



## **Instructions for:**

**Checking Registration Status and Time**

**Registering for a Course(s)**

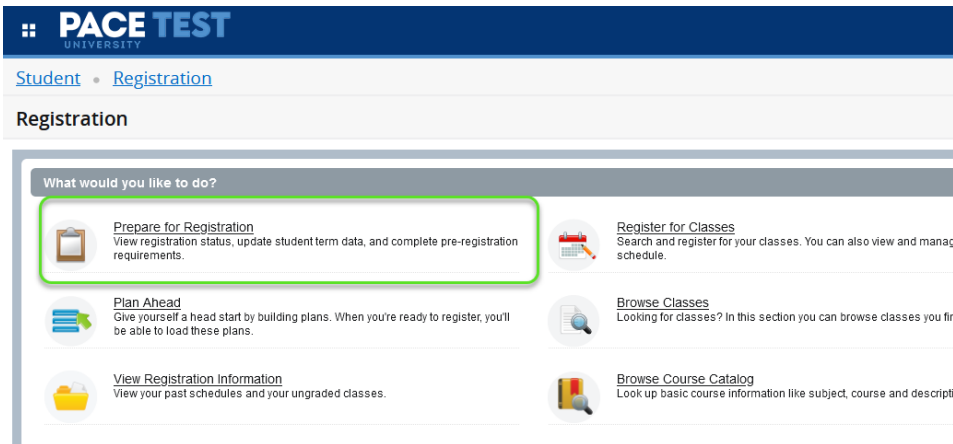
**Dropping/Withdrawing for a Course**

**Need Assistance or have a question? Contact the Office of the Registrar at**  
<https://help.pace.edu>

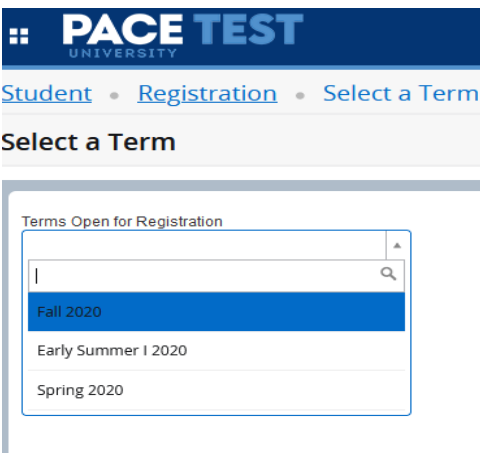
# Checking Registration Status and Time

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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## Prepare for Registration

Registration Status

### 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

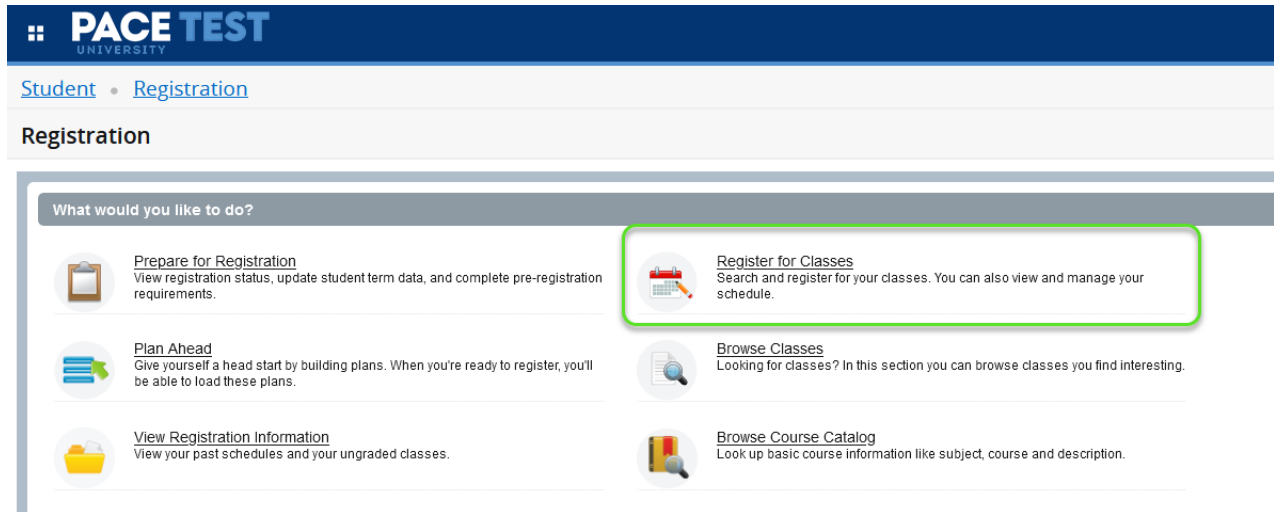
- You'll also be able to find your assigned registration date and time for time-ticketed Registration here:

