Steps to a Successful Registration

1. Know when your enrollment appointment is
   - This is the earliest day and time students are able to enroll for that semester (it is not an appointment with an advisor). On your SPIRE homepage click "Manage classes -> Enrollment Appointments", then select the semester you will be registering for.

2. Make sure your holds are cleared
   - If you have a hold on your record/account in SPIRE, this could block your registration. To view a hold, log into SPIRE, look on the left side of the screen on your SPIRE homepage labeled "Tasks & Help".

3. Review your remaining requirements in your ARR
   - Click "Academics" on your SPIRE homepage. On the left, click "General academic info -> Academic Requirements (ARR)".

4. Build a shopping cart with back up options
   - Once you know which courses you need, add them to your shopping cart by going to "Manage classes -> add, drop, and edit classes -> class search, add, & enroll". It is a good idea to add several back up courses to your shopping cart in case your first-choice options become full.

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.