

Registering for Courses

Before you begin

Check if registration is open for your registration group by going to the Students tab at the top of MyConverse, click Register for Course (Figure 1) and look for the section labeled My Registration Period (Figure 2).



Figure 1

Registration

My Registration Period

Your registration group is Senior

Registration Opens On: **Term:**

Registration is Open!	2019-2020 - Summer 1A
Registration is Open!	2019-2020 - Summer 2
Registration is Open!	2019-2020 - Summer 3
Registration is Open!	2019-2020 Summer IB
Registration is Open!	2020-2021 - Fall

Figure 2

If your registration period is not yet open you will see the date and time that your registration period will begin.

Registration

My Registration Period

Your registration group is Juniors

Registration Opens On: **Term:**

Registration will open on Apr 23 2020 12:00PM	2019-2020 - Summer 1A
Registration will open on Apr 23 2020 12:00PM	2019-2020 - Summer 2
Registration will open on Apr 23 2020 12:00PM	2019-2020 - Summer 3
Registration will open on Apr 23 2020 12:00PM	2019-2020 Summer IB
Registration will open on Apr 23 2020 12:00PM	2020-2021 - Fall

Note: If you think your registration group is incorrect please contact the Registrar’s Office (registrar@converse.edu)

Register for a course

1. If your registration period is open click the Add/Drop Courses link at the bottom



2. Select the term from the drop down at the top that you want to register for, the term on the bottom will change to the one you select at the top

Add/Drop

The screenshot shows the "Add/Drop" form. At the top, there is a "Term:" dropdown menu with "2019-2020 - Spring" selected. Below it, a list of terms is displayed, including "2020-2021 - Fall", "2020-2021 - Summer 3", "2020-2021 - Summer 2", "2020-2021 - Summer 1B", "2020-2021 - Summer 1A", "2020-2021 - Spring", "2020 - Jan", "2021 - JanSpring", and "2020-2021 - Fall" (which is highlighted in blue). Below the dropdown, there are input fields for "Title:", "Course Code:", "Term:", "Department:", and "Division:", each with a "Begins With" dropdown menu. A "Search" button is located at the bottom left. A red message "No Current Courses for the selected term" is visible below the dropdown. A "My Account Info" link is at the bottom left.

3. To narrow down the list of courses that are displayed select the department for the course you want to register for.

The screenshot shows the "Add/Drop" form with the "Department:" dropdown menu open. The dropdown menu lists "All", "Accounting" (highlighted in blue), "Anthropology", and "Arabic". The "Search" button is visible at the bottom left.

4. Click Search

- From the list of courses shown select the course you want to add by checking the box beside the Course Code

Add	Course code	Name
<input checked="" type="checkbox"/>	ACC 211.01	ACCOUNTING PRINCIPLES I
<input type="checkbox"/>	ACC 212.01	ACCOUNTING PRINCIPLES II

- Go down the page and click Add Courses at the bottom

- You will be taken back to the Add/Drop page, at the bottom of the Add/Drop page you will see your schedule and the course you just added.

Your Schedule

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	ACC 211.01	ACCOUNTING PRINCIPLES I	MWF 1:30 PM - 2:20	Converse College Kuhn Hall 337	3.00	Undergraduate	Undergraduate

Note: If you are unable to register for a course but your registration group is open please contact the Registrar's Office (registrar@converse.edu)