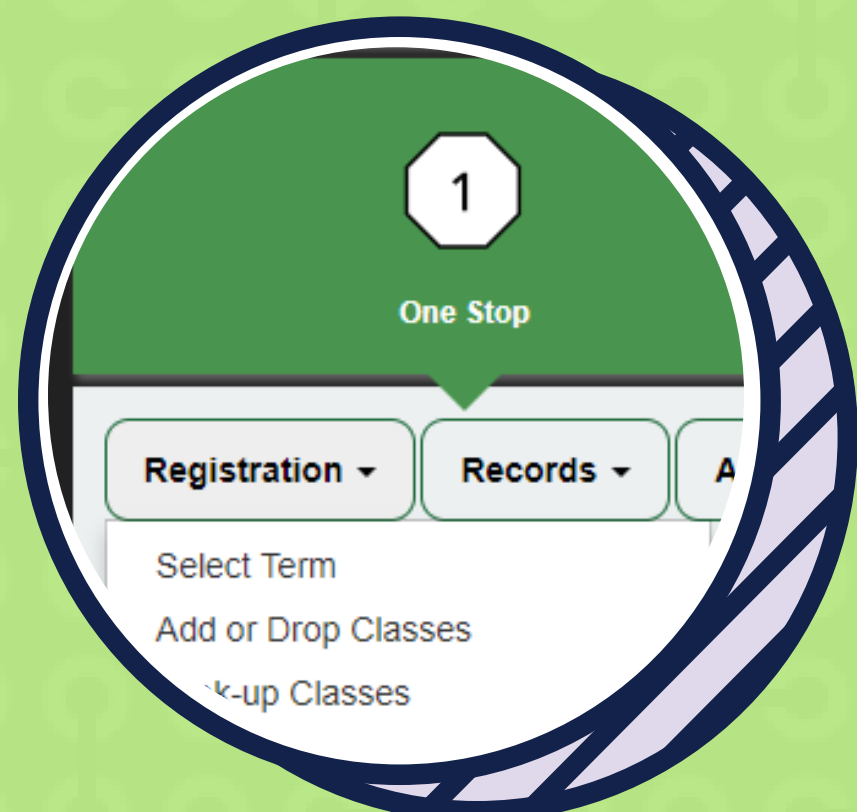# HOW TO REGISTER FOR CLASSES

⚠️ **Important**

Be sure to meet with your faculty advisor during advising week so they can lift the registration hold on your account
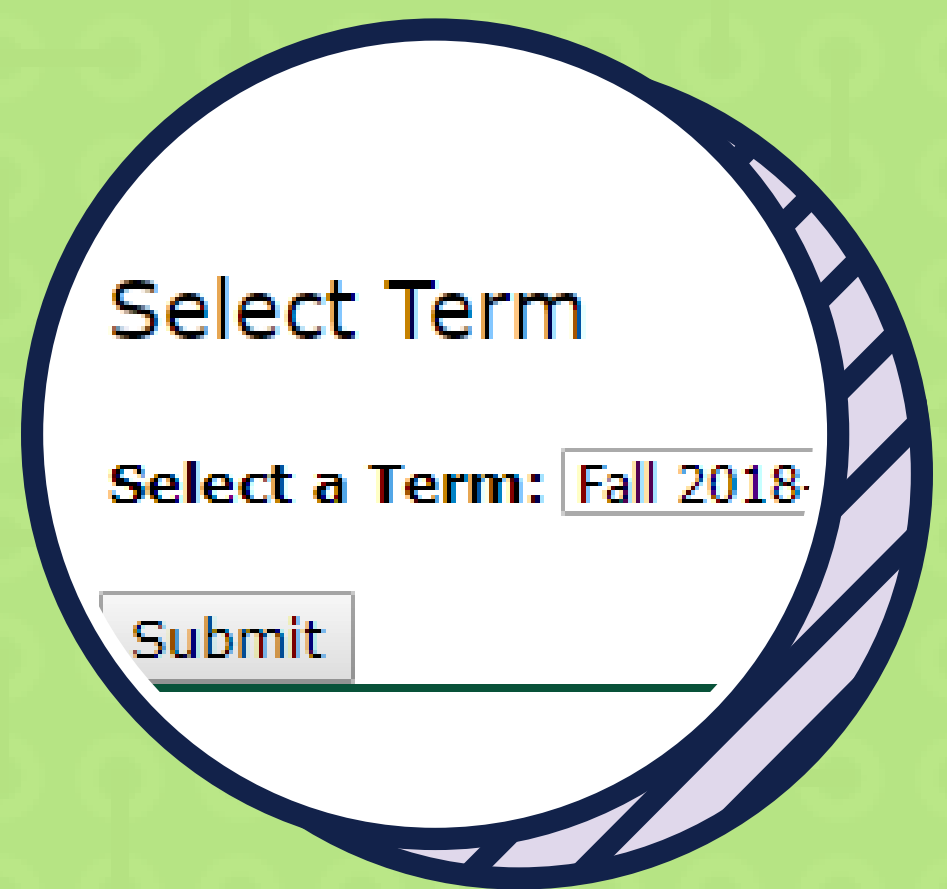
Log-on

To
my.stetson.edu

#1

Go to the 'One Stop' tab. Click on the Registration drop down menu and select 'Add or Drop Classes'

1
One Stop

Registration ▾   Records ▾   A
Select Term
Add or Drop Classes
k-up Classes

#2

Select the appropriate semester term.

