

Registering Students in CampusVue (Course in a Future Status) Quick Guide

Login to CampusVue

Locate the student to register using **binoculars** on the toolbar

From the Academic Records tab in the student bar click **Schedule**

Single click on the **class**

Click **Register**

Current Course will be auto selected → click **Next**

Select term → click **Next**

Select section → click **Finish**

If the registration is successful, you will see the student schedule screen with the course and section under the term registered.

If there are prerequisites, or wait list issues a **pop-up box** will appear. Click **Yes** to place student on waitlist.



Registering Students in CampusVue (Course Not Appearing on Student Schedule or Courses Being Repeated) Quick Guide

Login to CampusVue

Locate the student to register using **binoculars** on the toolbar

From the Academic Records tab in the student bar click **Schedule** folder

Click **Add**

Click **Current Course**

Search for the course or enter course number

Click **Next**

Select term → click **Next**

Select the section → click **Finish**

If the registration is successful, you will see the student schedule screen with the course and section under the term registered.

If there are prerequisites, or wait list issues a **pop-up box** will appear. Click **Yes** to place student on waitlist.

