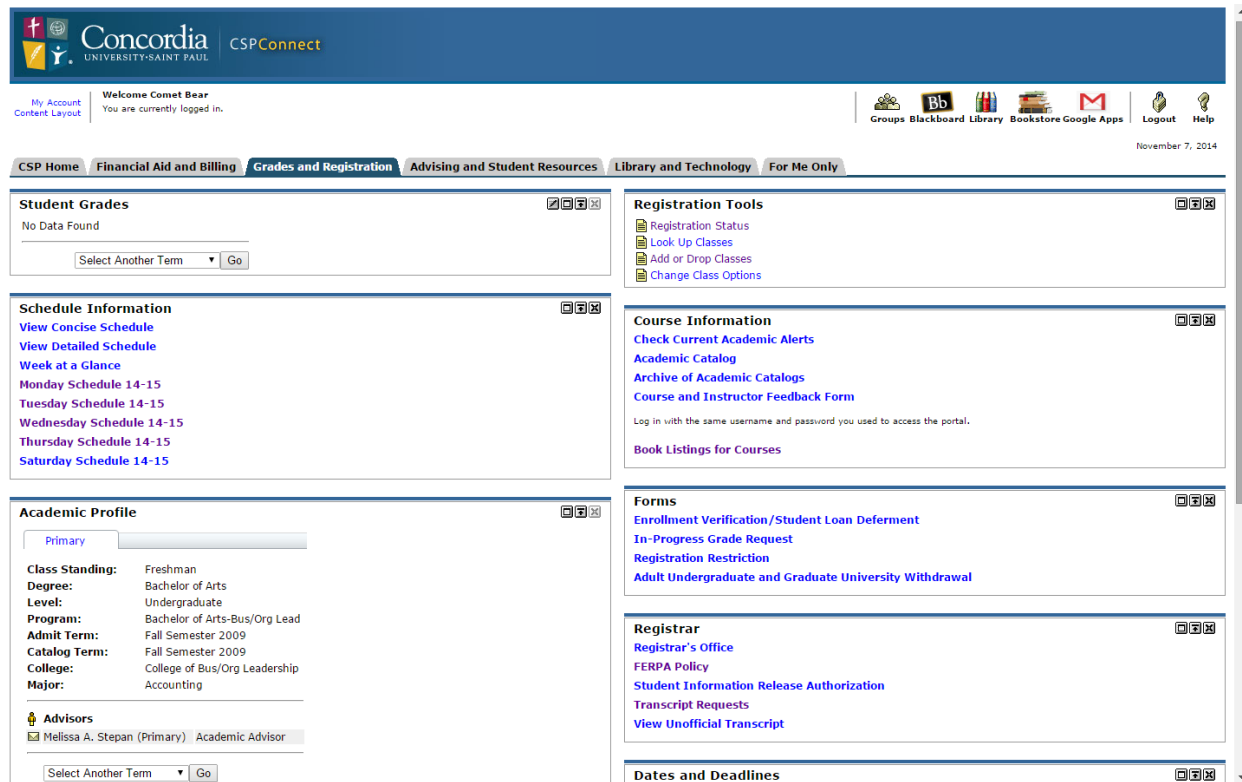


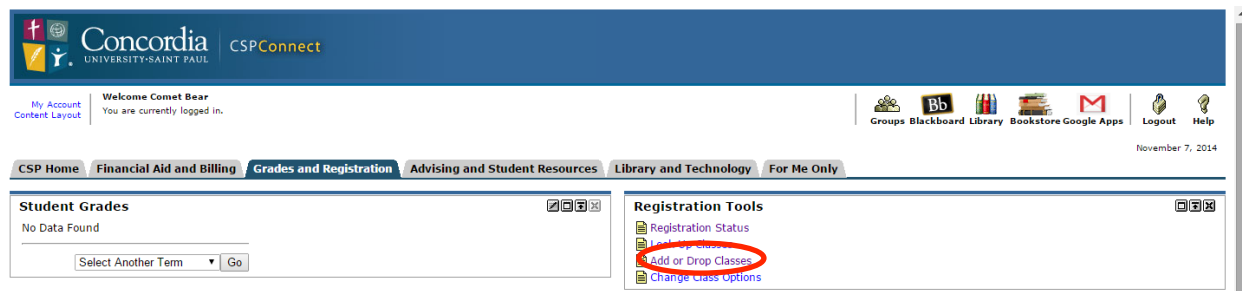
Grades and Registration Tab

The Grades and Registration Tab is where you will find a number of useful tools to reference throughout your program at Concordia University and will be your first stop as a new student to register for your upcoming courses.



