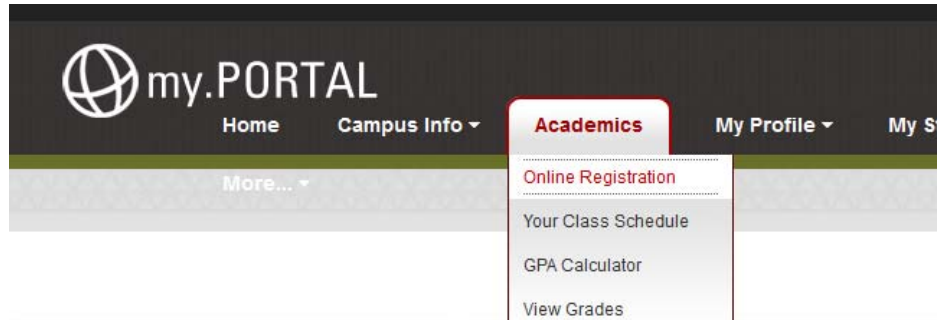


Registering Online for Courses Using myPortal

Login to myPortal at <http://myportal.chatham.edu>. The same username and password that you use to login to the campus network and for checking your email should work as your login.

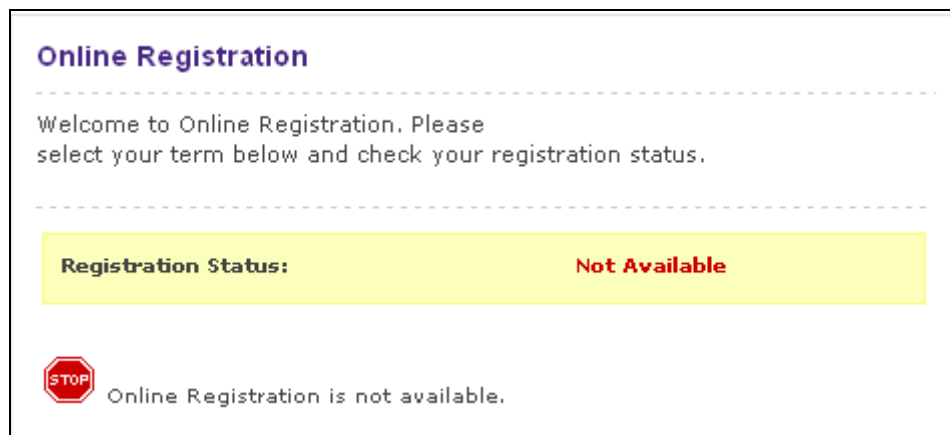
- If you experience problems logging into myPortal, please contact the Chatham University Helpdesk at 412-365-1112.

After logging in, go to the Academics menu on the top of your screen and then choose 'Online Registration'.



The Registrar's office publishes the schedule for online registration every semester. Please check your email for a message from the Registrar detailing dates and times for online registration.

If online registration is not currently open, you will receive a notification that registration is not currently available.



If online registration is open and there is a term open for registration, the term drop down menu will be available for you to choose the term for which you wish to register. Choose the term and click the 'Select' button to continue.

Enrollment and Term

Enrollment	8/26/2013 Undeclared Undergraduate
Term	<input type="text" value="2013 Fall Term"/> *Select* 2013 Fall PA, PT, & OT Terms 2013 Fall Term

[Select](#)

[View Online Registration Tutorial](#)
Learn how to Select Courses, Arrange Courses to make your schedule and Register.

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

The page will refresh and list the dates online registration is available for the selected term will appear. To continue, click the 'Begin Online Registration' link.

Begin Online Registration

You can add courses to your Selected Courses by Searching the campus catalog or use the Quick Add if you already know the Course Code and Section Number. **I understand that the university requires all full-time students to carry health insurance coverage. To meet this requirement, students must make an election via the Student Health Insurance link on the myCHATHAM homepage by the close of add/drop.**

[View Online Registration Tutorial](#)
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- If you have previously registered for courses for the selected term, the courses you have registered for will be listed first followed by a 'Modify Online Registration' link. To make changes to your schedule, click the 'Modify Online Registration' link.
- A new window will open to allow you to register for courses. **Note: You may need to disable any pop up blockers you have installed to register.**

Online Registration Window

The Online Registration window has several sections.

- Course Search: The first section is a course search that will allow you to search for the course you wish to add to your schedule.
- Search Results: The next section lists the results of your search.
- Selected Courses: The final section lists any courses currently registered for in the selected term.

The screenshot shows two sections of the online registration interface. The top section, titled "Course Search", includes several dropdown menus: "Term Period" (set to "*All*"), "Display" (set to "All Courses"), "Sort by" (set to "Default"), "Areas of Study" (set to "None"), "Type" (set to "*All*"), and "Level" (set to "*All*"). There are also text input fields for "Keyword", "Code", and "Instructor". Below these fields is a weekly schedule grid with checkboxes for days of the week (MO, TU, WE, TH, FR, SA, SU), all of which are checked. A checkbox for "Meets ONLY on these days" is unchecked. Below the grid is a "Classes starting between:" section with two dropdown menus, both set to "*Any*", and a range separator "-". To the right of these fields are "Reset" and "Search" buttons. The bottom section, titled "Quick Add", has a heading "Enter course code and section to add to Selected Courses." followed by input fields for "Course Code" and "Section", and an "Add" button.

