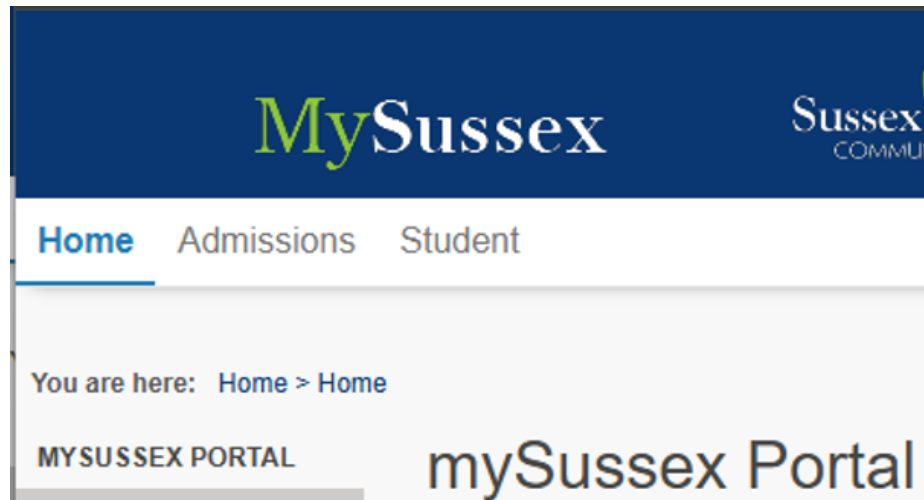


Registering for Classes on the my.sussex.edu portal

- 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



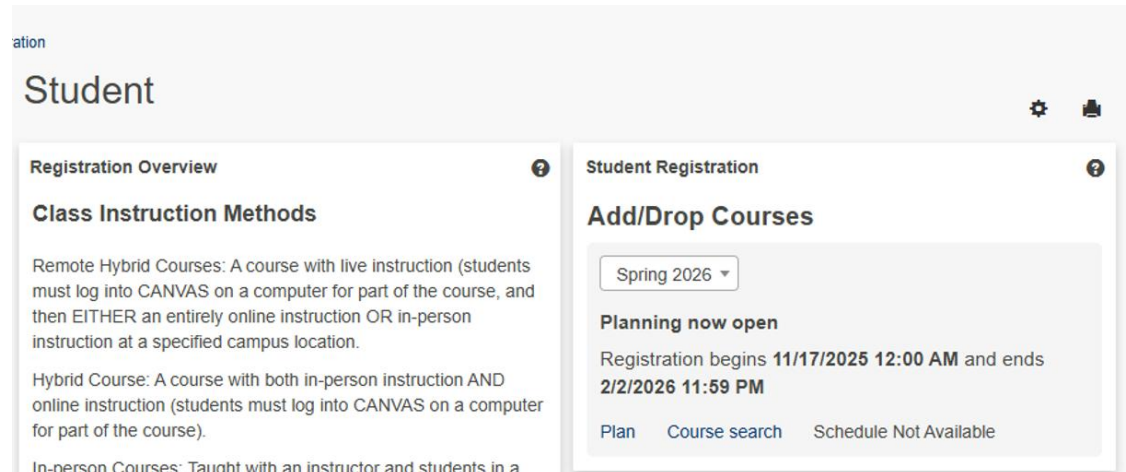
a.

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

a.

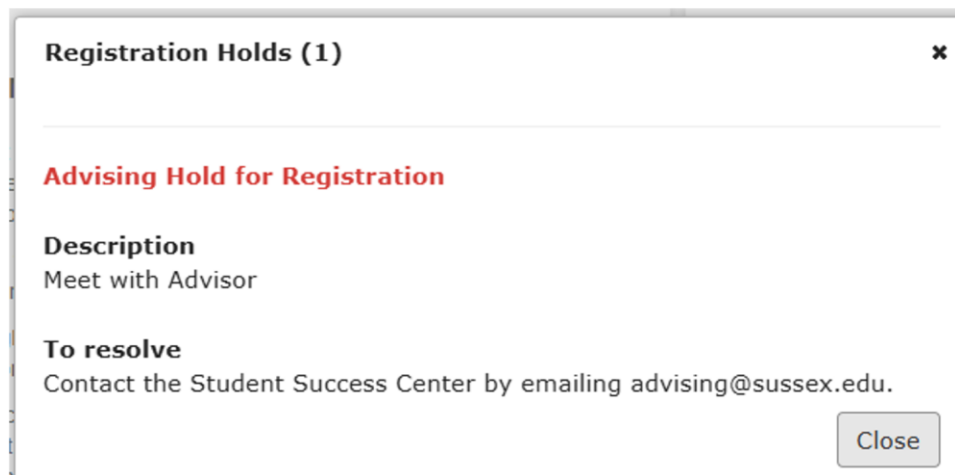


3. Under the “Student Registration” section, you can pick from available terms. If a term is not yet open for registration, you can view the schedules for each course, but you won’t be able to register until registration opens.



