HOW TO REGISTER FOR CLASSES

STEP 1. LOG INTO THE ONLINE REGISTRATION SYSTEM

ACCESS THE ONLINE REGISTRATION SYSTEM
HTTP://REGISTRAR.JOHNCABOT.EDU/NETCLASSROOM7/FORMS/LOGIN.ASPX
WITH THE CREDENTIALS THAT YOU HAVE RECEIVED VIA EMAIL

[If you have not received an email with your username and password to access the Online Registration System please contact the Registrar’s Office at registrar@johncabot.edu]

STEP 2. ACCESS THE ENROLLMENT TAB

Once you are logged in, click on the Registration tab at the top of the page and then select the second option in the drop-down menu: enroll in classes.
The system will now show you a blank schedule. In order to add your courses, click on the *edit registration* button at the top of the page.

**STEP 3. ADD CLASSES TO YOUR SCHEDULE**

Once you click on Edit Registration, you will be redirected to the registration page. In order to select a course, you will need to access the course search popup by clicking on the *binoculars*.

Type the *course ID* only, not the section and then click on *search*. 
Once the search is complete, the course will appear **under** the search button. Click on the blue course ID to add the course to your schedule.

![Course Search](image)

You will be redirected to the registration page.

In order to complete your registration you **must** add a course section. If one or more sections of the course are **full** the system will indicate it.

**Choose** the course section from the drop-down menu and then click **submit**.

**Tip:** always choose a course section, even if there is only one listed. **Without the course section, you will not be able to finalize your enrollment.**
If you have completed the registration successfully, the course will now be listed under the heading enrolled in classes and it will have information about scheduled meetings, the Professor, the room and the number of credits. If that information is not there, then you have not added the course successfully.

**Tip:** This generally happens when you have not selected a course section.

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**Schedule for Spring 2015, Semester Session**

Number of Requests needed: 1

![Edit Registration](image)

Enrolled Classes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Class</th>
<th>Meetings</th>
<th>Teacher</th>
<th>Room</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 101 - Algebra</td>
<td>2</td>
<td>TR 8:30-9:45 AM</td>
<td>Kneller</td>
<td>T.G.3</td>
<td>3.0000</td>
</tr>
</tbody>
</table>

Total Credits: 3.0000

**Repeat Step 3 in order to add more courses to your schedule.**