

Online Student Registration Instructions:

Best results with Internet Explorer

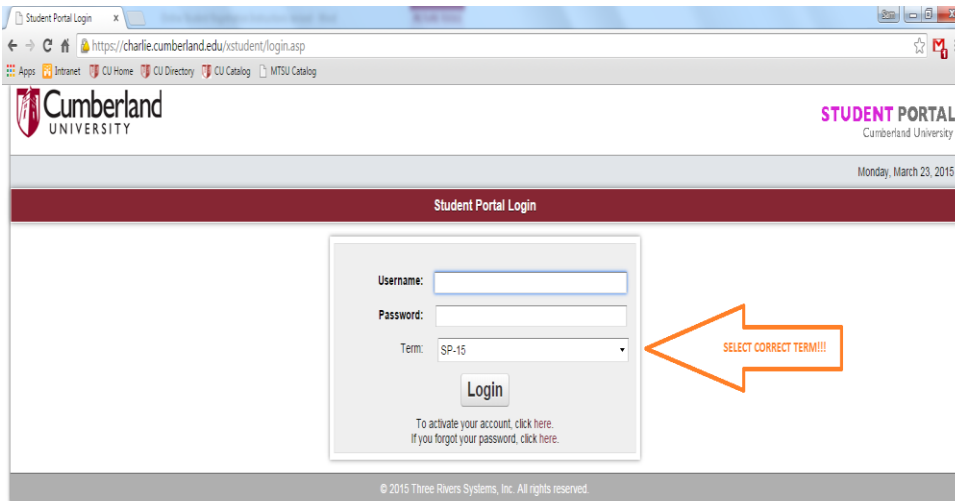
Check the CU Register for dates your registration period is open.

MAKE SURE YOU ARE NOT REPEATING COURSES!!!

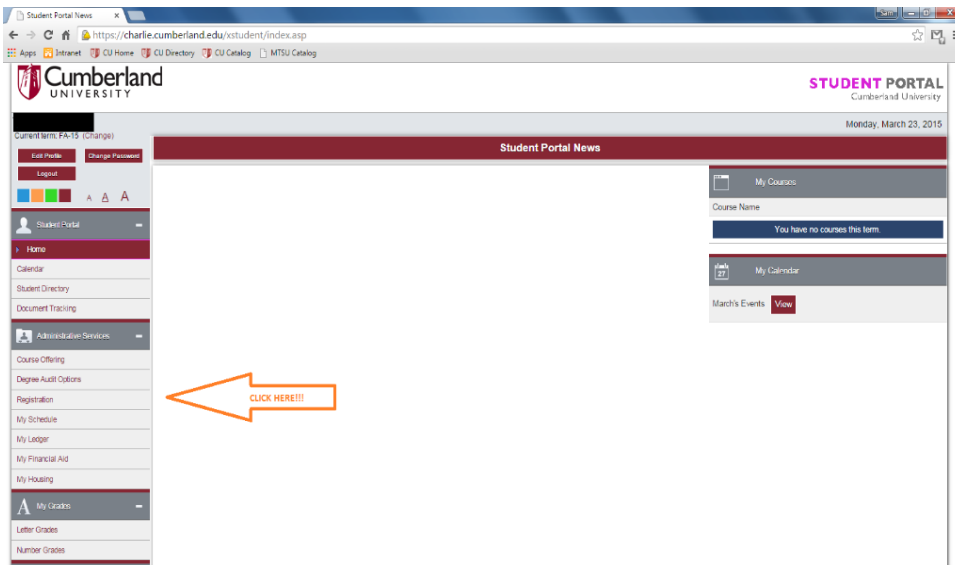
STEP 1: Login to your CAMs Student Portal (copy and paste link):

<https://charlie.cumberland.edu/estudent/login.asp>

USE THE DROP DOWN ARROW TO SELECT THE TERM YOU ARE REGISTERING FOR.



STEP 2: From the menu on the left of the screen below select REGISTRATION



*****If you see a "Registration Alert" regarding your advisor, you need to first see your advisor to release your access to an on-line registration. If you do not see a "Registration Alert" or have had you access cleared, continue to the next page.*****

If you receive a "Registration Alert" regarding Priority Registration, you will not be able to register until your Priority Registration (for your classification) period begins.

STEP 3: You may now register by selecting your desired courses.

1. **Filter 1st by selecting your location!!! (Main, MJ Center, OR Net.Work)**
2. **Then filter by Dept. and Course #. (i.e. Math 111)**
3. **Apply Filter**

