**Self-Registration Instructions**

Open your web browser and follow the steps below to register . . .

**Getting Started**

1. Log into the Concordia Intranet (http://intranet.cu-portland.edu/)
2. Click on My.CU at the top of the page
3. Click on “Enter Secure Area”
4. Enter your login information
5. Click on “Student & Financial Aid”
6. Click on “Registration”

**Finding/Adding/Dropping Classes**

7. Click “Look Up Classes”
8. Select the term for which you are registering and click “Submit”
9. Select the subject that you would like to view (if you are not sure, take a look at your roadmap to see what your academic advisor recommends)
10. Click “View Sections” next to the specific course that you would like to take (again, you can refer to your roadmap)
11. You may register for a specific class section by clicking on the check box in the first column. If there is not a check box, then that specific class section is full and you cannot register for it.
12. After selecting a class (by clicking on the check box), click “Register”
13. Enter your Alternate PIN (make sure to use all capital letters)
14. If the course appears towards the top of the screen, under “Current Schedule”, then you have successfully registered for it.
15. If “Registration Add Error” appears, then you are not registered for the class. Read the message under “status” to see why you could not register for the class and then contact an academic advisor if you need additional assistance.
16. Click “Class Search” to continue searching for additional classes to add to your schedule.

Are you graduating anytime during the next academic year? Complete your graduate application on My.CU after you have registered.
Registration Reminders & FAQ

1. **Register for the entire academic year: FALL, SPRING, and SUMMER!!**

2. **Have you considered adding important Career Development classes to your schedule? These credits will help you fulfill required electives and will prepare you for life after college!**
   - LDR 298: Sophomore Commitment (Fall Semester)
   - LDR 398: Junior Commitment (Spring Semester)
   - LDR 498: Senior Commitment (Spring Semester)

3. **If you register for a science course, such as BIO264/BIO365/ESS472/CHM211/ETC, make sure that you also register for the Lab portion of the class (BIO264L/BIO364L/ESS472L/CHM211L).**

4. **What does WR 30X on my roadmap mean?**
   This means that you need to select a 300 level writing class, such as WR303, WR304, WR305, WR307, or WR308.

5. **Make sure you register for the correct number of credits for Art Studio and Internship classes.**
   When you register for an Art Studio (AS) class or an internship/practicum (e.g. BA 499), My.CU automatically registers you for 1 credit. Follow the steps below to adjust the credits to the correct number shown on your roadmap:
   - After you have successfully registered for a course with adjustable credits, you will notice that the credit number is a blue hyperlink. Click on the credits in blue.
   - Scroll down to the correct class (e.g. BA 499, AS 181, etc.). Delete the number of credits listed and type in the desired number of credits (follow your roadmap).
   - Scroll to the bottom of the page and click “Submit”

6. **What if a class says “TBA” under the days/times for the class and/or “O/L” for the class location?**
   This means that the class is an online class.

Online classes may or may not be a good option for you. First, look at the exact dates of the course to see if it is accelerated or not. Accelerated courses cover all of the work of a regular class but in half the time. Also, keep in mind that online courses demand a higher level of self-discipline and are more writing intensive than a regular class.

7. **What if I cannot select a class/there is no checkbox next to the course section that I want?**
   If there is a “C” next to the class that you want (instead of a checkbox), then that particular section is full and, you will not be able to register yourself for it. Your options are to a. Keep checking periodically to see if a space becomes available or b. Ask the professor for permission to enter a closed class by bringing them a “Permission to Enter a Closed Class” form available in the Registrar’s Office.

8. **What if My.CU won’t let me add a course that is open, and that I have met the prerequisites for?**
   Sometimes this happens. Write down the CRN for the class that you want. Then, after you have registered for all of your other classes, contact an academic advisor for help registering for the class(es) that you had trouble with.

9. **Where can I find the prerequisites for a certain class?**
   You may visit the Concordia University website at [http://www.cu-portland.edu/](http://www.cu-portland.edu/) Click “Current Students” at the top of the page and then click “Course Schedule” in the middle of the page. Search for the class you are interested in and then click on the course title. Information on the various sections and a brief course description will appear. Prerequisites are found at the end of the course description.

10. **What does it mean if a class has an “H” next to it? (ie. HUM 351H)**
    This indicates it is an HONORS class. Only students accepted into the Honor’s program can take these courses.