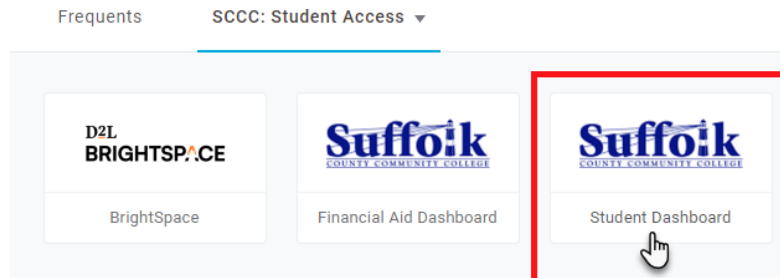
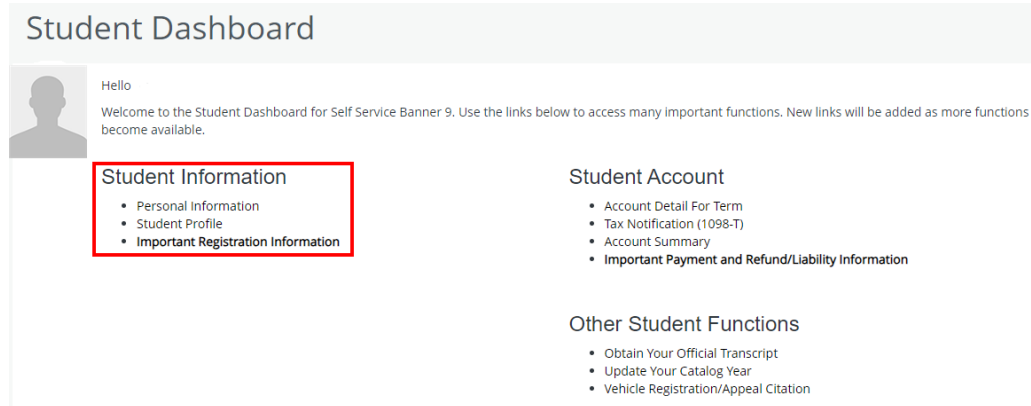


How to Register for Classes (Add or Drop):

- To access the Student Profile, first log in to the [Suffolk Login Portal](https://sunysuffolk.edu/login) (sunysuffolk.edu/login)
- Click on the **Student Dashboard** tile. If you do not see it under Frequent, you can use the search box.



- Under **Student Information**, click on **Student Profile**.



- In the Student Profile, select **Register for Classes**.
- Click **Register for Classes**.

Registration



- Select the **term**.
Enter: **Subject** (example: Psychology)
Course Number (example: 101)
Campus (example: Ammerman)
You can access Advanced Search for additional search parameters.
Check the box next to Open Sections Only to eliminate closed classes from the search.
Click **Search**.

- Click the **Add** button next to the open class you would like to add to your Shopping Cart Summary.

Register for Classes

CRN	Subject	Course	Title	Campus	Credits	Instructional Method	Meeting Times	Seats	Instructor	Add
	PSY	101	Introduction to Psychology...	(A) Ammerman	3	ONL, RT ONL, COMB ONL	S M T W T F S - Type: Class Buil	7 of 35 seat...	(Primary)	Add

The selected class will appear as *Pending* in your Shopping Cart Summary.

CRN	Details	Title	Hour	Schedule Typ	Fin Aid Status	Status	Action: Drop/Remove
	PSY 101, ...	Introduction to Psyc...	3	Lecture		<i>Pending</i>	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18.49

[Compliance Results](#)

Submit

To register for the class, click **Submit** and the Status will then display *Registered*.

CRN	Details	Title	Hour	Schedule Typ	Fin Aid Status	Status	Action: Drop/Remove
96477	PSY 101, ...	Introduction to Psyc...	3	Lecture	Aid Eligible	<i>Registered</i>	None

- Once all your classes are listed as *Registered*, you can then:
 - a. View your charges
 - b. Pay your bill or join the Nelnet Tuition Payment Plan
 - c. Confirm your attendance if your balance due is zero due to financial aid covering all of your charges.

How to Drop a Class:

- In your Shopping Cart Summary, click on the drop-down under Action: Drop/Remove
- Select **Drop Course**, and **Submit**.

The screenshot displays a 'Shopping Cart Summary' interface. At the top, there are links for 'Pay Tuition and Fees / Confirm Attendance' and a gear icon. Below is a table with the following columns: CRN, Details, Title, Hours, Schedule Type, Fin Aid Status, Status, and Action: Drop/Remove. A single row is visible for course 'PSY 101' with title 'Introduction to Psychology...', 3 hours, Lecture schedule, Aid Eligible status, and Registered status. The 'Action: Drop/Remove' dropdown menu is open, showing 'None' and 'Drop Course' options. The 'Drop Course' option is highlighted in blue. A red box highlights the dropdown menu, and a red arrow points to a 'Submit' button at the bottom right. At the bottom left, there is a summary: 'Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18.49' and a 'Compliance Results' button.

CRN	Details	Title	Hours	Schedule Type	Fin Aid Status	Status	Action: Drop/Remove
	PSY 101	Introduction to Psychology...	3	Lecture	Aid Eligible	Registered	<input type="button" value="None"/> <input type="button" value="None"/> <input type="button" value="Drop Course"/>

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18.49