

## ArgoExpress Student Registration

### How do I register?

1. You should schedule an appointment with your faculty advisor to review and plan your schedule for the upcoming semester. This can be done via phone, email or in person.
  - a. Once you've consulted with your advisor, they will provide you with an alternate PIN. This PIN is different from the PIN you use to login to ArgoExpress and is required for you to register. Once you obtain it from your advisor, do NOT lose it.
2. Next, you should login to ArgoExpress after the registration start date and verify your registration status. To do this, login and select the Student tab. Once there, you should select Registration and then select Registration Status. You will be asked to verify a registration term Please be careful to choose the appropriate term. At various times, there may be as many as 3 terms active for your to review and/or make schedule changes.
  - a. If you have green check marks that indicate you are eligible to register, you should proceed to step 3.
  - b. If you have any holds or notations that indicate you are not eligible to register, you must contact the appropriate office to make necessary arrangements before you are allowed to register. Do NOT attempt to submit a written registration in lieu of registering online. The Registrar's Office will not accept the registration and will send you to the appropriate office.
3. If you are eligible to register, you should also review the curriculum information located below the eligibility questions. If you need to make changes to your major or advisor, those requests should be made prior to submitting your registration. You can submit change of majors and advisor change requests by selecting the Update Student Term Data option under the Registration menu.
4. Now that you are ready to register, you can do so in 2 ways.
  - a. You can return to the registration menu and select 'Add/Drop Classes'. This page will allow you to enter your course registration via CRN (Course Reference Number).
  - b. You can also select the 'Look Up Classes' option under the Registration menu. This page will allow you to search for courses based on instructor, subject, core requirement areas, etc. Once you find the course and section you wish to add to your schedule, you should click on the square box to add that course to your registration worksheet.
5. Once you add your CRNs or select your courses (pending which page you prefer), you should select submit. At this time, you will be prompted to enter your Alt PIN to process your request. Please be sure to read the payment acknowledgement PRIOR to submitting your PIN.
  - a. Once that is done, your registration will be reviewed for errors such as time conflicts, instructor approval requirements and registration limits. If there are no errors, your registration will be processed and you can review your registration by returning to the 'Active Registration' option

- or by reviewing the 'Student Detail Schedule'. You will also be able to review your tuition and fee charges immediately by visiting the Student Accounts portion of ArgoExpress.
- b. If any registration errors are present, they will be noted at the bottom of the registration page. If you are unsure of how to correct such errors, please review the Registration Override and Errors document on the web.
6. If you wish to drop an existing course from your schedule, you must use the Action drop down box just left of the CRN for the course you wish to drop. Select *Web Dropped* and then Submit changes. The course is dropped from your schedule. You will no longer see it in the Current Schedule Section of the Add/Drop worksheet.
- a. Please note that if Withdrawal or Withdraw P/F appear, the course will be recorded on your academic transcript with the appropriate grade (W, WP, or WF). You should review the academic calendar for applicable deadlines.