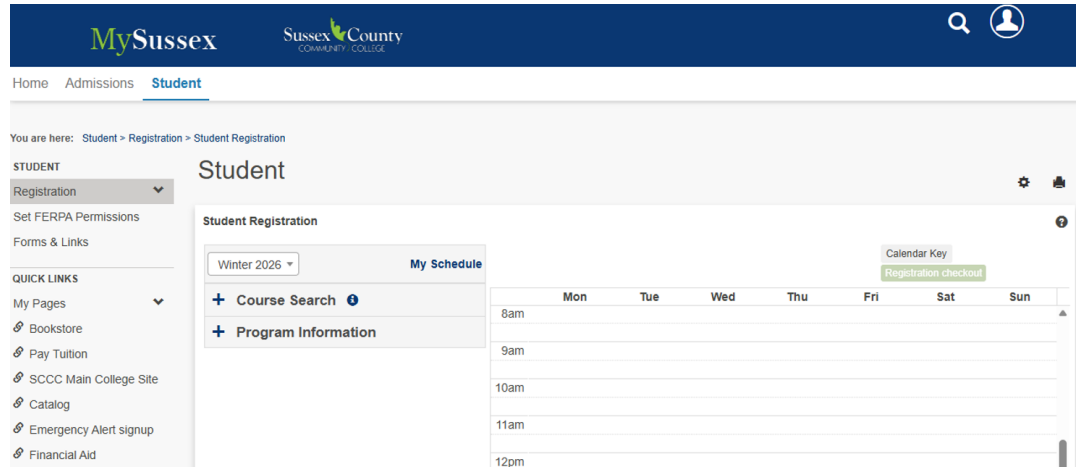
- a. In-person Courses: Taught with an instructor and students in a
 - b. Note: Once Registration opens, instead of seeing the “Plan” button, you will see a “Register” button instead.
4. You may have a hold on your placed on your ability to register. In that case, you will see a red “Holds” button in 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.

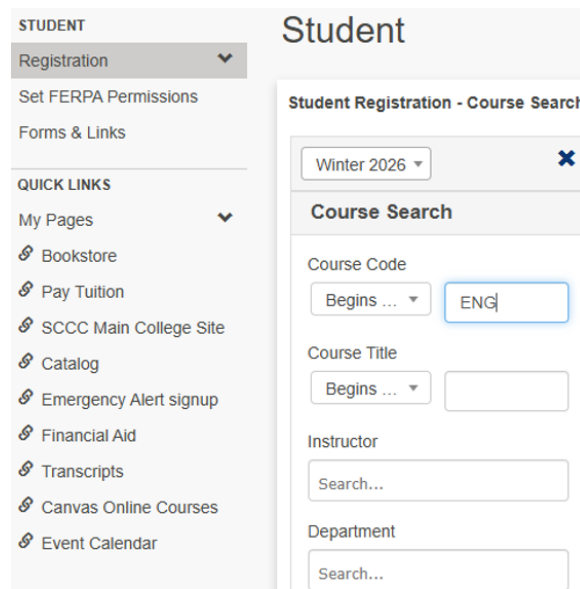


- ii.
 1. Upon speaking with an advisor, they can either clear the hold so you can register for classes yourself, or they can register for you.

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)



You may receive a warning when registering for classes that says, “Possible financial aid issue”.



This warning will pop up if you are not declared in a major or if you are registering for a course that is not part of your major requirements.

Please note – we are still actively transitioning to our new system so our degree audits are not completely ready. This may cause this error to show up when registering. If you know the class is part of your degree requirements you do not have to worry about this message. If you are unsure, you can always contact your advisor or the Registrar’s Office.

To complete your registration for the class, just click on Override.

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

Student Registration

Winter 2026 My Schedule

Calendar Key
Registration checkout

Course Search

Back to search

- +** ENGL 201 OA
UNDG Winterim full term: 01/05/26 - 01/18/26
30 seats remaining
Mary Thompson
- +** ENGL 201 ON
UNDG Winterim full term: 01/05/26 - 01/18/26
30 seats remaining
Mary Thompson

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|------|-----|-----|-----|-----|-----|-----|-----|
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |

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

Student

Student Registration

Winter 2026 My Schedule

Non-scheduled courses (3 hrs) Less
ENGL-201-OA

Course Search

Back to search

- 👍** ENGL 201 OA
UNDG Winterim full term: 01/05/26 - 01/18/26
30 seats remaining
Mary Thompson
Section added successfully

| | Mon | Tue | Wed | Thu | Fri |
|------|-------------|-----|-----|-----|-----|
| 11am | ENGL-201-OA | | | | |
| 12pm | | | | | |
| 1pm | | | | | |

- 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”

Calendar Key

Registration checkout

- 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 features a table with the following data:

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

Below the table, there is a 'Print my schedule' link.