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 One:** Click “Prepare for Registration” link









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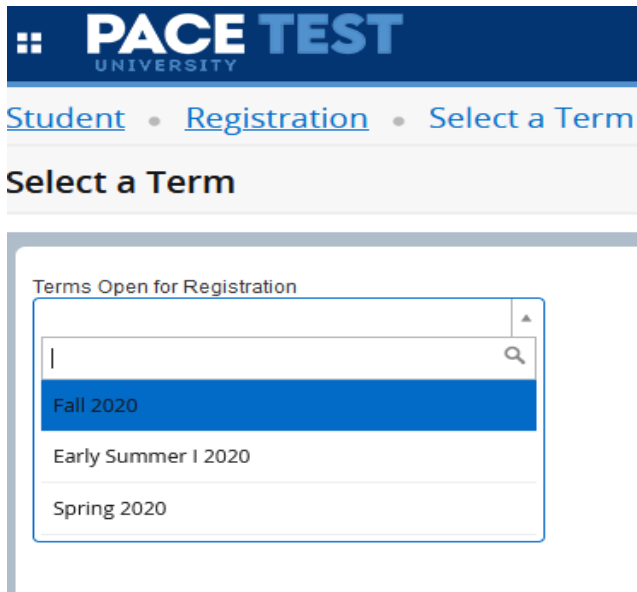
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## Registration