The screenshot displays the CSPConnect website interface. At the top, the Concordia University Saint Paul logo and CSPConnect branding are visible. Below the header, a navigation bar includes links for My Account, Content Layout, and a welcome message for 'Comet Bear'. The main navigation menu features tabs for CSP Home, Financial Aid and Billing, **Grades and Registration**, Advising and Student Resources, Library and Technology, and For Me Only. The 'Grades and Registration' tab is active, showing several panels: 'Student Grades' (No Data Found), 'Registration Tools' (with links for Registration Status, Look Up Classes, Add or Drop Classes, and Change Class Options), 'Schedule Information' (with links for Concise Schedule, Detailed Schedule, Week at a Glance, and daily schedules for Monday through Saturday), 'Academic Profile' (showing Class Standing: Freshman, Degree: Bachelor of Arts, Level: Undergraduate, Program: Bachelor of Arts-Bus/Org Lead, Admit Term: Fall Semester 2009, Catalog Term: Fall Semester 2009, College: College of Bus/Org Leadership, Major: Accounting, and an Advisor: Melissa A. Stepan), 'Course Information' (with links for Current Academic Alerts, Academic Catalog, Archive of Academic Catalogs, and Course and Instructor Feedback Form), 'Forms' (with links for Enrollment Verification/Student Loan Deferment, In-Progress Grade Request, Registration Restriction, and Adult Undergraduate and Graduate University Withdrawal), 'Registrar' (with links for Registrar's Office, FERPA Policy, Student Information Release Authorization, Transcript Requests, and View Unofficial Transcript), and 'Dates and Deadlines'.

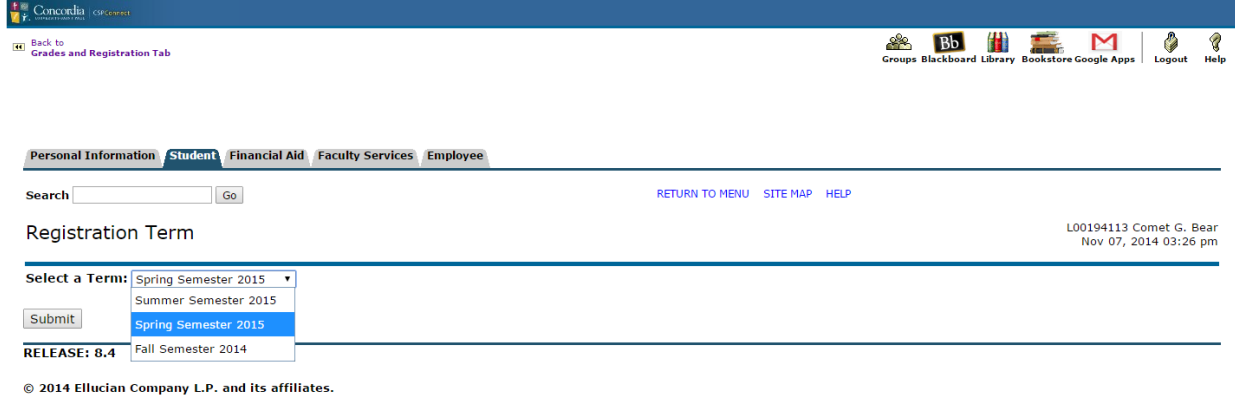
- 1) To register for your course, you will click on the Add or Drop Classes link in the Registration Tools box.



This screenshot is identical to the one above, but with a red circle highlighting the 'Add or Drop Classes' link in the 'Registration Tools' panel.

