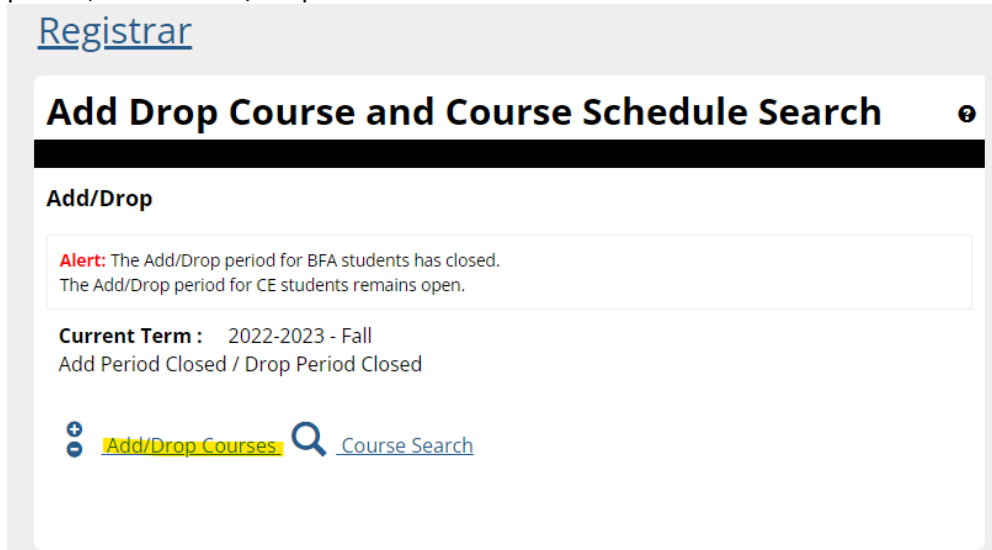
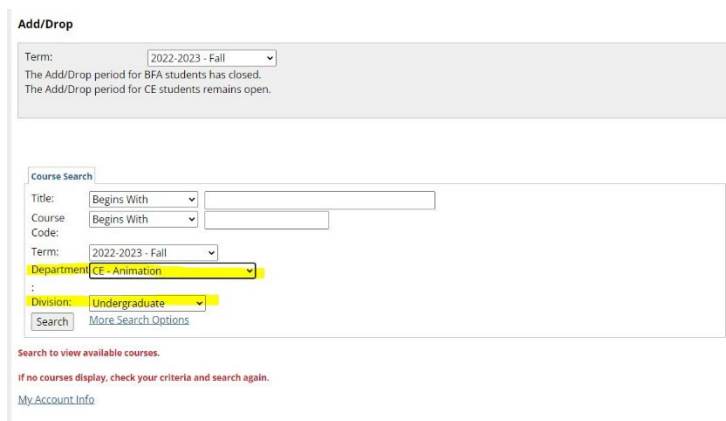


DIRECTIONS FOR COURSE REGISTRATION ON myCIA:

1. Login to your myCIA Student page.
2. Under Department → REGISTRAR, there will be a box that says [Add/Drop Course and Course Search](#) portlet, click on Add/Drop Courses.



3. Click on the COURSE SEARCH option to find a course, choose a department (make sure the department title does not have CE or YA in front of it) and click on Search



4. **TO ADD A CLASS:**

Click on the box next to the course you wish to add, then click Add courses at the bottom of the page

<input type="checkbox"/>	<input type="checkbox"/>	LLC 318.00	Screenwriting	Lax, Scott M	16/16	Open
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LLC 373W.00	Art of the Personal Essay	Minor, Sarah M	16/16	Open
<input type="checkbox"/>	<input type="checkbox"/>	LLC 392.00	Fiction Writing	Mira y Lopez, Thomas	16/16	Open

[Add Courses](#)

5. **ONLINE WAITLISTING: YOU MAY NOT REGISTER FOR ONE SECTION OF A COURSE AND BE WAITLISTED ON A DIFFERENT SECTION OF THE SAME COURSE**

If a course has reached its enrollment limit, and you try to add it, **you will automatically be placed on the waitlist for the course.** Waitlisted classes will appear in a special category under your course schedule as in the following example:

Your Schedule					
Drop	Code	Title	Schedule	Location	Credits
Waitlisted Courses					
Drop	Code	Title	Schedule	Location	
<input checked="" type="checkbox"/>	LLC 102.02	Writing & Inquiry II: Research & IntellectualTraditions	MW 6:30 PM - 7:45	Main Campus Cl	

[Leave Selected Waitlist\(s\)](#)

If you do not wish to remain on the waitlist for the course, click in the Drop box next to the course and then click on Leave Selected Waitlist(s).

When spaces open in the waitlisted class, the Registrar’s Office will enroll students based on the waitlist order. They will then **notify you by email** that you have been enrolled in the class.

Waitlisted classes are **NOT** included as part of your scheduled classes. You should choose [alternate course](#) in the event a seat does not open in your waitlisted course.

6. TO DROP A CLASS:

Go to **Your Schedule (Registered)** at the bottom of the screen.

Click on the Drop Selected Courses box. You can drop more than one class at a time. Click on all courses you wish to drop, then click on the Drop Selected Courses box.

Your Schedule			
Drop	Code	Title	Schedule
<input checked="" type="checkbox"/>	LLC 102.03	Writing & Inquiry II: Research & IntellectualTraditions	MW 5:00 PM - 6:15

[Drop Course\(s\)](#)

If you have difficulty with online scheduling and need help, you are welcome to contact the Registrar’s Office or your Academic Advisor (Rm. 120) during our office hours (8:30am-4:30pm Monday thru Friday).