 20 seats rem... Time Conflict!		Add
Critical Writing Lecture	English	120	4	71523	Drago, Joanie A. (Prim...	U M T W R F S	12:15 PM - 02:15 PM	Type: Class	Bt	New Y...	! FULL: 0 of 20 ... Time Conflict!		Add
Critical Writing Lecture	English	120	4	71317	O'Brian, Margaret M. (P...	U M T W R F S	02:25 PM - 04:25 PM	Type: Class	Bt	New Y...	1 of 20 seats rem...		Add
Critical Writing Lecture	English	120	4	71345	Silverman, Judd L. (Pri...	U M T W R F S	03:30 PM - 05:30 PM	Type: Class	Bt	New Y...	14 of 20 seats re...		Add
Critical Writing Lecture	English	120	4	70577	Miller, Lisa M. (Primary)	U M T W R F S	03:30 PM - 05:30 PM	Type: Class	Bt	New Y...	13 of 20 seats re...		Add

Page 1 of 3 10 Per Page Records: 26

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

! FULL: 0 of 20 ... Time Conflict!
2 of 20 seats rem... Time Conflict!

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.

Summary

Tuition and Fees

Title	Details	Hour	CRN	Status	Action
Elementary College Sp...	SPA 101, 121	3	70130	Pending	**Web Registered**
Elementary College Fr...	FRE 101, 200	3	73094	Pending	Remove
Critical Writing	ENG 120, 112	4	71345	Pending	**Web Registered**
Composition	ENG 110, 122	3	70667	Withdrawn	None
Mathematics for Life	MAT 102, 103	3	70526	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 17

Submit

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

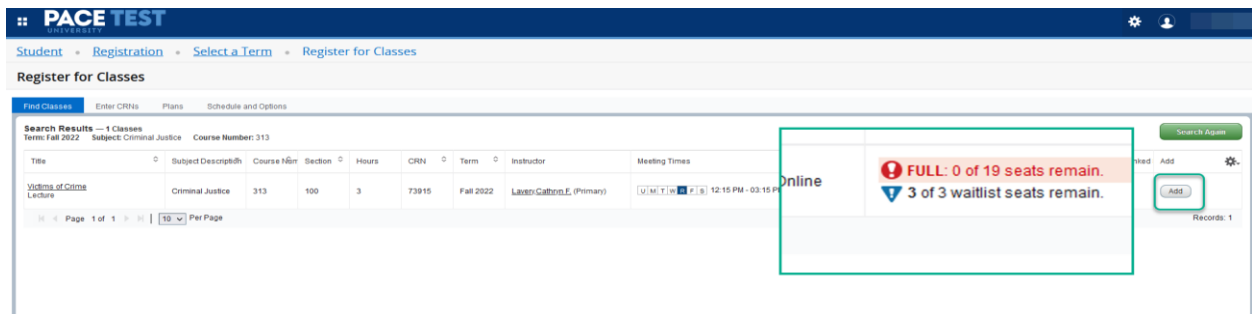
Summary						Tuition and Fees
Title	Details	Hours	CRN	Status	Action	
Elementary College Sp...	SPA 101, 121	3	70130	Registered	None	▼
Critical Writing	ENG 120, 112	4	71345	Registered	None	▼
Composition	ENG 110, 122	3	70667	Withdrawn	None	▼
Mathematics for Life	MAT 102, 103	3	70526	Registered	None	▼
Total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

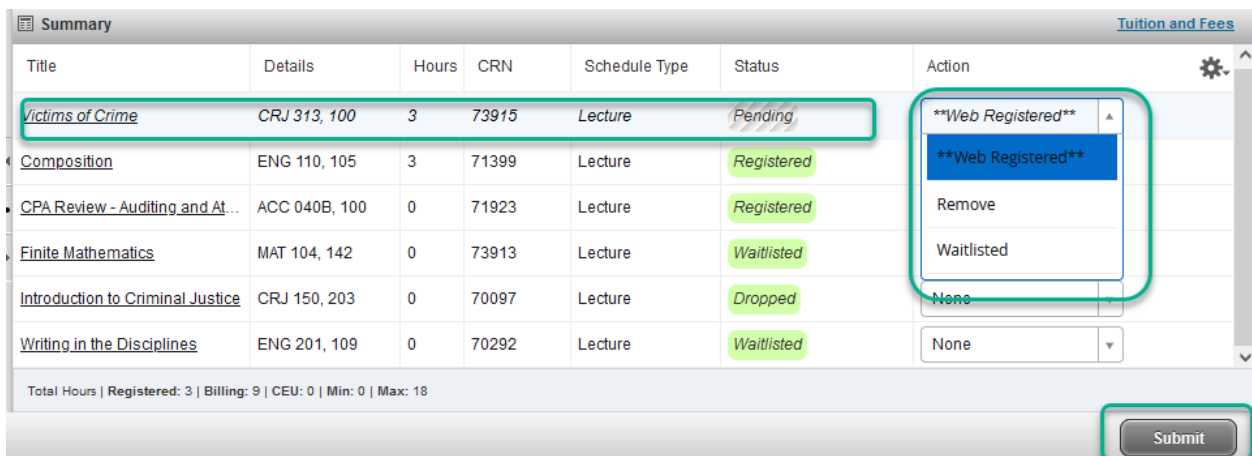
Step 1: Check to see how many Waitlist spots are available in the “Status” column

