

# Registration 101

## Registration Preparation

- ✓ Check your registration date and time at [My.Westminster | Academics | Registration and Course Search](#)
- ✓ Confirm that you've received advisor clearance. If not cleared – see your advisor!
- ✓ Complete Terms & Conditions Agreement
- ✓ Confirm no holds on your student account

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### Registration and Course Search

**My Online Registration Day**

2014-2015 Spring  
Thursday, Oct 30 2014 7:00AM to 11:59PM

**NOT CLEARED TO REGISTER:** You have **NOT** been cleared by your advisor to register for the **2014-2015 Spring term**. Please contact your advisor to be granted registration clearance.

**Terms & Conditions Agreement: NOT COMPLETE** You have **NOT** completed the terms & conditions agreement for the **2014-2015 Spring term**. Complete the Terms & Conditions form in the Course Schedules portlet to proceed with registration.

**NOTE:** You must agree to the terms & conditions before registering for a summer internship, independent study, or directed study.

## Registration Process

- ✓ Register for courses at [My.Westminster | Academics | Registration and Course Search](#)
- ✓ Click on Add/Drop Courses or Course Search and select the appropriate term
- ✓ Under Course Search, use either the course code or the department as search criteria (not both)
- ✓ Add course! Don't forget to review your schedule once complete!

Add by Course Code | **Course Search**

Title: Begins With ▾

Course Code: Begins With ▾ SOC

Term: 2013-2014 Fall ▾

Department: All ▾

Division: All ▾

- Accounting
- Art
- Biology
- Broadcast Communication

## Registration Problems

Having difficulty when attempting to register? Visit the Registrar's Office in Old Main – Room 107!



