Helpful Hints for Class Scheduling & Registration

Log into your myMemphis account to:
- Check University Announcements, financial aid/scholarship information, academic holds, unofficial transcripts
- Pay tuition and fees
- Access your UMDegree and Navigate
- Look up and register for classes
- Check & confirm your class schedule
- Access CANVAS

Registration Quick Guide:
- Login to your myMemphis account
- Select *Student* tab, then look for *Register for Classes* under *Registration/Records*
- Select desired classes, plan your schedule and register for classes using one of the following methods:
  1. *Look Up class (use if you have not selected a specific day/time)*
     a. Select term
     b. Search for course
     c. click the open box next to the section
     d. Scroll to bottom of page, click *Register*
  2. *Add/Drop classes (use if you have the CRNs already)*
     a. Select term
     b. Find "CRN" with empty boxes towards bottom
     c. Eter the 5-digit CRN # for each specific course
     d. Click *Register*
  3. *Navigate Planner*
     a. Plan all courses looking at the full week
     b. Click Registration Portal
     c. Will then use CRN numbers and follow #2
     **if you have a permit, you must enter the CRN in the *Add/Drop screen.* **
- Click *Class Schedule: Review/Print* to **view, confirm** and **print** your class schedule.

Course section numbers for fall and spring semesters:
- 001-0XX- regular course sections
- 101-1XX- lab sections
- 301-3XX- stand-alone honors courses
- 350-351- embedded honors courses
- 4XX, MXX, RXX- online courses, which may result in additional fees
- 5XX- sections that **DO NOT** meet on the main campus (i.e. Collierville, Millington, Lambuth, etc.)

Days of the week for class scheduling (the letter in BOLD for that day):

(**M**)onday/(**T**)uesday/(**W**)ednesday/Thu(**R**)sday/(**F**)riday/(**S**)aturday/S(**U**)nday

Building Codes:

EA- Engineering Administration/ **ES**- Engineering Sciences/ **ET**- Engineering Technology