

Steps to a Successful Registration

1

Know when your enrollment appointment is

Appointment Begins
November 13, 2020 1:00PM

This is the earliest day and time students are able to enroll for that semester. In the SPIRE Menu, go to Enrollment > Enrollment Appointment. The Enrollment Dates page for the current term will open

2

Make sure your holds are cleared

If you have a hold on your record/account in SPIRE, this could prevent registration. To view a hold, log into SPIRE, look on the right side of the screen on your Student Services Center page under "Holds".

Holds
Prevents Enrollment Transcripts
Health Education Hold
Health Education Hold
Details

3

Review your remaining requirements in your ARR

Other Academic
ARR NoShopping Cart

Click the down arrow on the other academic drop-down list to the left of your Class Schedule on the Student Center to see the options.

4

Build a shopping cart with back up options

Once you know which courses you need, search for them in SPIRE to add to your Enrollment Shopping Cart. It is a good idea to add several back up courses to your shopping cart in case your first-choice options become full.

Total Enrolled Credits: 0.00					
Spring 2021 Shopping Cart					
Class	Days/Times	Room	Instructor	Units	Status
CLASSICS 102-01 (73405)	MoWe 2:30PM - 3:45PM	Fully Remote Class	A. Tuck	4.00	●
ECON 103-02 (74561)	MoWe 4:00PM - 4:50PM	Fully Remote Class	L. Pickbourn	4.00	●
ECON 103-02BC (74731)	Fr 2:30PM - 3:20PM	Fully Remote Class	Staff		●
GEOGRAPH 110-02 (84346)	TuTh 4:00PM - 5:15PM	Fully Remote Class	S. Petsch	4.00	●
SUSTCOMM 232-01 (82858)	TuTh 10:00AM - 11:15AM	Fully Remote Class	M. Hamin	4.00	●

5

Enroll on time

Once your "Enrollment Appointment" time begins, log into SPIRE and click back into your shopping cart. Select the open courses you want to enroll in from your list and hit enroll! You can continue to make changes to your schedule until the add/drop period ends.