Step 2: Click the “Add” Button

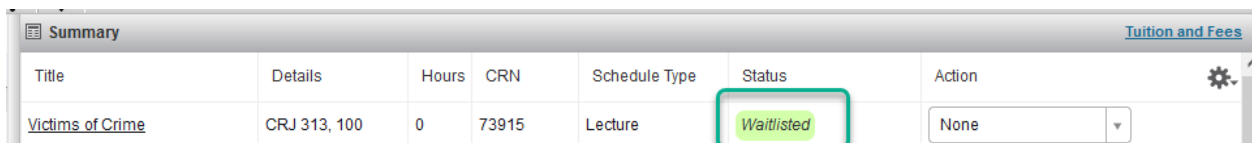


Step 3: In the “Summary” menu find the class you just added and click the dropdown menu in the “Action” column.

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
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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.

The screenshot shows a web interface titled "Summary" with a "Tuition and Fees" link. It contains a table with columns: Title, Details, Hour, CRN, Status, and Action. Two courses are listed: "Elementary College Sp..." and "Critical Writing". The "Critical Writing" row is highlighted, and its "Action" dropdown menu is open, showing options: "None", "Web Drop/Delete", and "Web Withdrawn Course". A green box highlights the "Critical Writing" row and its dropdown menu. At the bottom right, there is a "Submit" button.

Title	Details	Hour	CRN	Status	Action
Elementary College Sp...	SPA 101, 121	3	70130	Registered	None
Critical Writing	ENG 120, 112	4	71345	Registered	None Web Drop/Delete Web Withdrawn Course

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

Submit

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.

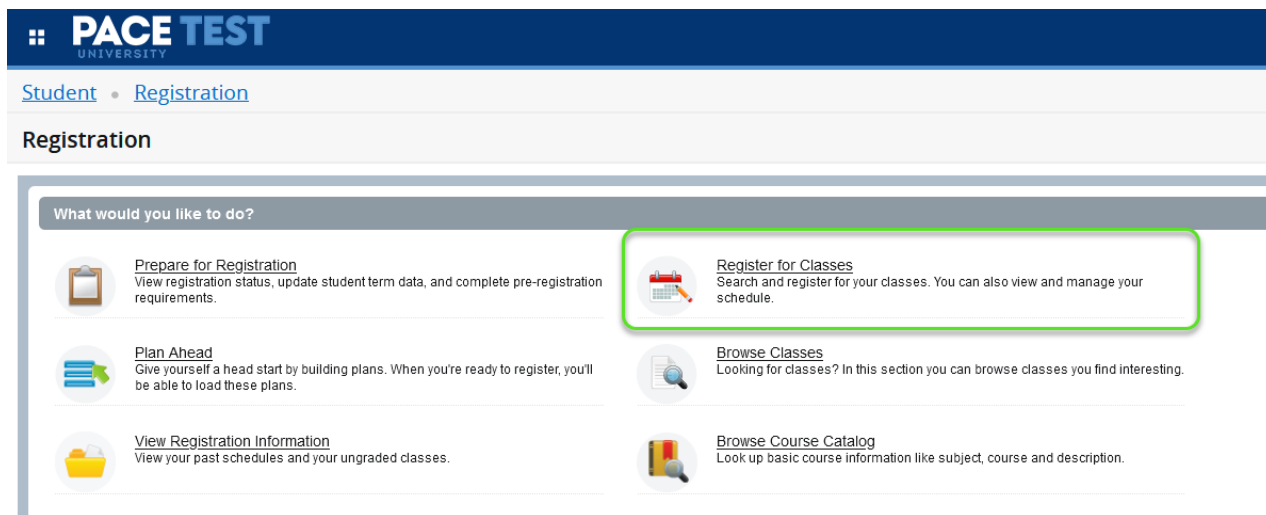
The screenshot shows the same "Summary" screen after processing. The "Composition" course now has a status of "Withdrawn" and the "Critical Writing" course has a status of "Deleted". Both status changes are highlighted with green boxes.

Title	Details	Hou	CRN	Schedule Typ	Status	Action
Composition	ENG 110, ...	3	70667	Lecture	Withdrawn	None
Critical Writing	ENG 120, ...	0	71345	Lecture	Deleted	None

Course Schedule Review

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

Step 1: Click “Register for Classes” link









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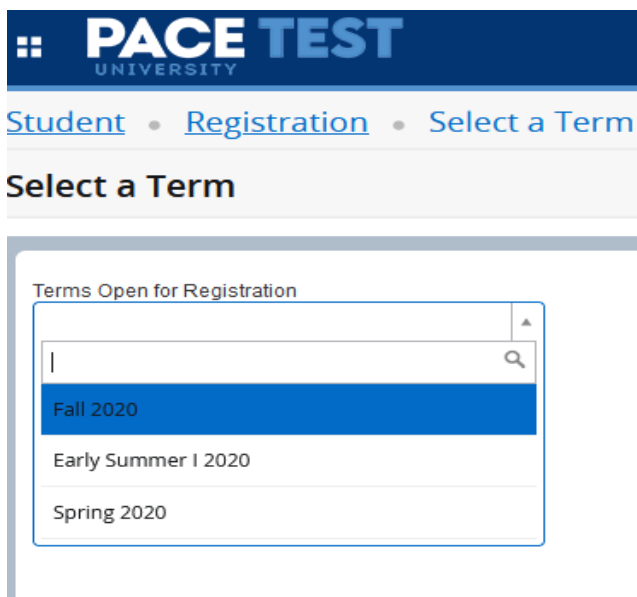
[Student](#) • [Registration](#)

Registration

What would you like to do?