Course Search Section of Online Registration

Fields under Course Search:


- Term Period
 - The term period drop down will allow you to limit your search results to courses scheduled within specific dates.
- Display
 - **For best results, verify that the display drop down is set to 'All Courses'.**
 - Under the Display drop down box, if 'Required' is selected, only courses required for your degree and/or major will be displayed in the Search results.
 - If 'Elective' is selected, all courses available for you to register will be displayed in the Search results.
- Type
 - Use the Code box to type in the course code to limit the search (such as BIO, CHM or PSY).
- Instructor
 - Can be used to search for a particular faculty member by last name (such as Stubbs, MacNeil, Lenz, etc)

Fields under Quick Add:









- If you know the exact course number for the course (such as PSY 101) and section (such as 01) you wish to add, you can use the Quick add to add a particular course number and specific section to your schedule.

Adding Courses

To add courses to your schedule.

















1. Search for the course you want to add to your schedule using the search features outlined previously.
2. Click the  next to the course you would like to add.

Search Results - All Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
 ACT222	Financial Accounting Principles I	3.00	Lecture	Available	1	
 ACT322	Intermediate Accounting I	3.00	Lecture	Available	1	
 ACT325	Cost Accounting	3.00	Lecture	Available	1	
 ACT331	Auditing	3.00	Lecture	Available	1	
 ACT498	Tutorial: Accounting	4.00	Independent Study	Available	1	
 ACT499	Tutorial: Accounting	4.00	Independent Study	Available	5	
 ACT519	Intermediate Accounting I	3.00	Lecture	Available	1	
 ACT531	Auditing	3.00	Lecture	Available	1	

















3. This will expand the course to display all available sections.

Search Results - All Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study																														
 PSY101	General Psychology	3.00	Lecture	Available	2																															
<table border="1"> <thead> <tr> <th>Add</th> <th>Section</th> <th>Campus</th> <th>Location</th> <th>Course Schedule</th> <th>Delivery Method</th> <th>Instructor</th> <th>Seating</th> <th>Status</th> <th>Term Period</th> </tr> </thead> <tbody> <tr> <td></td> <td>01</td> <td>MAIN </td> <td>BUHL-BCKWTH</td> <td>MW 3:00p-4:15p</td> <td>Classroom</td> <td>Wister</td> <td>17/40/0</td> <td>Available</td> <td>8/26/2013-12/9/2013</td> </tr> <tr> <td></td> <td>02</td> <td>MAIN </td> <td>FALK:F010</td> <td>MWF 2:00p-2:50p</td> <td>Classroom</td> <td>Riordan</td> <td>16/40/0</td> <td>Available</td> <td>8/26/2013-12/9/2013</td> </tr> </tbody> </table>							Add	Section	Campus	Location	Course Schedule	Delivery Method	Instructor	Seating	Status	Term Period		01	MAIN 	BUHL-BCKWTH	MW 3:00p-4:15p	Classroom	Wister	17/40/0	Available	8/26/2013-12/9/2013		02	MAIN 	FALK:F010	MWF 2:00p-2:50p	Classroom	Riordan	16/40/0	Available	8/26/2013-12/9/2013
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 PSY11048PITT	Research Methods	4.00	Lecture	Full	1																															
 PSY213	Statistics and Research Design	3.00	Lecture	Available	1																															
 PSY217W	Critical Thinking in Psychology	3.00	Lecture	Available	1																															

4. To register for a specific section of a course, click the .



Search Results - All Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study																														
 PSY101	General Psychology	3.00	Lecture	Available	2																															
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5. The course will then be displayed under the Selected Courses section of the Registration window with a status of Selected.

Selected Courses


Please click the Proceed to Final Step button to register for your courses. [View Courses](#) [Proceed to Final Step](#)

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study	Term Period
<input checked="" type="checkbox"/>		PSY101	01	3.0	MAIN 	Classroom	Wister	17/40/0	Selected		8/26/2013-12/9/2013

6. Continue to Search and add courses.
7. When you have selected all courses you wish to register for, click the [Proceed to Final Step](#) button.
8. Verify the courses you are adding to your schedule and click the [Register/Drop](#) button.

Adding Classes
The following classes will be added to your schedule.

Please click the Register/Drop Courses button to submit your schedule. [Return to View Courses](#) or [Register/Drop](#)

Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study	Term Period
PSY101	01	3.0	MAIN 	Wister	17/40/0	Selected		8/26/2013-12/9/2013


9. A page containing your updated schedule will then be displayed.

NOTE: If you do not get to a page that allows you to Print your schedule, you have NOT completed the online registration process.

10. To add more courses to your schedule, click **1 Select** at the top of the registration screen.





Removing Courses from your Schedule To drop courses from your schedule,

1. In the Selected Courses section, click the  in the Action column to remove a course from your schedule.

Selected Courses

Please click the Proceed to Final Step button to register for your courses. [View Courses](#) [Proceed to Final Step](#)

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study	Term Period
<input checked="" type="checkbox"/>		ENG355	01	3.0	MAIN	Online	Stanko	15/15/0	Registered		10/16/2013-12/7/2013

2. The course will then reflect a  under Action and the status will be updated to "Pending Drop"

Selected Courses

Please click the Proceed to Final Step button to register for your courses. [View Courses](#) [Proceed to Final Step](#)

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study	Term Period
<input checked="" type="checkbox"/>		ENG355	01	3.0	MAIN	Online	Stanko	15/15/0	Pending Drop		10/16/2013-12/7/2013

3. Verify the courses you are dropping from your schedule and click the **Proceed to Final Step** to complete the course drop.

4. A page containing your updated course schedule will then be displayed.

Dropping Classes

The following classes will be dropped from your schedule.

Please click the Register/Drop button to submit your schedule. [Return to View Courses](#) or [Register/Drop](#)

Course	Sec	Cr	Campus	Instructor	Seating	Status	Areas of Study	Term Period
ENG355	01	3.0	MAIN	Stanko	15/15/0	Pending Drop		10/16/2013-12/7/2013

5. Click the **Register/Drop** to complete your schedule change.

6. To Add or Drop more courses from your schedule, click **1 Select** at the top of the registration screen.

