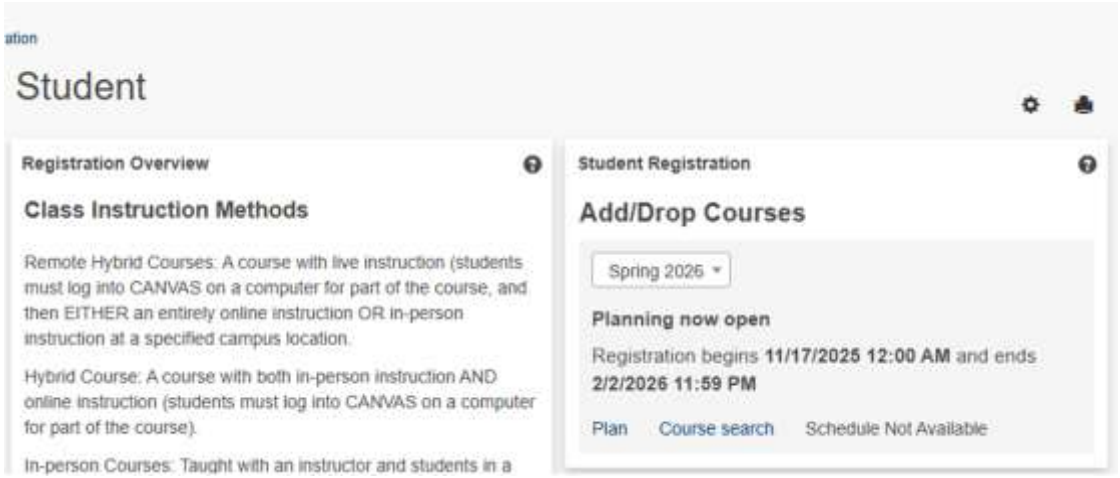
Registering for Classes on the my.sussex.edu portal

- After logging into the my.sussex.edu portal, follow these steps
    - Note: If you have not yet set up your new Outlook 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.”
    - If you have not previously attended classes, click “New Student First-Time Portal Login” and log in using the credentials you were provided in your acceptance letter.

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.

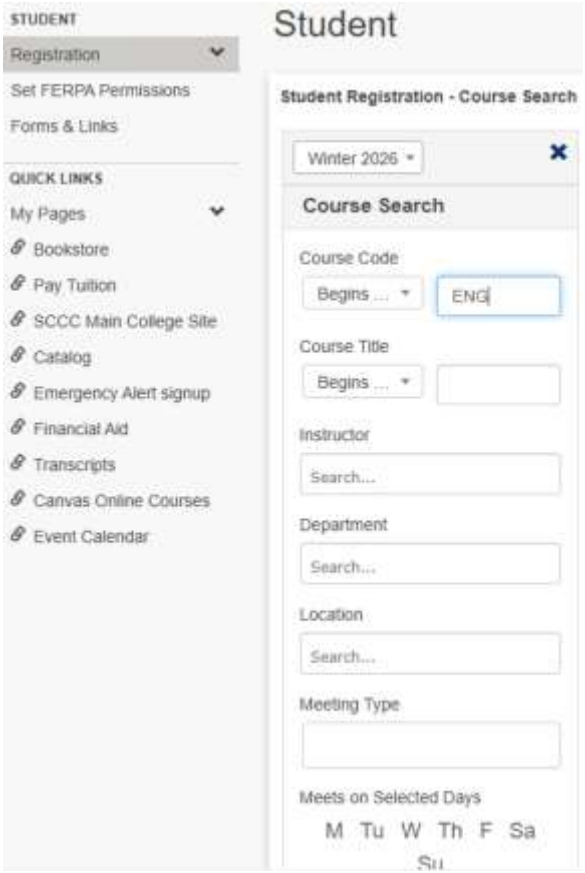
3. Under the “Student Registration” section, you can pick from available terms. If a term is not yet open for registration, you can view the schedules for each course, but you won’t be able to register until registration opens.
    a. 