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

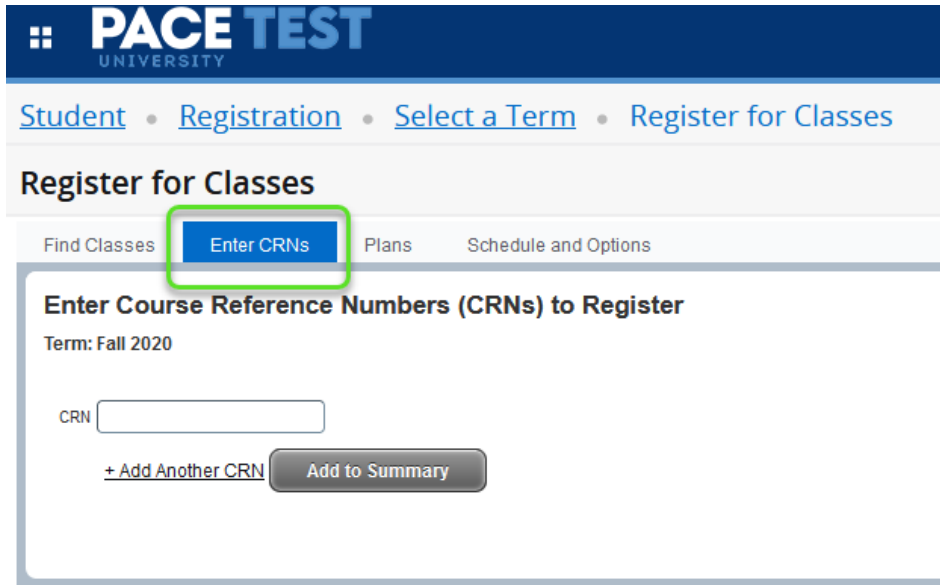
Terms Open for Registration

- 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:**

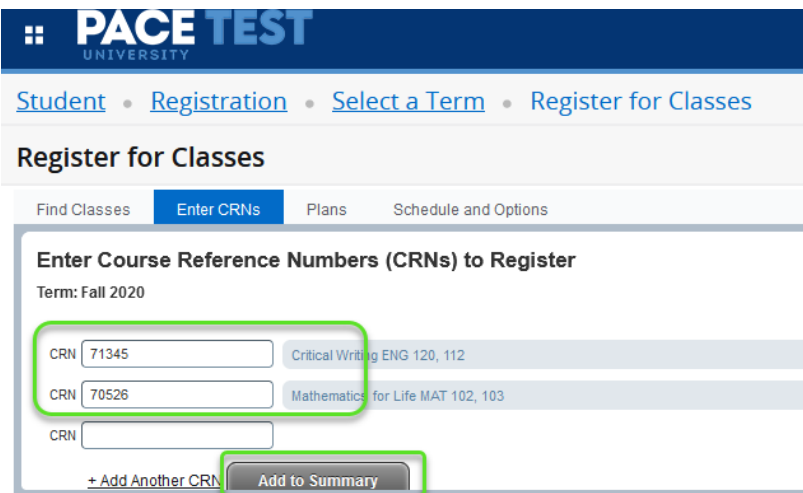
If you already have the CRN's (Course Reference Numbers) for the courses you want to register for, click the "Enter CRNs" tab.



**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

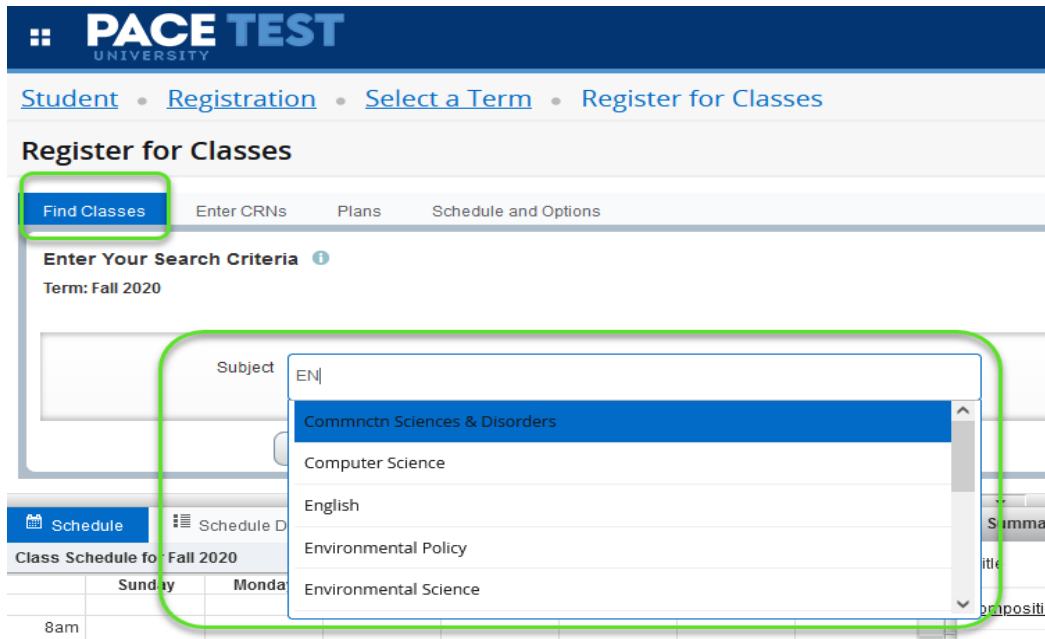
**Action 3:** Once all the CRNs are added, click the "Add to Summary" button



