

## Online Registration Instructions

Go to [www.jeffstateonline.com](http://www.jeffstateonline.com), click on “Campus Pipeline”. After logging in click on “Access Your Online Services” and the “Student” tab.

### I. Tasks to Complete Prior to Registering for Classes

- A. See your advisor during advising week to select courses needed. Plan your schedule to include alternatives.
- B. Check for holds. All holds must be removed to register. Click the “Student” tab then View Holds” link. See the appropriate offices to clear holds.

### II. Registration Procedures

- A. *Search for Classes*
  1. Click “Look Up Classes” in the “Registration” option.
  2. Select the appropriate term in the “Search by Term” field, and “Submit”.
  3. Select the subject area for the classes you would like to find. Select at least ONE subject area. Select additional options to narrow search.
  4. When finished with your selections, click “Class Search”.
- B. *Adding Classes to Your Schedule (Registering)*
  1. When ready and eligible to register, click in the “Select” box for the section you want and click “Register”.

### III. Dropping a Class

- A. Access your current schedule via the “Add or Drop Classes” link under the “Registration” option.
- B. Use the “Action Pull-down list” to select the “Web Drop” option for the class that you would like to remove from your schedule.
- C. Click the “Submit Changes” button.
- D. You can drop more than one class at a time by using the action pull down list to select “Web Drop” for the desired classes and clicking “Submit Changes” at the conclusion of your activities.

### IV. Replacing One Class with Another (Drop/Add at once)

- A. Access the “Add or Drop Classes” worksheet.
- B. Use the “Action Pull-Down list” to select the “Web Drop” option for the class that you want to remove from your schedule.
- C. Type the CRN of the class that you’d like to replace the first class with in the CRN fields in the “Add Classes Worksheet” area of the screen.
- D. Click the “Submit Changes” button.

### V. Payment of Tuition and Fees (due at time of registration)

- A. Click Registration Fee Assessment at the bottom of the screen.
- B. Click Credit Card Payment and follow instructions. (Click Submit only once)

### VI. Printing Your Schedule

- A. Click the “Student” tab.
- B. Click on the “Registration” menu.
- C. Click on the “Concise Student Schedule” link and Print.