Registration Checklist

☐ ## Confirm your own registration date and time

Look in your **PeopleSoft Student Systems** > Student Center > Enrollment Dates for your registration appointment. It's based on how many completed units you have.
Tip: Set an alarm on your phone or computer to remind yourself to register!

☐ ## Meet with your Faculty Advisor and get your Advisor Registration Hold removed

Review your **Curriculum Roadmap** and **Smart Planner** with your Faculty Advisor to confirm which classes you should be registering for. Faculty Advisors will remove your Advisor Registration Hold after you meet with them.

☐ ## Make sure you don't have any other holds

Check your PeopleSoft Student Center under **Holds**. If you do have a hold (i.e., accounting, health center, etc.) contact that department right away to resolve it.
Tip: If it doesn't actually say it's a "hold", it's probably not a hold, only a reminder.

☐ ## Create a schedule in Schedule Planner

Once you've confirmed which classes to take, create your schedule in **Schedule Planner**. Remember to send it to your PeopleSoft Shopping Cart.

☐ ## Register for your classes in PeopleSoft on your registration date

For **General Education Courses and Class Restrictions Lists**, check out the Office of the Registrar webpage.
Tip: If you need assistance with any of these steps, reach out to a **University Advisor**! Make an appointment in Passport, stop by drop-in hours, or email advisor@csum.edu.