



HOW DO I REGISTER FOR CLASSES ON-LINE AT USU PRICE OR USU CASTLE DALE?

New students or continuing students at Utah State University – Price (USU Price) or USU Castle Dale are encouraged to register for classes on-line. If you plan to take classes at USU Price please register for classes as instructed below. If you plan to take classes at USU Castle Dale please register for classes as outlined below, and then follow the special instructions at the end of the document.

- 1) Contact your official Academic Advisor via e-mail or phone on the Logan or the Uintah Basin campus and discuss which classes would be best for you to take for the semester. It is **VERY IMPORTANT** that you contact your advisor at least once a semester to discuss which classes you should take and your academic progress.
- 2) Once you know the classes that want to take, start at the USU Price home page (<http://price.usu.edu/>).
- 3) Click on the appropriate semester schedule (“[Semester and Year] Course Schedule and Registration”) in the left hand column (for example “Spring 2010 Course Schedule and Registration”). If you’re asked to enter a zip code enter the Price zip code which is 84501.

It is **VERY IMPORTANT** that you register for classes at the correct USU campus or center. USU Price and Castle Dale students should register for classes through USU Price, and by going through the USU Price home page (<http://price.usu.edu/>) and selecting the appropriate semester and year this should make it so that the courses uploaded are for the correct semester and specifically for USU Price.

- 4) When the web page loads **make sure that you’re looking at classes for the semester and year in which you would like to register (e.g. “Spring 2010”).** If it is the wrong semester and year please change the class schedule to the correct semester by clicking on the “Semester” drop down menu and clicking on the correct semester and year.
- 5) To view all of the courses you can register for at USU Price or USU Castle Dale simply click on the **“Search >>”** button and **all the available courses** will load.

The following four types of courses are available at USU Price and/or USU Castle Dale: Online, Interactive Broadcast (also called “Broadcast”), Face-to-Face, and Print/CD (also called “Independent Study”). **Be sure and register in the correct type of course that you’re interested in completing.** Most students at USU Price and Castle Dale will register for “Broadcast” and “Online” courses.

You can search for a specific type of course by unchecking the boxes of courses you’re not interested in taking under “Course Types” and clicking on the “Search >>” button.

You can also find the classes you want to register for by the academic department. To do this select an academic department under the “Subjects” listing (or select multiple academic departments while pressing the “Ctrl” key) and then click on the “Search >>” button.

- 6) Click on the course that you are interested in registering for or learning more information about (for example “PSY 2800 Psychological Statistics”).

When you click on a specific course you will be brought to a web page that gives additional information about the course. Be sure and check if you’re registering for an **Online, Interactive Broadcast (IB), Face-to-Face, or Independent Study** course, and register for the type of course that best fits your needs. Students can click on the “Course Description” button to see the description of the course from the USU on-line catalog.

- 7) Select the courses in which you would like to register by clicking on the “save course” button. If needed, click on the “<< back” button to look at and/or select additional courses. The number of

courses you have saved will show at the right-hand side of the screen. If you need to remove a "saved" course then click on the "X" button next to the course.

- 8) When you've selected all the courses that you want for the semester click on the "Register Now" button at right-hand side of the screen next to the "Saved Courses (#)" information..
- 9) If you are asked if you have taken classes at USU in the last 12 months select "yes" and press the "register through Access" button. You may not be asked if you have taken courses in the last 12 months. **New students (those taking classes for the first time) at USU Price or USU Castle Dale should select "yes" and press the "register through Access" button if they are asked if they have taken courses in the last 12 months.**
- 10) A small window will pop up at the bottom of the web page. Through this new window you will login to Utah State University (USU) "Access" by entering your A number, your PIN (Personal Identification Number), and then you should select the "login" button. You will then come to the "Main Menu" of USU Access.
- 11) Click on the "Student & Financial Aid" option.
- 12) Then click on the "Registration" option.
- 13) You should next select the "Add or Drop Classes" option.
- 14) At this point you will most likely be asked to select the semester you want to register for classes (choose the appropriate semester, for example "Spring 2010").
- 15) You will then be asked to enter the CRN's (Course Registration Numbers) in boxes in Access. All the courses that you selected earlier (including the CRN's) should be at the top, right hand of the side of the screen. Enter all the CRN's in the boxes (one CRN per box), and press the "add classes" button.

You are now registered for the classes you selected.

If when you press the last "add classes" button you get a message that you have an advisor hold and can't register for classes, then you will need to contact your official Major Advisor on the Logan or Uintah Basin campus to rectify the advisor hold. Advisor contact information is contained in the Degree Information and Worksheets (DI&W) for USU Price.

Please note that when you select the last "add classes" button you are committing to pay for all classes for which you register.

All classes (except the last class) can easily be dropped on-line at the "Add or Drop Classes" screen in Access (this ends the first day of the semester). If you have registered for the wrong course for some reason please drop the course and register for the correct course on-line. If it is after the first day of the semester then come to the USU Price information desk for assistance (address and phone number below).

Taking Classes at USU Castle Dale – If you plan to take classes at USU Castle Dale please register for classes as outlined above. After you have officially registered for classes it's very important to please contact the USU Price Staff Assistant (Linda Smith, 435-613-5610, linda.smith@usu.edu), and let her know what classes you would like to take at USU Castle Dale. The appropriate arrangement will then be made for you to take the courses at USU Castle Dale. If you do not let Linda know that you want to take classes at USU Castle Dale then the classes you registered for will be scheduled in USU Price classrooms.

If you have problems registering on-line for classes please come to the USU Price information desk and a staff member will be happy to assist you through the on-line registration process in the computer lab. USU Price is located on the campus of the College of Eastern Utah in the Computer Business Building (first floor, northwest corner), just east of Pioneer Park (155 E. 500 N., Price), 435-613-5610, <http://price.usu.edu/>.