

# How to Register for Courses via my.Pfeiffer Portal

1. Log into your portal account
2. On the Home tab, scroll to the bottom of the screen and look for the “Class Schedule Search” portlet

The screenshot displays the my.Pfeiffer portal interface. At the top, the university logo "my.Pfeiffer Beyond Boundaries UNIVERSITY" is visible. Below the logo, a navigation bar includes links for Home, Financial Aid, Parent's Page, Campus Life, Admissions Resources, Student Resources, Campus Employment, and My Pages. A search bar is located on the right side of the navigation bar. The main content area is divided into several sections:

- my.Pfeiffer Home:** A sidebar menu with links for Campus Announcements, Welcome!, Class Schedule Search, IMPORTANT NEWS -- MISENHEIMER STUDENTS, Forms and Policies, and Bookmarks.
- Campus Announcements:** A section titled "Campus Announcements" with a sub-header "You have no incoming announcements." and a link "Show All Announcements".
- Welcome!:** A section titled "Welcome!" with a sub-header "New Students - Email, Network Accounts and My.Pfeiffer". It contains information for "GRADUATE STUDENTS and ADULT DEGREE COMPLETION STUDENTS" and "MISENHEIMER STUDENTS".
- Class Schedule Search:** A section titled "Class Schedule Search" with a sub-header "Add/Drop". It includes an alert: "Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations." and a "Current Term: Spring 2017/18" indicator. Below this, there are links for "Add/Drop Courses" and "Course Search".
- IMPORTANT NEWS -- MISENHEIMER STUDENTS:** A section titled "IMPORTANT NEWS -- MISENHEIMER STUDENTS" with a sub-header "Struggling? Confused?". It contains a message: "Can't find the answer to a question? Help is available. You will need to log into the portal first."
- Forms and Policies:** A section titled "Forms and Policies" with a sub-header "Student Life". It includes a link "Go to Main Screen".
- Bookmarks:** A section titled "Bookmarks" with a sub-header "Pfeiffer Sites". It lists various links such as "Catalog - Misenheimer Undergraduate 2017-2018", "Catalog - Graduate and CPA 2017-2018", "Catalog - Misenheimer Undergraduate 2016-2017", "Catalog - Graduate and CPA 2016-2017", "Catalog - Misenheimer Undergraduates 2015-2016", "Catalog - Graduate and CPA 2015-2016", "Pfeiffer Email - Faculty / Staff", "Pfeiffer Email - Students", "Blackboard", "Pfeiffer Library", "Pfeiffer University Website", "Pfeiffer Alumni", "Dining Services", "Bookstores", "Charlotte Bookstore", "Misenheimer Bookstore", "Other Sites", "Student Loans Web Portal", and "Health Insurance Waiver Site". It also includes a "Go to Main Screen" link.