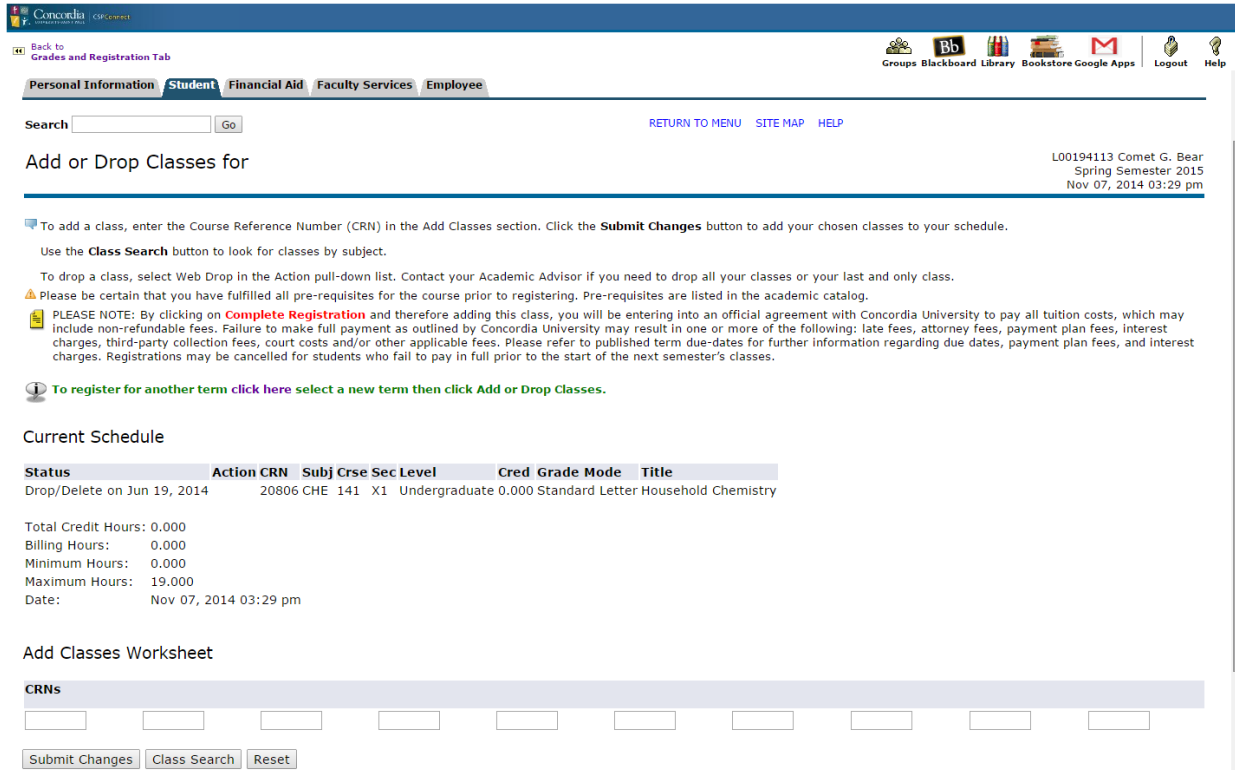
Responsive. Relevant. Real.

2) Next, you will select the term in which you will be starting your course.



The screenshot shows the 'Grades and Registration Tab' with a navigation menu including 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. A search bar is present with a 'Go' button. The 'Registration Term' section features a dropdown menu for 'Select a Term:' with options for Spring Semester 2015, Summer Semester 2015, Spring Semester 2015 (highlighted), and Fall Semester 2014. A 'Submit' button is located below the dropdown. The user's name 'L00194113 Comet G. Bear' and the date 'Nov 07, 2014 03:26 pm' are displayed in the top right corner.

3) Then, using your course schedule provided by your Enrollment Counselor, you will enter the CRN numbers in the area under Add Classes Worksheet and submit changes.

