

# The Process Reviewed

1. Begin planning your desired class schedule based on the published course schedule for the semester.
2. Meet with your faculty advisor according to the advising schedule and whatever appointment schedule the advisor uses.
3. Review your course selections with your advisor.
4. Get your Registration PIN from your advisor.
5. Complete your trees on the Registration Worksheet.
6. Access Pre-Registration using your Registration PIN and transfer the information from your worksheet to the Trees.
7. Enter your course selections for the Tree anytime during the registration period. The actual process of entering the tree information is not very time-consuming and can be done at any time you have access to the Web.
8. Check all of the entries for accuracy. It is YOUR responsibility to be sure that the course selections in the computer are accurate. If there are errors or if you would like to change a course request, you may log back into the Pre-Registration System and make the corrections or changes (early WebSTEP).
9. "Print screen" in the system if you would like a hard copy of your trees.

Course Selection

1

Pre-Registration  
(early WebSTEP)

2

Registration

3

Add/Drop