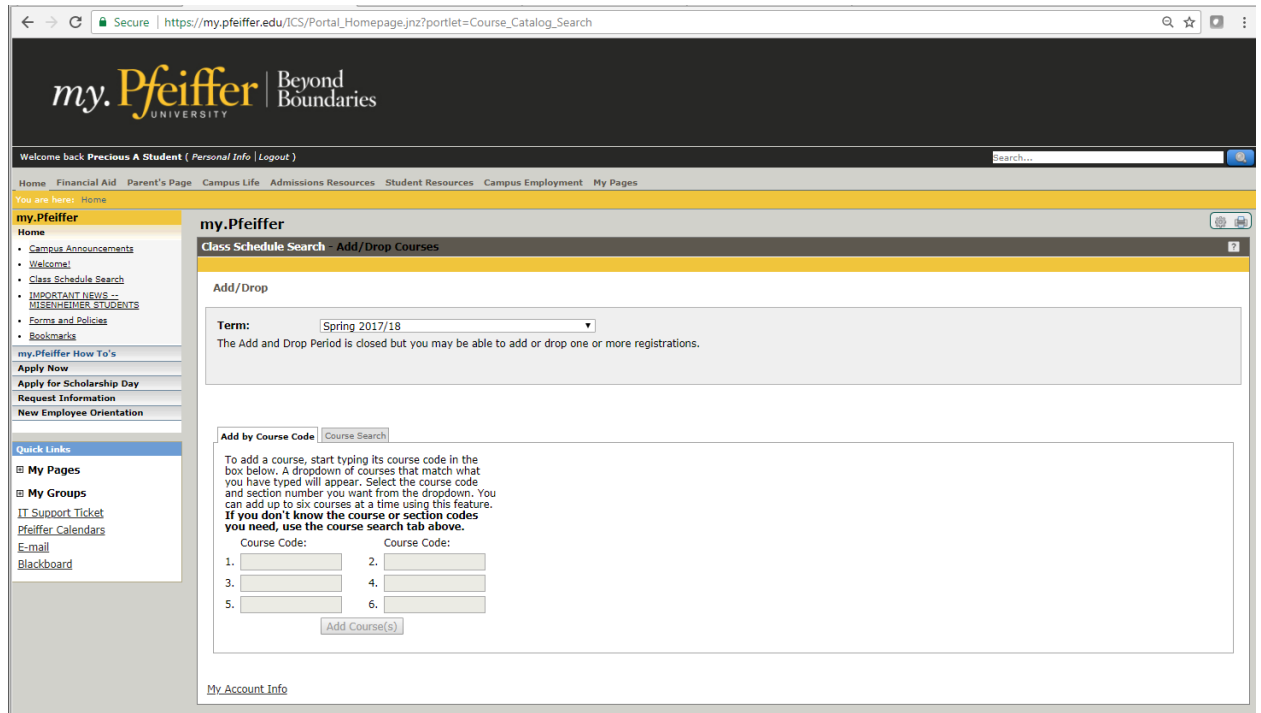
3. You may see links requiring you to update your Personal Information and to review our Terms and Conditions. If so, you will need to complete those forms before actually registering for classes.

4. By clicking on the portlet's dark gray title bar, it will focus only on that portlet and it will display additional options, including but not limited to selecting the desired term.