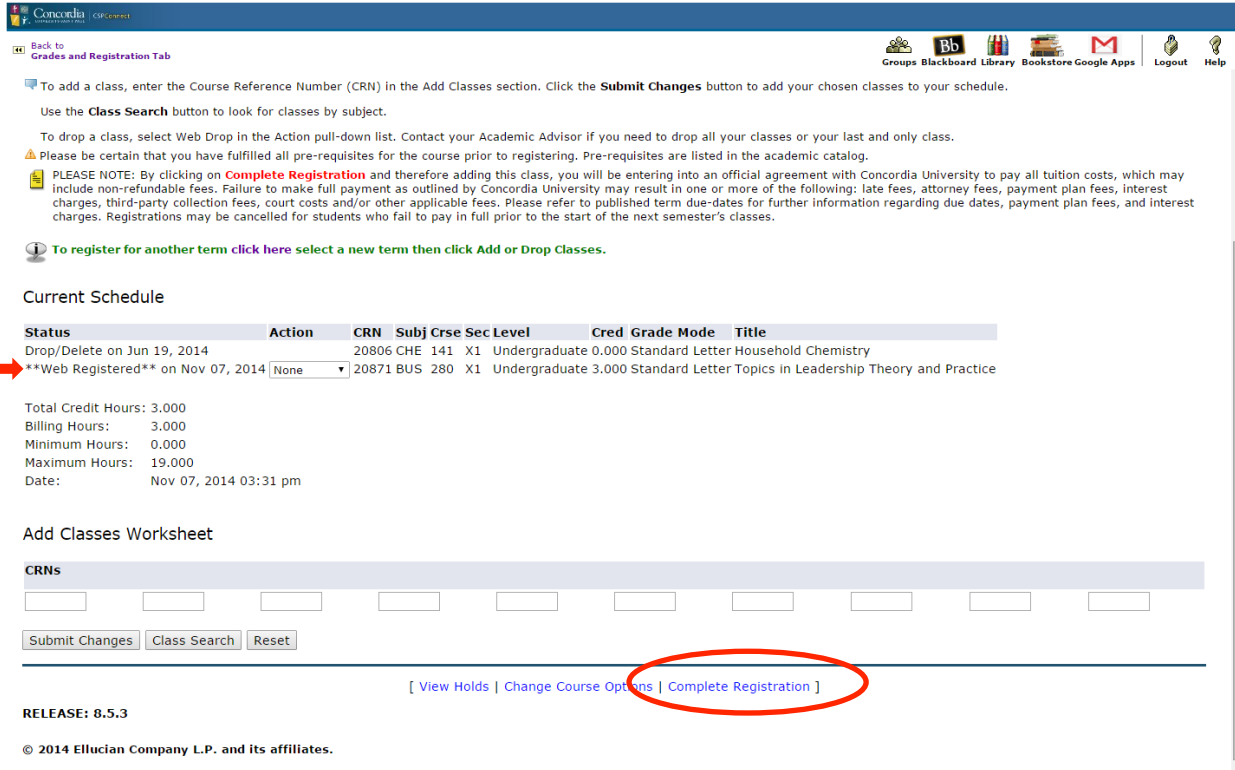


The screenshot shows the 'Add or Drop Classes for' section. It includes a search bar and navigation links. The user's name 'L00194113 Comet G. Bear' and the date 'Nov 07, 2014 03:29 pm' are shown. Below the search bar, there are instructions on how to add or drop classes, including a 'PLEASE NOTE' about registration requirements. A link is provided to register for another term. The 'Current Schedule' section displays a table with columns for Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade, Mode, and Title. The current schedule shows a class with CRN 20806 CHE 141 X1 Undergraduate 0.000 Standard Letter Household Chemistry. The 'Add Classes Worksheet' section features a row of input boxes for CRNs and buttons for 'Submit Changes', 'Class Search', and 'Reset'.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Drop/Delete on Jun 19, 2014		20806	CHE	141	X1	Undergraduate	0.000	Standard	Letter	Household Chemistry

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- Once complete, you will see the course added under your Current Schedule. If satisfied, complete your registration by clicking on Complete Registration at the bottom of the webpage.



Back to Grades and Registration Tab

To add a class, enter the Course Reference Number (CRN) in the Add Classes section. Click the **Submit Changes** button to add your chosen classes to your schedule.

Use the **Class Search** button to look for classes by subject.

To drop a class, select Web Drop in the Action pull-down list. Contact your Academic Advisor if you need to drop all your classes or your last and only class.

Please be certain that you have fulfilled all pre-requisites for the course prior to registering. Pre-requisites are listed in the academic catalog.

PLEASE NOTE: By clicking on **Complete Registration** and therefore adding this class, you will be entering into an official agreement with Concordia University to pay all tuition costs, which may include non-refundable fees. Failure to make full payment as outlined by Concordia University may result in one or more of the following: late fees, attorney fees, payment plan fees, interest charges, third-party collection fees, court costs and/or other applicable fees. Please refer to published term due-dates for further information regarding due dates, payment plan fees, and interest charges. Registrations may be cancelled for students who fail to pay in full prior to the start of the next semester's classes.

To register for another term [click here](#) select a new term then click **Add or Drop Classes**.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Drop/Delete on Jun 19, 2014		20806	CHE	141	X1	Undergraduate	0.000	Standard Letter	Household Chemistry
Web Registered on Nov 07, 2014	None	20871	BUS	280	X1	Undergraduate	3.000	Standard Letter	Topics in Leadership Theory and Practice

