1. **Log on to the MyCGU Student Portal (mycampus.cg.edu).**

If you have difficulty with this, contact helpdesk@cg.edu or call (909) 621-8174 (x18174 from on-campus).

2. **Locate and click the “My Info” link along the left-hand side (QuickLaunch area). This will take you to your student center.**
3 **IN THE STUDENT CENTER, LOCATE AND CLICK THE “ADD OR DROP CLASSES” TILE**

4 **YOU ARE NOW READY TO BEGIN THE REGISTRATION PROCESS.**

Any classes you are already registered for will be listed on this screen. Click the Enroll link to add classes.
Clicking Enroll will bring you to the following page. Enter the 4-digit Class# listed on the CGU Schedule of Classes webpage (www.cgu.edu/schedule) for the course you wish to take, and press the enter button next to it.
If this course requires a permission number you may enter it now in the Permission Nbr field. You can also use this area to indicate that you wish to be placed on the Wait list by clicking on the “Wait list if class is full” option.

Please note that if the class can be taken for variable units (for example, for 0-4 units) you will see a drop down option to select the Units on the section below. It will always default to the lowest unit option available, so remember to select the units you wish to take (if you make a mistake on this you can always contact the Registrar’s Office who can assist you with correcting it).

Click the NEXT button when you are ready to proceed.
6 CONTINUE BY ADDING ANOTHER COURSE TO YOUR SHOPPING CART OR GO ON TO THE NEXT STEP.

If you added a class in error you can remove it by clicking the icon next to the class you want to remove. Click the button when done here.

7 CONFIRM YOUR COURSES.

This screen will show all courses currently in your shopping cart. Just like when shopping online, you are not finished until you “checkout.” For online registration you do this by clicking the button.

NOTE: You are not registered until you click the Finish Enrolling button!
8  CONGRATULATIONS, YOU’RE DONE!

You can add another class or view your schedule from this page.