Class Registration on Self-Service

To register for classes, follow these steps. Alternatively, for video instructions, follow the links to videos in Pirate Port→Adult Degree Students→Registration & Records.

1. Go to Pirate Port and log in to your account.

2. Access the course schedule so that you can reference what courses are available. You can find that in the Adult Degree Student tab under “Registration & Records” then “Course Schedules – Continuing Studies.” Keep this webpage available as you follow the next steps.

3. Click the Self-Service icon from the Campus Systems menu.

4. On the left-hand side of the landing page, select “Academics”, then “Student Planning”, and then “Courses & Sections.”

5. Choose “Advanced Search” to see only the courses that apply to Continuing Studies students.

6. Then filter by BOTH the term: \textbf{(YYYY TERM Accel Ev Semester)} and the Location: \textbf{(Continuing Studies On-Campus and/or Continuing Studies U-District.)} You can further filter if you have specific needs, such as classes that meet on certain evenings.
6. Click on “View Available Sections” to see course details.

7. Once you find the class you would like to register for, click “Add Section to Schedule.” Continue these steps, adding the classes you would like to register for in the upcoming Sessions.

8. You will need to go back to Calendar view under “Plan your Degree and Schedule your Courses” on the left to complete the registration using the “Register Now” button.

9. Once you have met with an advisor, you will be cleared for registration. The “Register Now” button will become active if you are cleared for registration and your registration period is open.