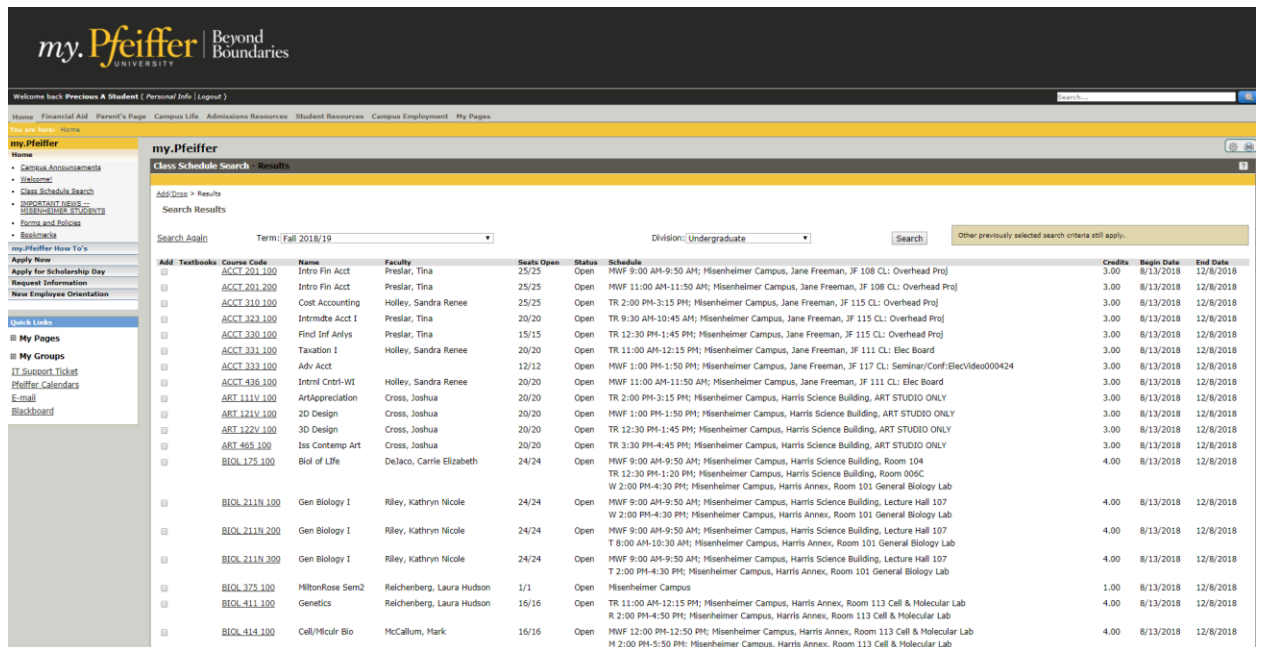
The screenshot displays the my.Pfeiffer website interface. At the top, the logo for my.Pfeiffer University is visible with the tagline "Beyond Boundaries". Below the logo, a navigation bar includes links for Home, Financial Aid, Parent's Page, Campus Life, Admissions Resources, Student Resources, Campus Employment, and My Pages. A search bar is located on the right side of the navigation bar. The main content area is divided into a left sidebar and a main portlet. The sidebar contains a "my.Pfeiffer" menu with links to Home, Campus Announcements, Welcome!, Class Schedule Search, IMPORTANT NEWS -- MISSEMER STUDENTS, Forms and Policies, Bookmarks, my.Pfeiffer How To's, Apply Now, Apply for Scholarship Day, Request Information, and New Employee Orientation. Below the sidebar is a "Quick Links" section with links to My Pages, My Groups, IT Support Ticket, Pfeiffer Calendars, E-mail, and Blackboard. The main portlet is titled "my.Pfeiffer" and "Class Schedule Search - Add/Drop Courses". It features a dark gray title bar. Below the title bar, there is a section for "Add/Drop" with a "Term:" dropdown menu set to "Spring 2017/18" and a message: "The Add and Drop Period is closed but you may be able to add or drop one or more registrations." Below this is a "Course Search" section with a "Title:" dropdown menu set to "Begins With", a "Course Code:" dropdown menu set to "Begins With", a "Term:" dropdown menu set to "Spring 2017/18", a "Department:" dropdown menu set to "All", and a "Division:" dropdown menu set to "All". There are "Search" and "More Search Options" buttons at the bottom of the search section. A "My Account Info" link is located at the bottom left of the portlet.

5. From this view you can also begin to building your courses for the specified term. Course Search options include Title, Code, Department and Division. If you leave the options blank and simply click the Search button, you will see all course offerings for the specified term. There are additional options under the "More Search Options" link.

6. The “Add by Course Code” tab view allows you to add by the Course Code if you know it; however, this is generally not successful, as you have to know the exact code, including the right number of spacebars to make this work. This route is not advised.



7. Once you have found the course, you should see a small check box in the far left “Add” column. Toggle the check box “on” with your mouse and click the “Add Courses” button at the bottom of the screen to reserve a seat in this course.



Home Financial Aid Parent's Page Campus Life Admissions Resources Student Resources Campus Employment My Pages

my.Pfeiffer

my.Pfeiffer Home

- Calendar Announcements
- Income
- Class Schedule Search
- Important Pages
- Misenheimer Students
- Forms and Policies
- Bookmarks

my.Pfeiffer How To's

- Apply Now
- Apply for Scholarship Day
- Request Information
- New Employee Orientation

Links

- My Pages
- My Groups
- IT Support Ticket
- Pfeiffer Calendars
- E-mail
- Blackboard

my.Pfeiffer

Class Schedule Search Results

Add/Close > Results

Search Results

Search Again Term: Fall 2018/19 Division: Undergraduate Search

Other previously selected search criteria still apply:

