

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 Schedule Planner 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. Click on the “Student” tab in menu on the left of the page.
3. Choose “Records and Registration” from the list under the “Student” tab.
4. From the menu on the left of the Student Profile box, choose “Registration and Planning” (this will open a new window).

At this point, you have a few different options depending on what you want to do and what information you already have handy.

The screenshot shows the MyCentral Registration page. At the top, there is a red header with the UCM logo. Below the header, there is a navigation menu with 'Student' and 'Registration'. The main content area is titled 'Registration' and contains a section 'What would you like to do?' with six options:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

5. To add a class click on “Register for Classes”. Now choose the term you are registering for.

From here you can either 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.

The screenshot shows the UCM registration system interface. At the top, there is a red header with the UCM logo. Below it, a navigation breadcrumb reads 'Student > Registration > View Registration Information'. The main heading is 'View Registration Information'. Underneath, there are two tabs: 'Look up a Schedule' and 'Active Registrations', with the latter being selected. A warning message states: 'The following classes are not officially considered complete for transcript purposes.' Two class entries are listed:

Class Name	Term	CRN	Status	Schedule Type	Hours	Instructional Methods	Campus	Start Date	End Date	Level	Instructor	Grade Mode
Introduction Criminal Justice, CJ-Criminal Justice 1000, Section 0	Spring 2019	21490	Registered via Web 02/18/2019	Hybrid 50-99% Online	3	TR	Hybrid	03/12/2019	05/10/2019	Undergraduate	Huffman, Amanda	Standard Letter
Valu Diff:Dscvrng Common Grnd, CFD-Child & Family Development 1450, Section 0	Spring 2019	22400	Registered via Web 02/18/2019	Hybrid 50-99% Online	1	NT	MIC / Lee's Summit	03/11/2019	05/10/2019	Undergraduate	Chancler, Lover	Standard Letter

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).