Tips for a Successful Registration

1. **Plan for your courses ahead of time.**
   SSA offers several resources to help you plan out your time here. Visit [https://myssa.uchicago.edu/Students/](https://myssa.uchicago.edu/Students/) for tools that will help you track requirements, learn about courses and when they are offered, and understand registration policies before it is time to register. You can also make an appointment with Joe Edwards, Associate Dean of Students, for advice on what courses to take, receive a printout of your degree audit, discuss your academic trajectory, etc.

   Courses fill up quickly on the first day of Registration. It is advised that you plan back-up courses in case you cannot get into your desired courses.

2. **Make sure you take care of holds and restrictions on your student account as soon as you are notified about them. You cannot participate in Registration if you have a hold or restriction.**
   The Office of the Dean of Students sends out advisories to students who have a Category 2 restriction on their account well in advance of Registration to give students the chance to clear up the restriction. Students with active restrictions during Registration will not be able to register for classes. It takes approximately 1-2 business days for the restriction to clear the University systems. Typical causes of a hold or restriction include: failure to update your personal information on myuchicago.edu, late tuition payments, library fine holds, and immunization restrictions.

3. **Time to Register!**
   Registration always begins at 8:30am on Monday of Registration week. The dates and times of Registration are controlled by the Office of the Registrar. To register for classes go to [https://classes.uchicago.edu/](https://classes.uchicago.edu/) and sign in with your CNET ID and password. It is highly recommended that you do not open multiple windows on your browser to try to register for classes. This actually overloads the servers, which sees each individual window as a separate user. Students who do this often report technical delays and even get booted off the system. As tempting as it is, please do not open multiple windows to register or you increase your risk of being locked out of the necessary websites.

   If you the class you want is full, register for other classes that interest you. You should always register for your full course load as determined by your program (full-time Masters is 3 courses, part-time/EEP Masters is 2 courses). You will have the option of joining a waitlist which will be available at 12:00pm on the first day of Registration. While it doesn’t guarantee a spot in a class, it gives you another opportunity to be enrolled.

   **For questions, comments, or concerns about Registration please contact the Office of the Dean of Students at dos@ssa.uchicago.edu or 773-702-1135.**