Planning Your Registration

To plan your registration for next semester you will need to access the online University Catalog for the year you entered the University or for the year you declared your major if this occurred after your first semester. [http://catalog.scranton.edu/index.php](http://catalog.scranton.edu/index.php)

Select the college in which your major or intended major resides. Currently you are enrolled in Panuska College of Professional Studies.
Three options are listed under each major.

Display Information for this department provides a program description and academic requirements.
Display programs for this department outlines the recommended sequence of required courses.
Display courses for this department gives a brief description of each course offered by the department.

After you have reviewed the information on the pages listed above you will be ready to plan your registration.
You will need to have your CAPP report, a block planner and a registration form.

Step 1
From the program page identify the next semester requirements for your major. Make a list of the courses in which you are not currently enrolled or that you have already completed. Your CAPP will show your current and completed courses.

Note
If you are ahead or behind on credits you may need to add courses from a previous semester or from a future semester.

Step 2
Open the Course Schedule Search and select the correct semester. https://ssbprd.scranton.edu/appprd/sycst.main

There are multiple options provided within searching for a course. The most basic is to simply select the subject.
Take time to become familiar with the various search options as they can be extremely helpful.

**STEP 3**
Execute a search for the courses in your major.

The course search results provide important information you will need for your planning. Some of the information in addition to the day and time the course will meet, that you will see:

- **View Books** is a link to the list of textbooks and their price for the section you have selected. Sometimes this is information is not initially available.
- **CRN** is the computer reference number, identifying the specific section. You will use this number to register for the course. If you click on the CRN you will be able to view the prerequisites for the course and other information related to the course and section.
- **CAP** is the number of students allowed to register for the section.
- **ACT** is the number currently enrolled.
- **REM** is the number of seats remaining.
- **Instructor** is the faculty assigned to the section. This will sometimes be TBA (to be announced/assigned).

**STEP 4**
Write your course selection in the appropriate area on the block schedule form. Include the CRN of the course in the block. It is best to have more than one option.

**STEP 5**
Continue selecting sections until you have a complete schedule.
STEP 6
Using the information on the block schedule form, fill in the Registration Form. YOU MUST HAVE THIS COMPLETED PRIOR TO MEETING WITH AN ADVISOR. Don’t worry about errors, if you are uncertain about a course, put it on the form anyway. At your advising meeting it can be changed.

Use the gray area to fill in alternate sections or courses to be used if your first (or second) section is closed at your registration time.

Notes

EXSC, NURS, OT and CPSA Majors
Students who are currently enrolled in BIOL 110, CHEM 112 or CHEM 110:
- You must register for the same section number for the lecture and lab for the spring semester. For example, if you are now in section 6 of BIOL 110, you must register for section 6 for the spring. After all students have registered there will be some opportunity to change your section. Talk with your advisor about this.
- You may not enroll in the second half of the course if you fail the second half.
- You are not required to take the second half of the course if you are not pursuing a major that requires the course.

EDUC Majors
Always check the course description (by clicking the CRN in Course Schedule Search) for information regarding field or service learning hours. All courses with these requirements mandate you have all three clearances as described in the University Catalog.