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Nov 07, 2014 03:31 pm

Add Classes Worksheet

CRNs

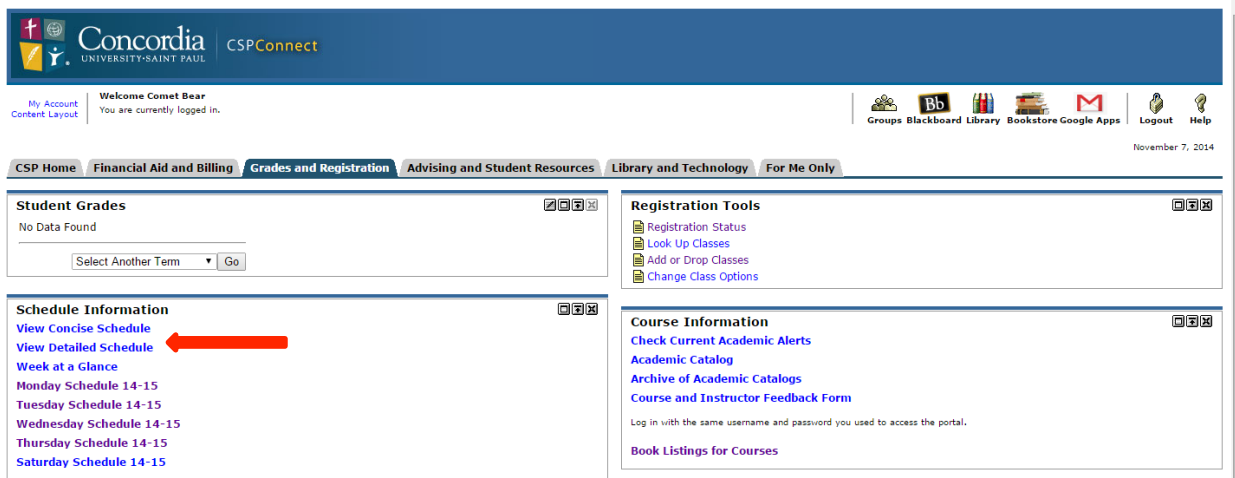
Submit Changes | Class Search | Reset

[[View Holds](#) | [Change Course Options](#) | [Complete Registration](#)]

RELEASE: 8.5.3

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To confirm your registration and make sure that you have done everything correctly, you can go back to the Grades and Registration tab and click on View Detailed Schedule under your Schedule Information box.



Welcome Comet Bear
You are currently logged in.

November 7, 2014

CSP Home | Financial Aid and Billing | **Grades and Registration** | Advising and Student Resources | Library and Technology | For Me Only

Student Grades

No Data Found

Select Another Term | Go

Registration Tools

- Registration Status
- Look Up Classes
- Add or Drop Classes
- Change Class Options

Schedule Information

- [View Concise Schedule](#)
- [View Detailed Schedule](#)
- Week at a Glance
- Monday Schedule 14-15
- Tuesday Schedule 14-15
- Wednesday Schedule 14-15
- Thursday Schedule 14-15
- Saturday Schedule 14-15

Course Information

- Check Current Academic Alerts
- Academic Catalog
- Archive of Academic Catalogs
- Course and Instructor Feedback Form

Log in with the same username and password you used to access the portal.

Book Listings for Courses

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In the Student Detail Schedule link, you will see the courses that you have registered for. If there is a course that you did not want to register for, you will want to go in and drop that course (see the Dropping a Class video).

Personal Information **Student** Financial Aid Faculty Services Employee

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Student Detail Schedule L00194113 Comet G. Bear
Spring Semester 2015
Nov 07, 2014 03:37 pm


Total Credit Hours: 3.000

Topics in Leadership Theory and Practice - BUS 280 - X1

Associated Term: Spring Semester 2015
CRN: 20871
Status: **Web Registered** on Nov 07, 2014
Assigned Instructor: Clifford A. Mahto 

Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate
Campus: Main

Scheduled Meeting Times

Type	Time Days Where	Date Range	Schedule Type	Instructors
Online/No Chat TBA		MEETS ONLINE OL Mar 09, 2015 - May 01, 2015	Continuing Studies On-Line	Clifford Allen Mahto (P) 

[Return to Previous](#)

[[Show Active Registrations](#) | [Show Registration History](#) | [Add or Drop Classes](#) | [Look Up Classes](#) | [CSP Bookstore](#)]

RELEASE: 8.3.0.3

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Additional highlights in the Grades and Registration tab include:

- Student Grades (once posted)
- Academic Catalog
- Cohort Schedules by day of the week – this provides a quick look at the specific calendar days that your cohort will meet and have breaks
- Student Loan Deferment form
- Registration Restriction form and Withdrawal form – contact your Advisor
- Academic Calendar
- Add/Drop/Refund Dates
- Address Change Request