How to Register for Classes (Add or Drop)

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

- Under Student Information, click on Student Profile.

- In the Student Profile, select Registration and Planning.

- Click Register for Classes.

- 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.

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

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

• 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**.