ADDING A SPECIAL STUDY COURSE ON WEB PORTAL

- Login to your web portal account.
- For undergraduate students: look at the menu on the left hand side and click on the link that says “My Registration”.
  For graduates students: click on the “Graduate” link up at the top, a menu will come up on the left hand side of the screen, find and click on the link that says “My Registration”.
- When you see your complete registration information come up look at the menu on the left hand side and click on the link that says “Add a Class”.
- You will now see your complete schedule (all classes for which you are currently registered) at the bottom of this information you will see a box next to which it says “Enter Schedule Number,” you want to enter the schedule number you were given here, then press continue.
- You will now see a screen that asks you to confirm that you do want to add this course, you confirm that you do by entering in the four digit confirmation code which appears on the screen; use this as an opportunity to verify that you have indeed entered in the correct schedule number; then after entering the confirmation code press enter.
- You will see an updated schedule showing your special study course.