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View registration status, update student term data, and complete pre-registration requirements.
-  **Register for Classes**
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-  **Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  **Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
-  **View Registration Information**
View your past schedules and your ungraded classes.
-  **Browse Course Catalog**
Look up basic course information like subject, course and description.

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




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[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration



- Fall 2020
- Early Summer I 2020
- Spring 2020

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

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Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Term: Fall 2020

Subject

Course Number

Keyword

Search Clear Advanced Search

Schedule Schedule Details Summary Tuition and Fees

Class Schedule for Fall 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 17

Panels Submit

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

Schedule Schedule Details

Class Schedule for Fall 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am			Art History, Ancient through Gothic Art				
10am							
11am							
12pm			Advanced Oral and Written Expression		Advanced Oral and Written Expression		
1pm							
2pm							

Panels Submit

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

Schedule Schedule Details

Class Schedule for Fall 2020

Advanced Oral and Written Expression | Spanish 303 Section 100 | Class Begin: 08/24/2020 | Class End: 12/05/2020 Registered

08/24/2020 – 12/05/2020 U M T W R F S 12:15 PM - 01:40 PM Type: Online Location: Online Building: Remote Learning Room: None

Instructor: Villagón, Andres (Primary)

CRN: 73910

Message: **Web Registered** | Hours: 3 | Level: Undergraduate | Campus: Online | Schedule Type: Lecture | Instructional Method: Mix Asynchronous Synchronous | Grade Mode: Standard Letter | Waitlist Position: 0 | Notification Expires: None

Art History, Ancient through Gothic Art | Art 102 Section 107 | Class Begin: 08/24/2020 | Class End: 12/05/2020 Registered

08/24/2020 – 12/05/2020 U M T W R F S 09:00 AM - 12:00 PM Type: Online Location: Online Building: Remote Learning Room: None

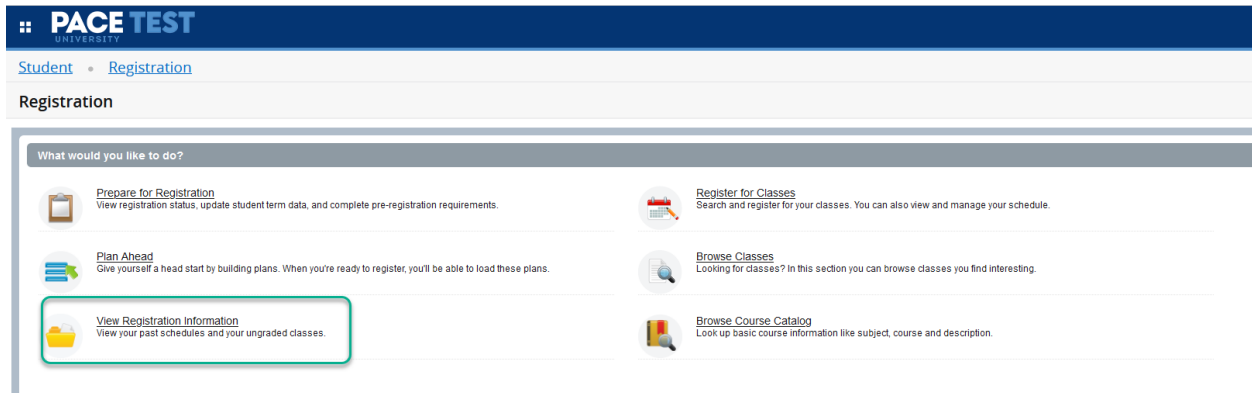
Instructor: Doj-fette, Mirka C. (Primary)

CRN: 72329

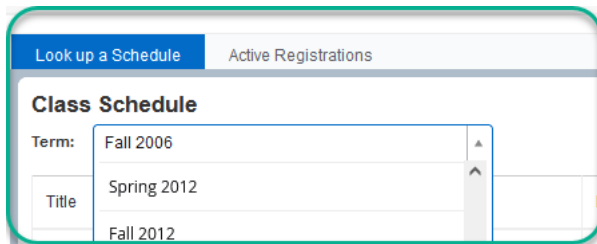
Composition | English 110 Section 122 | Class Begin: 08/24/2020 | Class End: 12/05/2020 Withdrawn

08/24/2020 – 12/05/2020 U M T W R F S 10:35 AM - 12:00 PM Type: Class Location: New York City Building: 1 Pace Plaza Room: W607

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

