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

![Registration Status and Time](image)

**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 One:** Click “Prepare for Registration” 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.
**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.

![Schedule Summary Screen]

**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.

![Schedule Summary Screen]

**Need Assistance or have a question? Contact the Office of the Registrar at**
[https://help.pace.edu](https://help.pace.edu)