



# AGGIE REGISTRATION

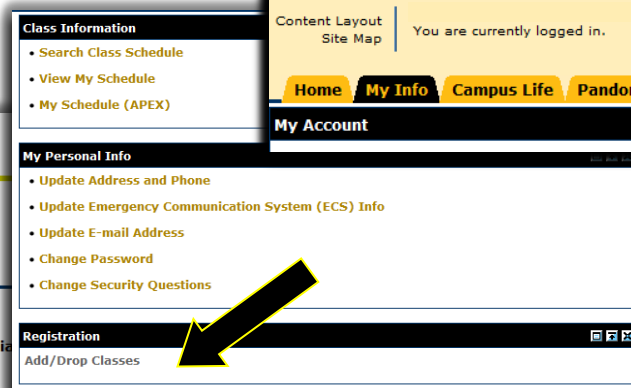
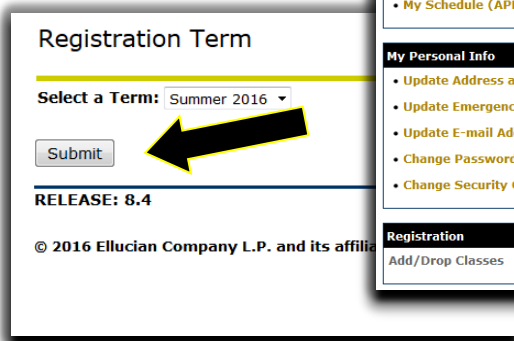
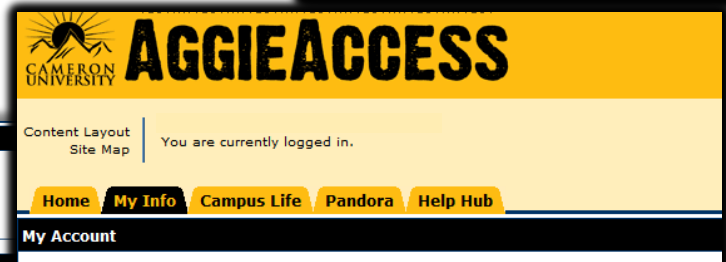
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Student Manual

March 2016

# Aggie Registration

- 1.) You will need to login to your [AggieAccess](#) account to access Aggie Registration. You will now be directed to the AggieAccess home page.
- 2.) Select **“My Info”** from the menu or the tab at the top.
- 3.) Select **“Add/Drop Classes”** from the Registration menu.
- 4.) Click **“Select Term.”**
- 5.) Choose the correct term for registration.  
Example: Summer 2016.
- 6.) Click **“Submit.”**



- 7.) Enter your Alternate PIN number.
  - a. Your Alternate PIN is given to you by your advisor each semester.
  - b. Click **“Submit.”**
  - c. If you wish to make changes after your initial registration, your pin number will be the same for the remainder of the semester.
- 8.) There are two ways to register:
  - a. Enter all the CRNs your advisor gave you. Click **“Submit Changes.”**
  - b. Search for classes and register.

### Alternate PIN Verification

Please enter your Alternate PIN to access registration.

**Alternate PIN:**

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**RELEASE: 8.7**

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### Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

#### Add Classes Worksheet

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

**Subject:**

- ACCT - Accounting
- AGRC - Agriculture
- ART - Art
- ASTR - Astronomy
- BIOL - Biology
- BUS - Business
- CHEM - Chemistry
- CIS - Computer
- CJ - Criminal Justice
- COMM - Commun

### Look Up Classes

Summer 2016

**ACCT - Accounting**

2013	Prin of Financial Acctg	<input type="button" value="View Sections"/>
2023	Prin Cost/Managerial Acctg	<input type="button" value="View Sections"/>
3113	Fraud Examination	<input type="button" value="View Sections"/>
5033	Acctg & Info Systems Concepts	<input type="button" value="View Sections"/>

### Look Up Classes

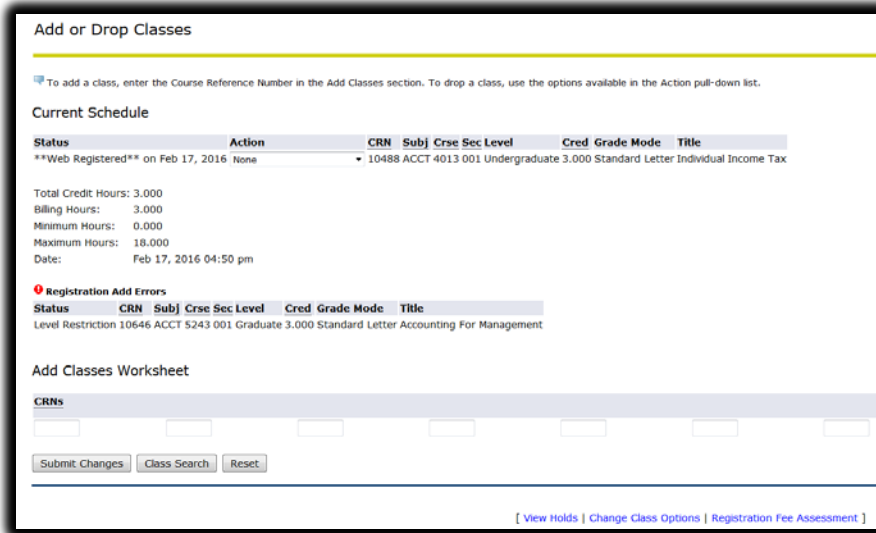
**Sections Found**  
ACCT - Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Rem	XL	Cap	XL	Act	XL	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	10636	ACCT	2013	002	CU	3.000	Prin of Financial Acctg	TR	12:30 pm-01:45 pm	43	2	41	0	0	0	0	0	0	0	0	0	0	0	Bernadette Lonzanida (P)	08/15-12/15	ROSS 103	Liberal Arts and Science	
<input type="checkbox"/>	10320	ACCT	2013	004	CU	3.000	Prin of Financial Acctg	MW	03:30 pm-04:45 pm	43	0	43	0	0	0	0	0	0	0	0	0	0	0	Bernadette Lonzanida (P)	08/15-12/15	ROSS 103	Liberal Arts and Science	
<input type="checkbox"/>	10928	ACCT	2013	005	DU	3.000	Prin of Financial Acctg	MW	03:30 pm-04:45 pm	10	0	10	0	0	0	0	0	0	0	0	0	0	0	Bernadette Lonzanida (P)	08/15-12/15	DUNC 124	Liberal Arts and Science	
<input type="checkbox"/>	10681	ACCT	2013	007	ON	3.000	Prin of Financial Acctg	TBA		30	0	30	0	0	0	0	0	0	0	0	0	0	0	Veronica C Paz (P)	08/15-12/15	TBA	Liberal Arts and Science	

[ [Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessment](#) ]

## Registration Errors

1. If you receive a registration stop sign, there is an error with one or more of the classes you selected. You will need special permission and overrides to enroll in that specific course.
2. Please write down the “Status” code of each error you receive.
3. Contact your academic advisor or the Registrar’s Office for assistance.



## Degree Works

Please review your Degree Works audit to ensure all courses in which you are currently enrolled apply directly to your degree requirements.

## Financial Responsibility

Please keep in mind that you are responsible for payment of any tuition and fees incurred as a result of your enrollment.

## Log Out When Finished

Make sure to exit Aggie Registration when you are finished with your session. To log out of Aggie Registration:

1. Click “Logout” in the top right corner.
2. You should see the “User Logout” screen.

