# How to Add a Class in MyCentral

There are a few different ways to add a class to your schedule. You can do this via MySchedule or via MyCentral Registration. These instructions are about the latter option.

1. Log into MyCentral. (link can be found using the Campus Links in the upper right-hand corner of every UCM webpage)
2. From the top left hamburger menu select Students/Academics. Click on the Student Profile card and select Registration and Planning or on the Registration card and Select Term.

Now, you have a few options depending on what you want to do and what information you already have handy.
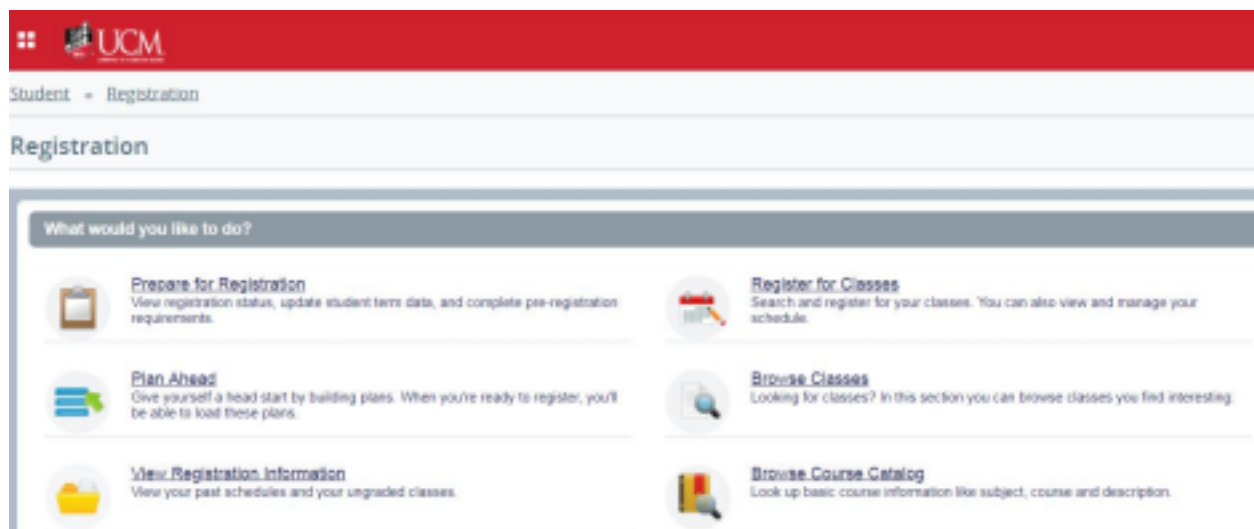
5. To add a class click on "Register for Classes". Now choose the term you are registering for.

From here you can do a **simple search**:
- Choose a Subject (Example: ACCT) and click Search to see all ACCT classes being offered for that semester

    or
- Choose a Subject and type in the specific course number (Example: 1101) and click Search to see all sections of ACCT 1101 being offered for that semester

Or you can do an **Advanced Search** to choose additional search parameters ● This allows you to look up multiple subjects at once (just choose the ones you want)
- Or you can leave the subject blank to see ALL classes that meet other specific criteria, such as:
  - If you want to view all online classes, choose "Online" under Campus ○ If you want to view all 1st-half or 2nd-half (8-week classes), make your

selection under **Session**

6. After you find the class(es) you want, select the Add button at the end of the row (depending on screen size/settings, you may have to scroll to the right to find the Add button). This will open a Summary box. If you need to remove something from the box, just change Registered via Web to Remove. When you are done, click Submit. If you were successful in adding the classes, the status will change to Registered and you will see your registered and billing hours listed at the bottom of the Summary box.

   If you try to add a class for which you do not meet the prerequisites, you will get an error. You will have to remove the class from your Summary box. If you think you do meet the prerequisite, contact the School that offers the course - only they may waive a course prerequisite.

   If you change your mind and wish to drop something that you added, simply change the Action to Drop via Web and click Submit. You can always confirm your schedule by choosing View Registration Information, choose the term, and then view the Active Registrations.

   You can also confirm your schedule on the Class History on your Central Degree Audit or by viewing your Unofficial Transcript (do NOT use Blackboard to confirm enrollment/disenrollment).