



ON-LINE REGISTRATION INSTRUCTIONS

www.cornerstone.edu

Important – Students are strongly encouraged to meet with their Academic Advisor prior to on-line registration. While the university offers help with planning and academic advising, students are responsible for meeting their graduation requirements. (For more information, refer to the Academic Catalog.)

Step 1 Access Internet Explorer and go to: www.cornerstone.edu (or CU Portal – Search for Classes)

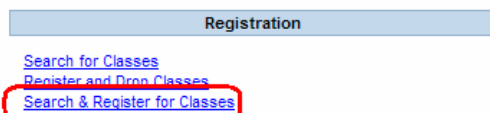
Step 2 Click Current Students - Register for Classes

YOU MUST LOG INTO THE SYSTEM...if you see “LOG IN” at the top of the screen at any time, you have **not** logged in yet!

Step 3 Select “Log In” and use your Disciplenet username and password. Remember: Logins and passwords **are** case sensitive. (Contact Tech. Support at 222-1510 if you cannot login.)



Step 4 Click “Student” menu option. Select “Search & Register for Classes”



Step 5 Select a “Term” (i.e. FA7UDG – Fall 2007 Undergraduate; FA07SEM – Seminary; FA07GRD Ministry Leadership – Summer terms: SU07UDG, SU07SEM, SU07GRD)

Search/Register for Sections

Term

Click “SUBMIT” at the bottom of the screen.



Be patient while screens load! The “PLEASE WAIT” indicator tells you the system is working.

Reminder: Courses not available for on-line registration include: **Internships, Independent Studies, Directed Reading, and Thesis.** (See FAQ document for details on how to register for these courses.)

Step 6

Place a checkmark in the “**Selection(s) Box**” to select all desired courses for the term.

<input checked="" type="checkbox"/>	Spring 2006 Undergraduate	Open	EDU-262-JTERM COMPUTERS & TECHNOLOGY IN EDUC
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Click “**SUBMIT**” at the bottom of the screen.



If you encounter a “**Restriction**” (hold) warning message (i.e. Business Office; Health Services, etc.), you will not be allowed to proceed with registration activities. Go to the office indicated. Once all “Restrictions” issues are resolved, you will be cleared to register.



Students may only register on specific dates. If you do not meet those requirements, the system will not allow you to continue. (See Student Cube announcement for date information.)

Step 7

Read all **red** “warning” messages at the top of the screen.

You are already registered for ACC-221-01 ACCOUNTING I.

- **Course Conflict** - You have selected courses with time conflicts.
- **Pre-Requisite** - You have not met the prerequisite requirement for the course.
- **Petition or Faculty Consent Required** - You must complete an “Add” form or Special Enrollment Form” (SEM/GRD) with the instructor’s signature. (See FAQ document for additional details.)
- **Overload** – You cannot register for more than 18 hours without permission. (See FAQ.)
- **Repeat** – You can proceed with registration even after the warning flag. Choose “Register.”

Step 8

Review your selections and choose **one** of the following “**ACTION**” items for **each** course.

- “Register” – to retain course selection (Music courses with variable credits or Herald, select credit total now!)
- “Remove/Drop from List” – to remove course selection
Important–You must select “Remove Course from List” for any course with a warning flag as noted in Step 8 with the exception of **REPEAT courses** – mark these as “Register”.
- “Audit” – if you wish to audit the course and not receive credit

Click “**SUBMIT**” at the bottom of the screen. Watch for confirmation messages stating registration is complete!

Step 9

To confirm registration - Click “**My Schedule**” at the bottom of any student screen. **Review** the page carefully. **Print** a copy for confirmation of your schedule.

If you have pre-selected courses and wish to complete the registration process, select this link!
Also, select this link if you wish to drop a course.

Registration
Search for Classes
Register and Drop Classes
Search & Register for Classes