How to register for courses online
Student Guide

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First, refer to your *Advising Worksheet* for the list of courses you still need to take. Go to [my.lynn.edu](http://my.lynn.edu) and log in with your Lynn University credentials. Then, select **Academics** from the horizontal navigation menu.

Then, select **Student** from the vertical navigation menu.
At the bottom of the page, under **My Degree Programs**, select **View All Details**.

Under **My Degree Progress - Degree Audit Summary**, select **Advising Worksheet**.
The classes you have completed are marked with a green check.

In Progress courses are marked with a yellow circle.

Classes you still need to take have a red x.
Now that you know all of the courses you still need to take, have a look at all of the courses offered by visiting the schedule: https://lynn.edu/schedule. Choose the Academic Year and Term, enter the Course Components, then press the blue Process button.

You will be brought to a list of courses indicating their Section, Instructor, Day, Time, Location, and Status (Open or Closed).

Note: Online classes have an I in their course code. For example, MBA 511 I - LEADERSHIP & MGMT OF ORGANIZATIONS. In the screenshot below, the green arrows point to the online classes.
Make a note of the ideal courses which work best for you. Create a rough draft of your schedule.

Return to the Student page on myLYNN. On the Student page, click on Add/Drop Courses.

Verify you do not have any Holds, or you could be prevented from registering. Note: Registration warnings will not prevent you from registering.

Use the drop-down menu to select the Term you need, enter your Course Code, then press Search.
When you see the course for which you’d like to register, check the **Add** box, then the **Add Course** button.

Note: If you do not see an Add box, this means you have a Hold and will not be able to register until it is removed.

Continue searching and adding courses until your schedule is complete.

Once you have successfully added all of your courses and created your schedule, make sure to email your Academic Advisor and apprise them.

If you need assistance, please contact your Academic Advisor.