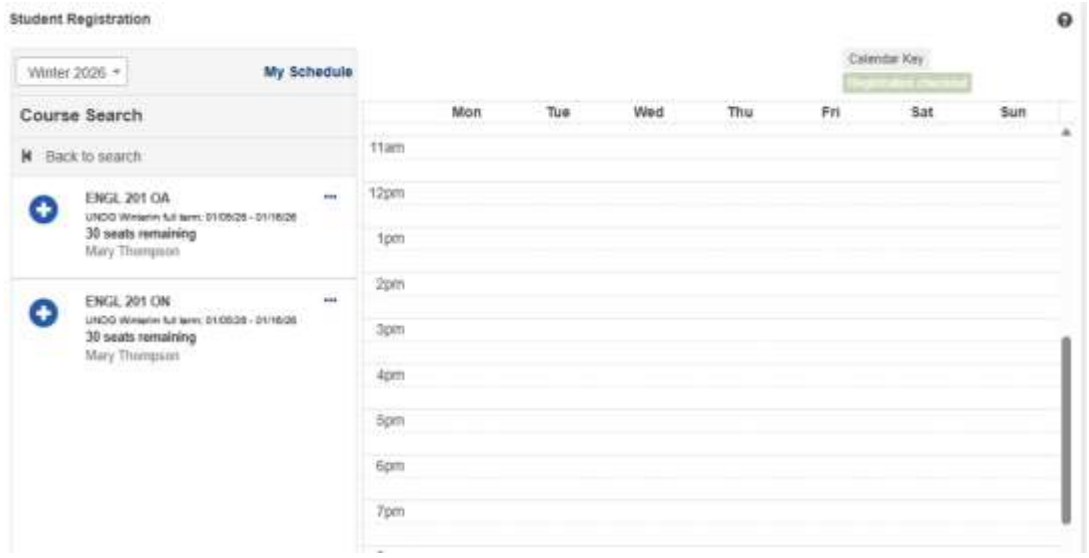
    b. Note: Once Registration opens, instead of seeing the “Plan” button, you will see a “Register” button instead.
4. You may have a hold on your placed on your ability to register. In that case, you will see a red “Holds” button in the Student Registration section.
    a. You can click on the “Holds” 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.

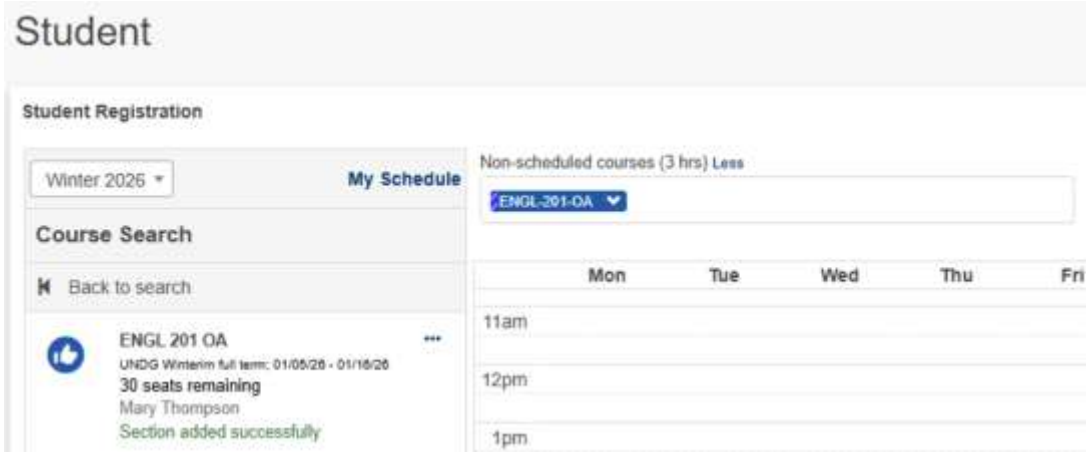
            1. Upon speaking with an advisor, they can either clear the hold so you can register for classes yourself, or they can register for you.

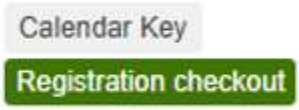
5. If you have no holds on your registration, you can click on the “Register” button to bring up this page
    a.

    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.
   a. 

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

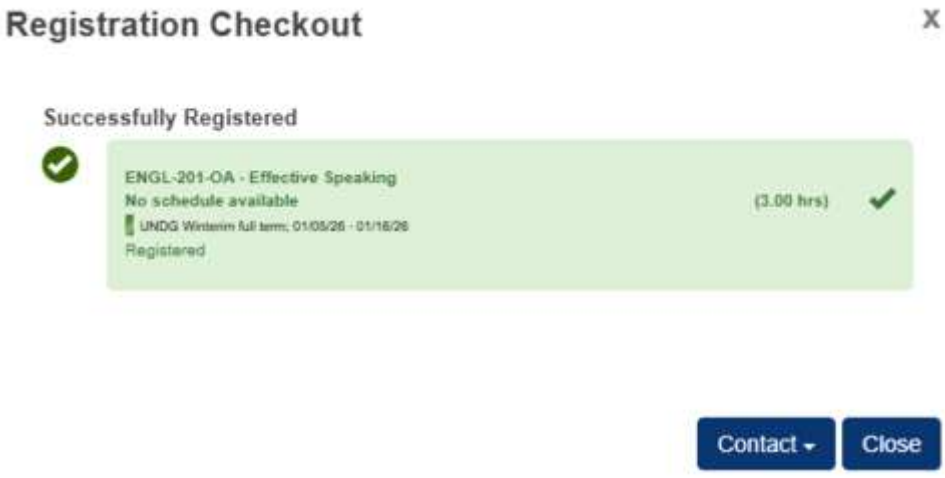
9. Check the boxes for the courses you would like to register for

a.

b.

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

a.



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