

Quick Registration instructions

QUICK INSTRUCTIONS

Go to [ConnectCUNE.cune.edu](https://connectcune.cune.edu) (the portal).

Log in with your CU Username (usually: firstname.lastname) and password. This is the same login info as you use for Blackboard and cune.org email.

Click on the Academic Life tab. On the left side, third box down is the 'channel' labeled Registration Tools.

The link "Registration Status" provides a summary of our records which influence when and how you can register. Choose a term and "Submit"



This symbol indicates issues which will interfere with your ability to register. [Click here](#) for information about clearing up those issues.

On-campus students: Undergrads in the traditional program at Seward must have an "AltPIN" to register.

- Your academic advisor provides the AltPIN which changes each semester.
- Make sure you have the correct AltPIN by clicking the "Verify AltPin" link. Do this a few days before your registration time slot opens.
- [Click here](#) for more information about AltPINs.

Use the "Look Up Classes" link to search the schedule for courses which you need. Click the box next to the course(s) you want and click the "Register" button. Or, click the "Add to Worksheet" button.

If you know the CRNs you need, use the "Add or Drop Classes" link which takes you to the Worksheet. To add a course type the CRN in the box and "Submit Changes."

To drop a course, or to audit a course, use the drop down box.

Use the Banner Self-Service channel in the center of the page: Student: Registration to access other registration services.

If you run into something these instructions don't cover, read the detailed instructions [here](#).

The other way:

Some of you with experience at Concordia will find you can still use the 'old' way of getting to the registration pages. Once you get past the log in using J# and PIN you'll find the same Self-Service Banner you get to when using the portal.

We recommend using the portal.