Select Term

Select a Term: Fall 2018

Submit

#3

Enter the 4-digit CRNs into the boxes under 'Add Classes Worksheet' and hit 'Submit Changes' to register for those courses.

Add Classes Worksheet

CRNs
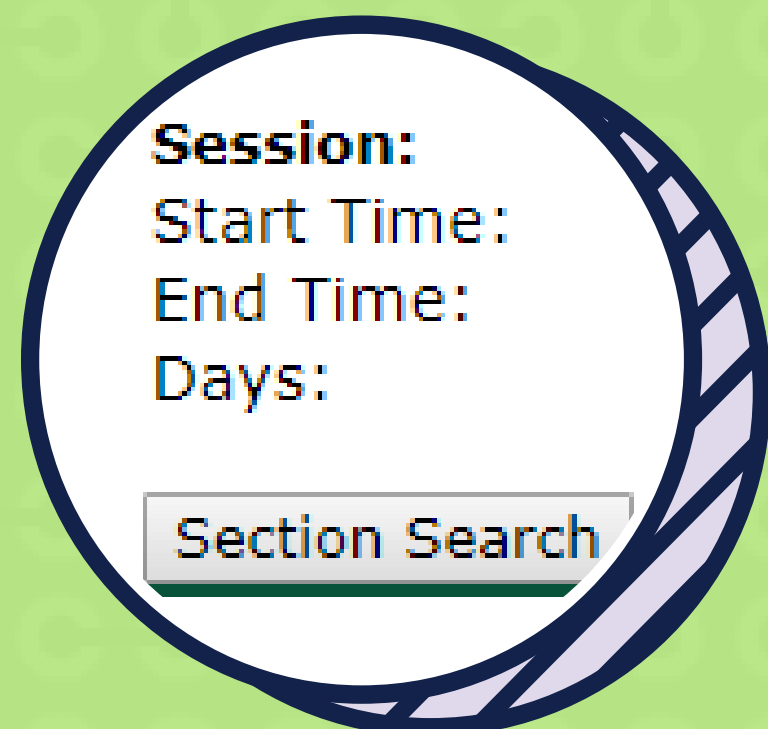
Submit Changes   Class Search
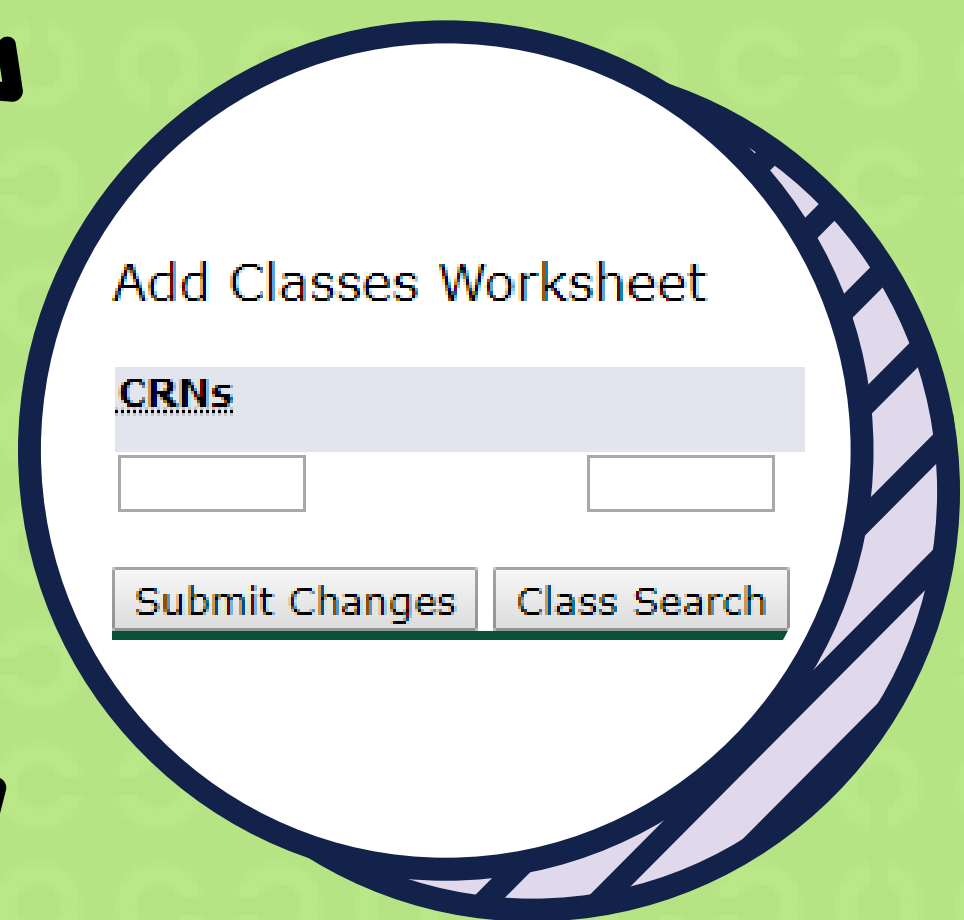
#4

If you need to search for courses or CRNs, click the 'Class Search' button next to the 'Submit Changes' button

#5

Once on the Class Search page, click the 'Advanced Search' button. Enter any necessary criteria and hit 'Section Search'

Session:
Start Time:
End Time:
Days:

Section Search

#6

When you find an open course you want to register for, check the box on the far left column, scroll to the bottom of the page, and hit 'Register'

Select CRN
☐   4599

Register