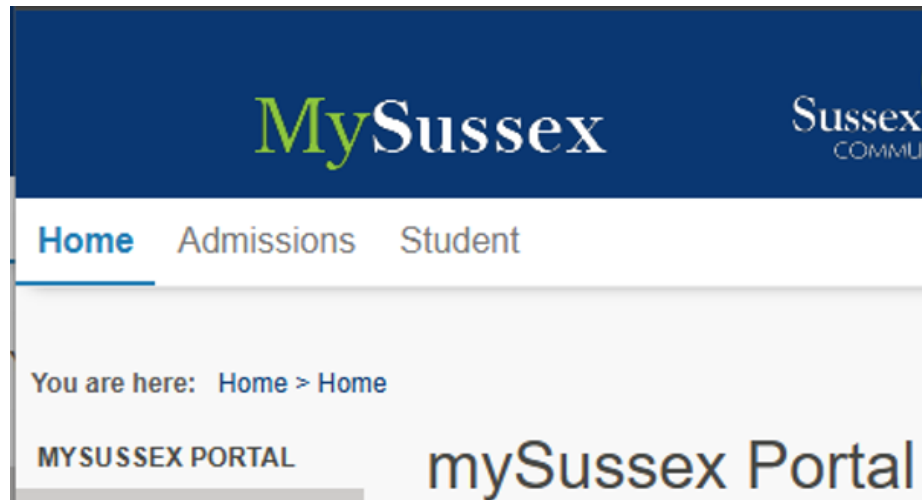


# Registering for Classes on the my.sussex.edu portal

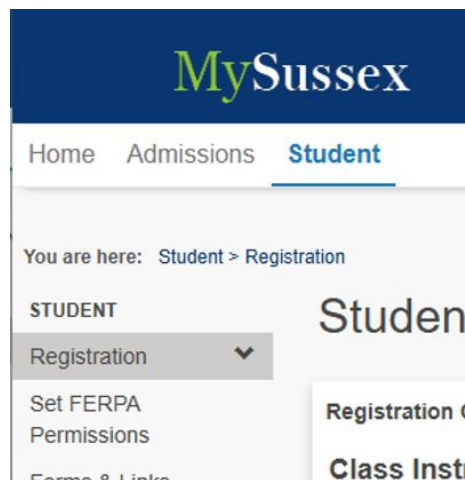
- After logging into the my.sussex.edu portal, follow these steps
  - o Note: If you have not yet set up your new Portal account and are an existing student, please visit <https://my.sussex.edu> for instructions. On the left-hand side of your screen, under “MYSUSSEX PORTAL”, click “Resources – User How-to Documents”. From there, click “Setting up your account in the Portal for Email, etc.”
  - o If you have not previously attended classes, click “New Student First-Time Portal Login”
- 1. Upon logging in, you will see an additional tab appear next to “Admissions” that is labeled “Student”. Click on the tab



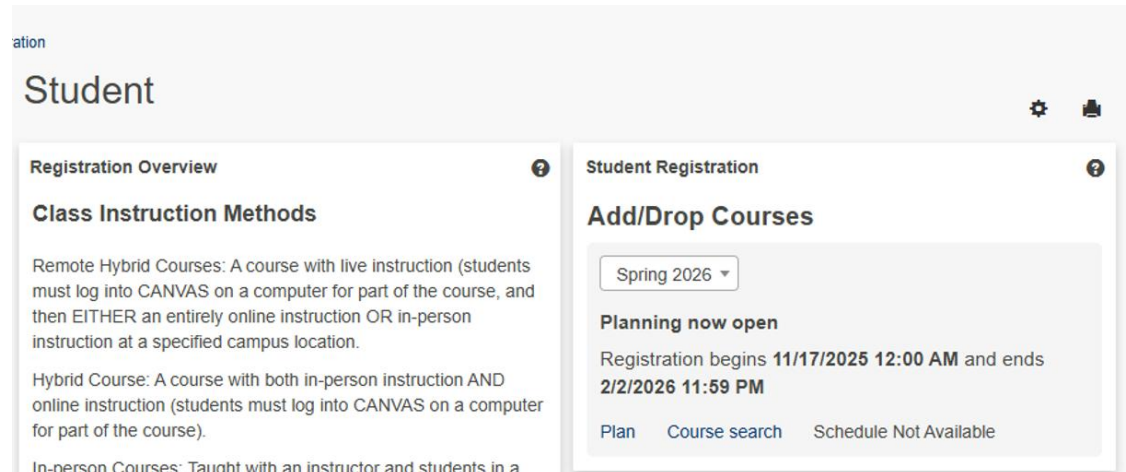
a.

- 2. On the left-hand side, you will see a “Registration” tab

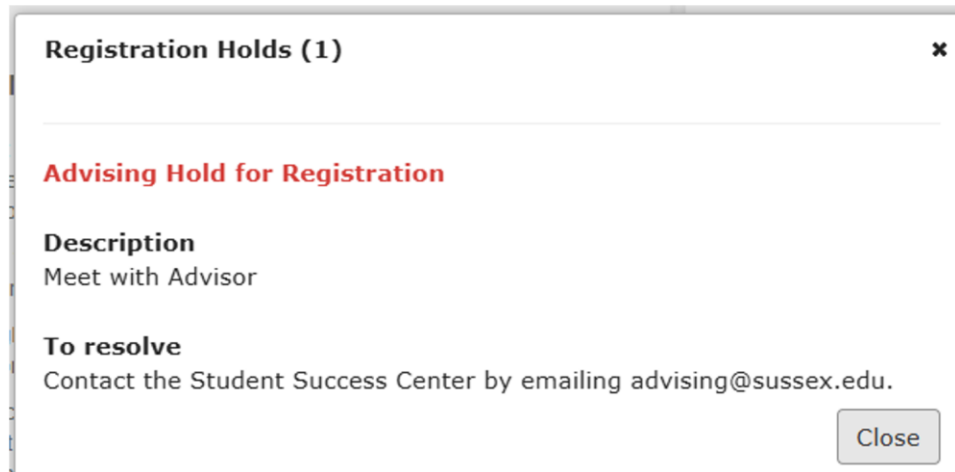
a.