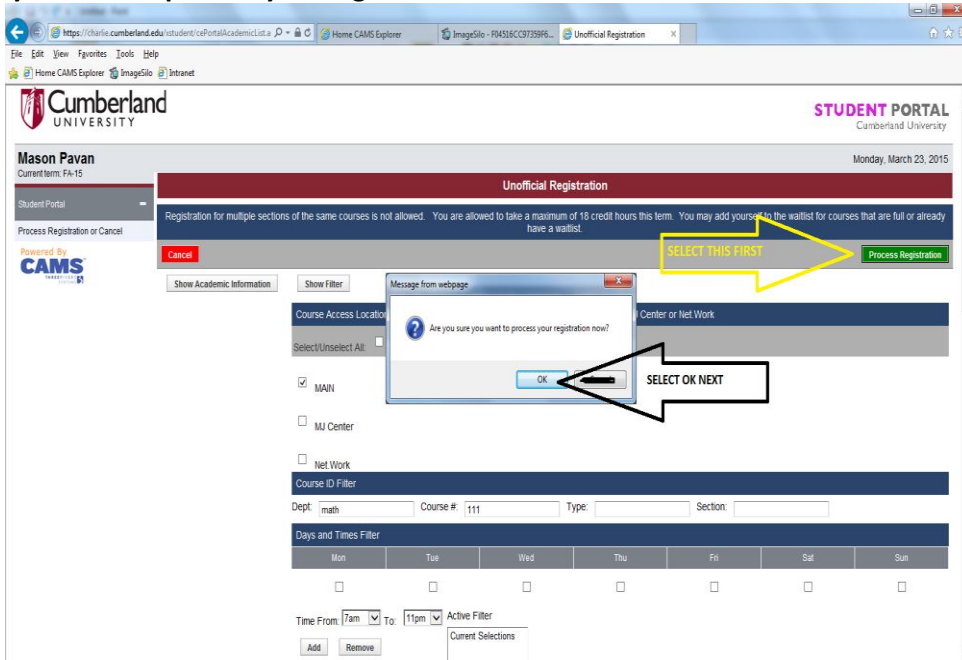
The screenshot shows the 'Unofficial Registration' page. At the top, there is a navigation bar with the Cumberland University logo and 'STUDENT PORTAL'. Below this, a red banner reads 'Unofficial Registration'. A message states: 'Registration for multiple sections of the same courses is not allowed. You are allowed to take a maximum of 18 credit hours this term. You may add yourself to the waitlist for courses that are full or already have a waitlist.' There are 'Cancel' and 'Process Registration' buttons. The main section is titled 'Show Academic Information' and contains several filters: 'Course Access Location' with radio buttons for 'MAIN', 'MJ Center', and 'Net Work'; 'Course ID Filter' with fields for 'Dept: MATH', 'Course #: 111', 'Type', and 'Section'; 'Days and Times Filter' with a table for days of the week and time slots; and 'Additional Options' with checkboxes for 'Class Summary Only' and 'Completed Courses Display'. At the bottom, there are 'Apply Filter' and 'Clear Filter' buttons. Three arrows are overlaid on the image: a blue arrow pointing to the 'MAIN' radio button, a yellow arrow pointing to the 'MATH' and '111' fields, and a green arrow pointing to the 'Apply Filter' button.

STEP 4: Select your course by selecting the check box to the left of the Course Description. After you check the box, you will need to go to the top of the screen to search for another course.

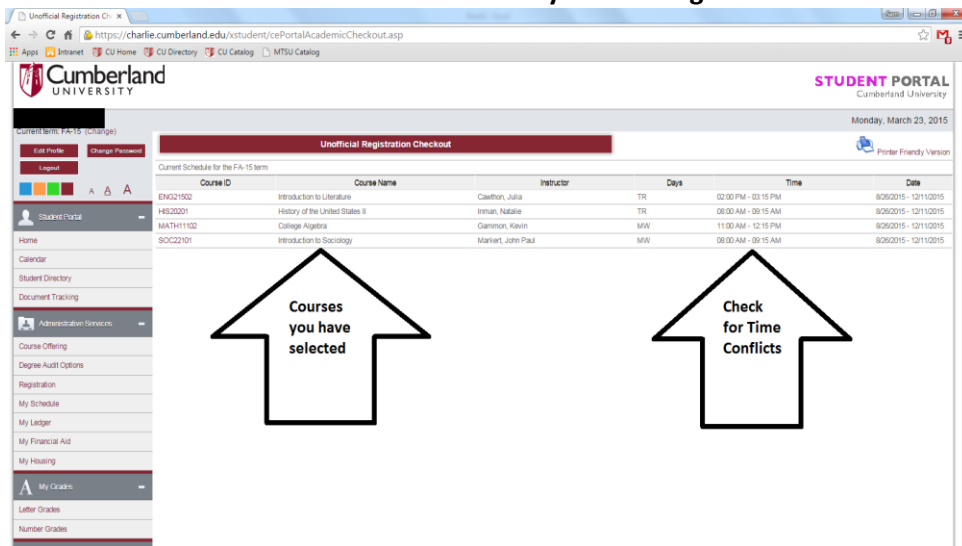
The screenshot shows a 'Book List' page with a table of course sections. The table has columns for 'Instructor', 'Credits', 'Campus', 'Room', 'Days', 'Date', and 'Time'. There are five rows, each representing a section of 'College Algebra [MATH1104]'. Each row has a check box to its left. A blue arrow points to the check box of the third row, which is the selected course. The table data is as follows:

Instructor	Credits	Campus	Room	Days	Date	Time
Alpough, Eric	3	MAIN	LH202	MW	Weekly	8:00 AM - 8:15 AM
College Algebra [MATH1102] 30 seats left START-END DATES: 8/26/2015 - 12/11/2015						
Gannon, Kevin	3	MAIN	LH202	MW	Weekly	11:00 AM - 12:15 PM
College Algebra [MATH1103] 30 seats left START-END DATES: 8/26/2015 - 12/11/2015						
Gannon, Kevin	3	MAIN	LH202	TR	Weekly	8:00 AM - 9:15 AM
College Algebra [MATH1104] 30 seats left START-END DATES: 8/26/2015 - 12/11/2015						
Gannon, Kevin	3	MAIN	LH202	TR	Weekly	8:30 AM - 10:45 AM
College Algebra [MATH1105] 30 seats left START-END DATES: 8/26/2015 - 12/11/2015						
Dohman, Laurie P.	3	MAIN	LH202	TR	Weekly	11:00 AM - 12:15 PM

STEP 5: After selecting all of your courses, select the "Process Registration" button at the top right or bottom right of the screen. You will be asked, "Are you sure you want to process your registration now?" Select OK.



STEP 6: You will now see a screen with the courses you have registered for.



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