## Finding the CRNs for your Courses

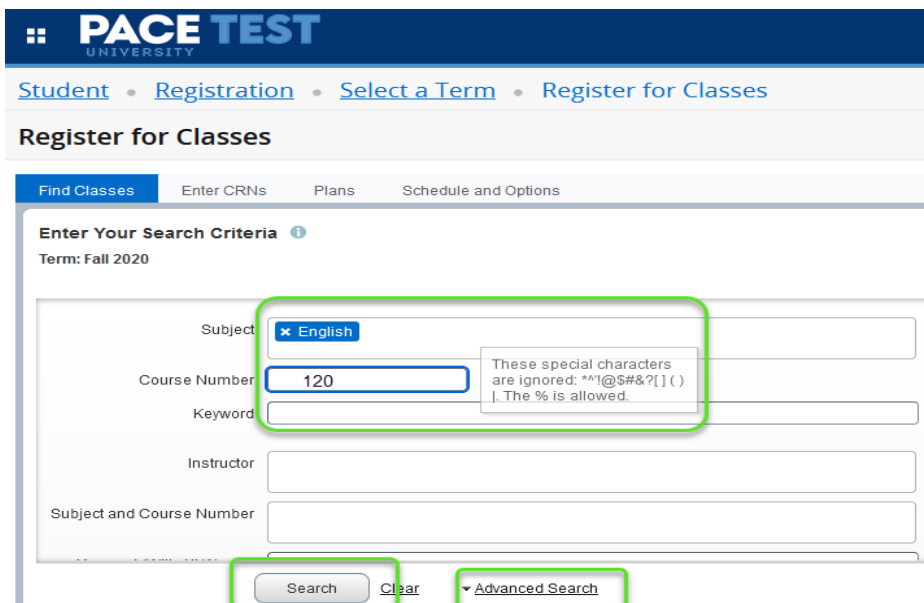
**Action 1:** If you don't have the CRN's, click the "Find Classes" tab and start typing the Subject of the Course you're looking (ex. English or Biology)

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



The screenshot shows the PACE TEST UNIVERSITY registration interface. The breadcrumb trail is "Student • Registration • Select a Term • Register for Classes". The main heading is "Register for Classes". Below this, there are four tabs: "Find Classes" (highlighted with a green box), "Enter CRNs", "Plans", and "Schedule and Options". Under "Find Classes", there is a section "Enter Your Search Criteria" with a sub-heading "Term: Fall 2020". A "Subject" input field contains "EN", and a dropdown menu is open, listing several subjects: "Commnctn Sciences & Disorders" (highlighted in blue), "Computer Science", "English", "Environmental Policy", and "Environmental Science". Below the search criteria, there is a "Class Schedule for Fall 2020" section with a table showing days like "Sunday" and "Monday" and times like "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.



The screenshot shows the PACE TEST UNIVERSITY registration interface. The breadcrumb trail is "Student • Registration • Select a Term • Register for Classes". The main heading is "Register for Classes". Below this, there are four tabs: "Find Classes" (highlighted with a green box), "Enter CRNs", "Plans", and "Schedule and Options". Under "Find Classes", there is a section "Enter Your Search Criteria" with a sub-heading "Term: Fall 2020". The "Subject" input field has a dropdown menu open, showing "English" selected (highlighted with a green box). The "Course Number" input field contains "120" (highlighted with a green box). A tooltip is visible next to the "Course Number" field, stating: "These special characters are ignored: \*!@\$#&?[ ] ( ) |. The % is allowed." Below the search criteria, there are input fields for "Keyword", "Instructor", and "Subject and Course Number". At the bottom, there are three buttons: "Search" (highlighted with a green box), "Clear", and "Advanced Search" (highlighted with a green box).

**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

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

Title	Subject	CRN	Hours	CRN	Instructor	Days	Time	Type	Location	Status	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	Class Bu	New Y...	FULL: 0 of 20 ... Time Conflict!	Add
Critical Writing Lecture	English	120	4	72673	OBrian, Margaret M. (P...	U M T W R F S	10:05 AM - 12:05 PM	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	Class Bt	New Y...	FULL: 0 of 20 ... Time Conflict!	Add
Critical Writing Lecture	English	120	4	71317	OBrian, Margaret M. (P...	U M T W R F S	02:25 PM - 04:25 PM	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	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	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

<p><b>!</b> FULL: 0 of 20 ... Time Conflict!</p>
<p>2 of 20 seats rem... Time Conflict!</p>

**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

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	Hour	CRN	Status	Action	
<a href="#">Elementary College Sp...</a>	SPA 101, 121	3	70130	Registered	None	▼
<a href="#">Critical Writing</a>	ENG 120, 112	4	71345	Registered	None	▼
<a href="#">Composition</a>	ENG 110, 122	3	70667	Withdrawn	None	▼
<a href="#">Mathematics for Life</a>	MAT 102, 103	3	70526	Registered	None	▼

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

[Submit](#)



## 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.

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.

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

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