3. Under the “Student Registration” section, you can pick from available terms. If a term is not yet open for registration, you can view the schedules for each course, but you won’t be able to register until registration opens.



- a. In-person Courses: Taught with an instructor and students in a
  - b. Note: Once Registration opens, instead of seeing the “Plan” button, you will see a “Register” button instead.
4. You may have a hold on your placed on your ability to register. In that case, you will see a red “Holds” button in the Student Registration section.
  - a. You can click on the “Holds” button to see details about the hold.
    - i. Most times, you will just need to speak with an advisor about your major and required courses in order to complete your degree.



- ii.
  1. Upon speaking with an advisor, they can either clear the hold so you can register for classes yourself, or they can register for you.

5. If you have no holds on your registration, you can click on the “Register” button to bring up this page

- a.
- b. You can search for the courses you would like to register for by pressing “Course Search”.
  - i. This will let you look up courses by Course Code, Course Title, Instructor, Department, Location, and Meeting Type (i.e. virtual, hybrid, in person)

6. To add the course, press the blue Plus button and it will add it to your schedule.

The screenshot shows the 'Student Registration' page. On the left, there is a 'Course Search' panel with a dropdown menu set to 'Winter 2026' and a 'My Schedule' link. Below the search bar, two course options are listed, each with a blue plus icon: 'ENGL 201 OA' and 'ENGL 201 ON'. Both courses are for 'UNDG Winterim full term: 01/05/26 - 01/18/26' and have '30 seats remaining' by 'Mary Thompson'. On the right, a schedule calendar is visible with columns for days of the week (Mon-Sun) and time slots from 11am to 7pm. A 'Calendar Key' and 'Registration checkout' button are located at the top right of the calendar area.

- a.
- b. If it is an online course, it will appear on top of the schedule calendar.

## Student

This screenshot shows the 'Student Registration' page after a course has been added. The 'Course Search' panel now shows a thumbs-up icon next to 'ENGL 201 OA' and a green message: 'Section added successfully'. To the right of the search panel, a box labeled 'Non-scheduled courses (3 hrs) Less' contains a dropdown menu with 'ENGL-201-OA' selected. The schedule calendar on the right now shows the course 'ENGL 201 OA' added to the 11am slot on Monday.

c.

- 7. From here, you can continue to add the rest of the courses you would like to take to your schedule.
- 8. When you are done, press the green “Registration Checkout” button right below “Calendar Key”

A close-up of the two buttons mentioned in step 8. The 'Calendar Key' button is light grey, and the 'Registration checkout' button is green with white text.

a.

9. Check the boxes for the courses you would like to register for

### Registration Checkout

X

#### Available to Register

- ENGL-201-OA - Effective Speaking  
No schedule available (3.00 hrs)  
UNDG Winterim full term; 01/05/26 - 01/16/26  
30 seats remaining

Contact ▾

Register

a.

### Registration Checkout

X

#### Available to Register

- ENGL-201-OA - Effective Speaking  
No schedule available (3.00 hrs)  
UNDG Winterim full term; 01/05/26 - 01/16/26  
30 seats remaining

Contact ▾

Register

b.

10. After clicking the green "Register" button, you will have successfully registered for courses.

### Registration Checkout

X

#### Successfully Registered

- ENGL-201-OA - Effective Speaking  
No schedule available (3.00 hrs) ✓  
UNDG Winterim full term; 01/05/26 - 01/16/26  
Registered

Contact ▾

Close

a.

- Afterwards, if you would like to view your schedule, go back to the main “Student” page on Portal.
  - o Under “Registration”, find the “Student Registration: Add/Drop Courses” section.
    - Click “My Schedule”.
- From there, you can view your schedule!

The screenshot shows the MySussex portal interface. At the top, there is a navigation bar with 'MySussex' and 'Sussex County COMMUNITY COLLEGE' logos, a search icon, and a user profile icon. Below the navigation bar, the 'Student' page is active, with a breadcrumb trail: 'Home > Admissions > Student'. A left sidebar contains a 'STUDENT' menu with 'Registration' selected, and 'QUICK LINKS' including 'My Pages', 'Bookstore', 'Pay Tuition', and 'SCC Main College Site'. The main content area is titled 'Student' and contains a 'Student Registration' section with a 'My Schedule' sub-section. The 'My Schedule' section displays a table with one course entry: ENGL 201 OA (Effective Speaking), Registered, with a schedule of 1/5/2026 - 1/16/2026 Main Campus Online Course - ONLN. A 'Print my schedule' link is located below the table.

Course Code	Title	Status	Schedule
+ ENGL 201 OA	Effective Speaking	Registered	1/5/2026 - 1/16/2026 Main Campus Online Course - ONLN