


# Steps to a Successful Registration

1

## Know when your enrollment appointment is

**Appointment Begins** 

March 1, 2023  
8:00AM


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 home page labeled "Tasks & Help".

**Tasks & Help**



Holds **0**




To Do Items **1**

3

## Review your remaining requirements in your ARR

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

**Student Center**


- General Academic Info 
- Advisor & Academic Summary
- Academic Requirements (ARR)**
- Grades
- Course History
- Transfer/Test Credit
- Transcript Request
- Graduation 
- Forms & Academic Requests 


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.

Spring 2023 Undergraduate

Class & Finals Schedule 

Enrollment Appointments 

Add, Drop & Edit Classes 

How to Enroll in Classes

Schedule Builder

**Shopping Cart**

Class Search, Add & Enroll

Enroll Delete Validate

**Your Shopping Cart**

| Select                   | Availability | Class                        | Description                                | Session     | Days and Times                                 | Room | Instructor | Units | Seats                 | Preferences                        |
|--------------------------|--------------|------------------------------|--------------------------------------------|-------------|------------------------------------------------|------|------------|-------|-----------------------|------------------------------------|
| <input type="checkbox"/> | Open         | Class 58001: Lecture 01      | ACCOUNTG 221 Principles/Financial Accountg | *University | <a href="#">More meeting details available</a> |      |            | 3.00  | Open Seats 102 of 410 | <a href="#">Change Preferences</a> |
|                          |              | Class 58037: Laboratory 01MX |                                            |             | <a href="#">More meeting details available</a> |      |            |       | Open Seats 1 of 20    |                                    |

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.