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		ACCT 201.100	Intro Fin Acct	Preslar, Tina	25/25	Open	MWF 9:00 AM-9:50 AM; Misenheimer Campus, Jane Freeman, JF 108 CL: Overhead Proj	3.00	8/13/2018	12/8/2018
<input checked="" type="checkbox"/>		ACCT 201.200	Intro Fin Acct	Preslar, Tina	25/25	Open	MWF 11:00 AM-11:50 AM; Misenheimer Campus, Jane Freeman, JF 108 CL: Overhead Proj	3.00	8/13/2018	12/8/2018
<input type="checkbox"/>		ACCT 310.100	Cost Accounting	Holley, Sandra Renee	25/25	Open	TR 2:00 PM-3:15 PM; Misenheimer Campus, Jane Freeman, JF 115 CL: Overhead Proj	3.00	8/13/2018	12/8/2018
<input type="checkbox"/>		ACCT 323.100	Intrmdte Acct I	Preslar, Tina	20/20	Open	TR 9:30 AM-10:45 AM; Misenheimer Campus, Jane Freeman, JF 115 CL: Overhead Proj	3.00	8/13/2018	12/8/2018
<input type="checkbox"/>		ACCT 330.100	Find Inf Anlys	Preslar, Tina	15/15	Open	TR 12:30 PM-1:45 PM; Misenheimer Campus, Jane Freeman, JF 115 CL: Overhead Proj	3.00	8/13/2018	12/8/2018
<input type="checkbox"/>		ACCT 331.100	Taxation I	Holley, Sandra Renee	20/20	Open	TR 11:00 AM-12:15 PM; Misenheimer Campus, Jane Freeman, JF 111 CL: Elec Board	3.00	8/13/2018	12/8/2018
<input type="checkbox"/>		ACCT 333.100	Adv Acct		12/12	Open	MWF 1:00 PM-1:50 PM; Misenheimer Campus, Jane Freeman, JF 117 CL: Seminar/Conf: ElecVideo000424	3.00	8/13/2018	12/8/2018
<input type="checkbox"/>		ACCT 436.100	Intrnl Cntrl-WI	Holley, Sandra Renee	20/20	Open	MWF 11:00 AM-11:50 AM; Misenheimer Campus, Jane Freeman, JF 111 CL: Elec Board	3.00	8/13/2018	12/8/2018
<input type="checkbox"/>		ART 111V.100	ArtAppreciation	Cross, Joshua	20/20	Open	TR 2:00 PM-3:15 PM; Misenheimer Campus, Harris Science Building, ART STUDIO ONLY	3.00	8/13/2018	12/8/2018
<input type="checkbox"/>		ART 121V.100	2D Design	Cross, Joshua	20/20	Open	MWF 1:00 PM-1:50 PM; Misenheimer Campus, Harris Science Building, ART STUDIO ONLY	3.00	8/13/2018	12/8/2018
<input type="checkbox"/>		ART 122V.100	3D Design	Cross, Joshua	20/20	Open	TR 12:30 PM-1:45 PM; Misenheimer Campus, Harris Science Building, ART STUDIO ONLY	3.00	8/13/2018	12/8/2018
<input type="checkbox"/>		ART 465.100	Iss Contemp Art	Cross, Joshua	20/20	Open	TR 3:30 PM-4:45 PM; Misenheimer Campus, Harris Science Building, ART STUDIO ONLY	3.00	8/13/2018	12/8/2018
<input type="checkbox"/>		BIOL 125.100	Biol of Life	DeJaco, Carrie Elizabeth	24/24	Open	MWF 9:00 AM-9:50 AM; Misenheimer Campus, Harris Science Building, Room 104 TR 12:30 PM-1:20 PM; Misenheimer Campus, Harris Science Building, Room 066C W 2:00 PM-4:30 PM; Misenheimer Campus, Harris Annex, Room 101 General Biology Lab	4.00	8/13/2018	12/8/2018
<input type="checkbox"/>		BIOL 211N.100	Gen Biology I	Riley, Kathryn Nicole	24/24	Open	MWF 9:00 AM-9:50 AM; Misenheimer Campus, Harris Science Building, Lecture Hall 107 W 2:00 PM-4:30 PM; Misenheimer Campus, Harris Annex, Room 101 General Biology Lab	4.00	8/13/2018	12/8/2018
<input type="checkbox"/>		BIOL 211N.200	Gen Biology I	Riley, Kathryn Nicole	24/24	Open	MWF 9:00 AM-9:50 AM; Misenheimer Campus, Harris Science Building, Lecture Hall 107 T 8:00 AM-10:30 AM; Misenheimer Campus, Harris Annex, Room 101 General Biology Lab	4.00	8/13/2018	12/8/2018
<input type="checkbox"/>		BIOL 211N.300	Gen Biology I	Riley, Kathryn Nicole	24/24	Open	MWF 9:00 AM-9:50 AM; Misenheimer Campus, Harris Science Building, Lecture Hall 107 T 2:00 PM-4:30 PM; Misenheimer Campus, Harris Annex, Room 101 General Biology Lab	4.00	8/13/2018	12/8/2018
<input type="checkbox"/>		BIOL 375.100	MiltonRose Sem2	Reichenberg, Laura Hudson	1/1	Open	Misenheimer Campus	1.00	8/13/2018	12/8/2018
<input type="checkbox"/>		BIOL 411.100	Genetics	Reichenberg, Laura Hudson	16/16	Open	TR 11:00 AM-12:15 PM; Misenheimer Campus, Harris Annex, Room 113 Cell & Molecular Lab R 2:00 PM-4:30 PM; Misenheimer Campus, Harris Annex, Room 113 Cell & Molecular Lab	4.00	8/13/2018	12/8/2018
<input type="checkbox"/>		BIOL 414.100	Cell/Micrur Bio	McCallum, Mark	16/16	Open	MWF 12:00 PM-12:50 PM; Misenheimer Campus, Harris Annex, Room 113 Cell & Molecular Lab W 2:00 PM-5:50 PM; Misenheimer Campus, Harris Annex, Room 113 Cell & Molecular Lab	4.00	8/13/2018	12/8/2018
<input type="checkbox"/>		BIOL 417.100	Plant Morpholog	DeJaco, Carrie Elizabeth	16/16	Open	MWF 1:00 PM-1:50 PM; Misenheimer Campus, Harris Science Building, Room 104 W 2:00 PM-4:50 PM; Misenheimer Campus, Harris Science Building, Room 104	4.00	8/13/2018	12/8/2018

