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.