

Spring 2024 Course Registration Instructions

Log in to PrideNET

- Username: first part of your SC email address (without “@springfieldcollege.edu”)
- Password: Your personal password. Contact TSC for help resetting password
- Click “MyProfile” tab.
- Click “My Student Profile”.

Find your Registration Time Ticket:

1. Click “Registration Notices” in the upper right.
2. Review “Time Ticket” information.

The screenshot shows a student profile page with the following details:

- Overall Hours: 127 | Overall GPA: 3.562
- Registration Notices: 4 (indicated by a blue arrow)
- Holds: 0
- CURRICULUM, HOURS & GPA**
- Primary tab selected
- Degree: Bachelor of Science
- Level: Undergraduate
- Major: Finance
- Department: Business Management
- Concentration: Not Provided
- Minor: Not Provided
- Admit Type: Not Provided
- Admit Term: Fall 2016
- Catalog Term: Summer 2023
- REGISTERED COURSES: Not Registered
- Overall Academic Standing:** Good Standing (Permits Registration)
- Student Status:** Active (Permits Registration)
- Enrollment Status:** Permits Registration
- Time Tickets:** Not Provided - Time Ticket is required to register. (Circled in blue)

Meet with your academic advisor to remove your Reg Clearance Hold:

1. You can see if registration clearance has been granted by ensuring “Reg Clearance Hold” is no longer listed under Holds.

The screenshot shows a student profile page with the following details:

- Overall Hours: 127 | Overall GPA: 3.562
- Registration Notices: 4
- Holds: 1 (Circled in blue)
- CURRICULUM, HOURS & GPA**
- Primary tab selected
- Degree: Bachelor of Science
- Level: Undergraduate
- Reg Clearance Hold** (Circled in blue)

Resolve your Registration Holds:

1. Click “Holds” in the upper right.
2. You must have 0 holds on your account to register for classes and access the “Register for Classes” link.

The screenshot shows a student profile page with the following details:

- Overall Hours: 110.5 | Overall GPA: 3.933
- Registration Notices: 4
- Holds: 0
- CURRICULUM, HOURS & GPA**
- Primary tab selected
- Degree: Bachelor of Science
- Level: Undergraduate
- There are no holds to be displayed.** (Circled in blue)

How to Register for Classes:

1. Click “Registration and Planning” on the left.
2. Click “Register for Classes”. *NOTE: This link will only work if you do not have any holds on your account and it is your access day and time (or later).*

To register for classes using Enter CRNs:

1. Click "Enter CRNs" and enter one CRN per box.
2. Click "Add to Summary" to add courses to your "shopping cart". *NOTE: Courses in your Summary box, marked as pending, do not reserve you a seat in the course.*
3. Click "Submit" in the Summary box to "buy" your courses in your shopping cart and officially register.

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN Introduction To Business BUSM 150, 42

CRN Clinical Practicum CMDS 486, 41

CRN

[+ Add Another CRN](#) **Add to Summary**

To register for classes using Find Classes:

1. Search for each course one-by-one using the Course Search Instructions.
2. Click "Add" next to each course to add them to your "shopping cart" in the Summary box. *NOTE: Courses in your Summary box, marked as pending, do not reserve you a seat course.*
3. Click "Submit" in the Summary box to "buy" your courses in your shopping cart and officially register.

Find Classes **Enter CRNs** Schedule and Options

Search Results — 5 Classes Term: Fall 2023 Course: BUSM150 Business Management Search Again

CRN	Course Prefix	Course Number	Section	Title	Credits	Inst	Campus	Seats	IV	LI	Add
40172	BUSM	150	41	Introduction To Business	3		Main Campus	25 of 25 seats remain.			Add
40173	BUSM	150	42	Introduction To Business	3		Main Campus	24 of 25 seats remain.			Add
40174	BUSM	150	43	Introduction To Business	3		Main Campus	25 of 25 seats remain.			Add

Summary Tuition and Fees

CRN	Course Section	Title	Cred	Modality	Enrollment Status	Action
40173	BUSM 150, 42	Introduction To Busine...	3		Pending	Add
40271	CMDS 486, 41	Clinical Practicum	6		Registered	None
40983	PSYC 101, 41	Introduction To Psych...	3		Registered	None

Total Hours | **Registered: 9** | **Billing: 9** | **CEU: 0** | **Min: 0** | **Max: 20.5**

Conditional Add and Drop **Submit**

Summary Tuition and Fees

CRN	Course Section	Title	Cred	Modality	Enrollment Status	Action
40173	BUSM 150, 42	Introduction To Business	3		Registered	None
40271	CMDS 486, 41	Clinical Practicum	6		Registered	None
40983	PSYC 101, 41	Introduction To Psych...	3		Registered	None

Total Hours | **Registered: 12** | **Billing: 12** | **CEU: 0** | **Min: 0** | **Max: 20.5**

Conditional Add and Drop **Submit**