Add Courses

AC - BI | BL - CH | CH - CO | CO - ED | ED - EN | EN - EN | EN - HS | HS - MU | HU - HU | HU - R6 | RA - SO | SO - UN | UN - VC Next Page >>>

## Reasons why they “add box” may not appear:

- You are not in the proper class standing. The course is “for Juniors or Seniors” and you are still a sophomore or freshman. Or this course is reserved for Adult Degree Completion students and you are attending classes on the Misenheimer campus.
  - Your registration window is not open yet. On the Misenheimer campus, registration windows open by projected class standing – Seniors first, Junior second, Sophomores third then Freshman. You need to know your class standing by the number of hours you have earned plus the number of hours in your current semester load to determine your projected standing. See where that number falls in the classification definition in the catalog. Graduate and Adult Degree Completion Students open on the first day or pre-registration.
  - You do not have a valid “Tel-Web-Reg-Group” code in the system. This is the code that opens your registration window. We assign these systematically, and the likelihood this is the problem is very improbable, but still possible.
  - You are trying to register for a course in a different division – a graduate level course and you are an undergraduate student, or vice-versa.
8. You may receive error messages from the system if you are attempting to take courses outside of your program of study, if you are repeating a course, if you adding a course that is already full and it will place you in a waitlisted status, or if you are needing a pre-requisite course. Please read the messages. If you have questions as to why you are getting them, ask your advisor. They should be able to answer or point you in the right direction.