

Online Registration Instructions

MyCIIS is CIIS' Web-based student portal, and can be found at: <https://my.ciis.edu>. Through MyCIIS you can register for and drop classes, pay tuition, access forms and documents, update your contact information, and perform other transactions. Please download the *MyCIIS Getting Started Guide* which is available on MyCIIS. For assistance with MyCIIS, please contact e-mail portalhelp@ciis.edu.

1. Be Certain You Want to Register

Everyone who registers is charged a non-refundable registration fee. This fee will not be revoked if you drop all of your courses. You must maintain an active student status throughout your career at CIIS. If you fall out of active status you will need to re-apply for admission to your program and, if admitted, will need to meet the degree requirements in effect at the time of your re-admission, not your original requirements.

2. Make Sure You Can Log Into MyCIIS

Go to <https://my.ciis.edu> and try to log in. Your user name is the same as your student ID number. If you've forgotten your user name or password, click the "Did you forget your User ID?" and/or "Did you forget your password?" links in the right-hand column. Once you're logged-in, spend time on MyCIIS and familiarize yourself with it.

HINT: If you do not see a "Registration" tab after logging into MyCIIS, it's because CIIS has yet to process your enrollment deposit, which takes five business days. If you've submitted it, contact the Business Office at 415-575-6132 to inquire about its status.

3. Confirm that the Contact Information CIIS Has for You is Accurate

CIIS must have your correct contact information, especially your e-mail address, so we can notify you of schedule changes, holds, cancellations, deadlines, waitlist statuses, etc.

1. Go to the "Account Info" link located at the top of the screen directly underneath the CIIS logo.
2. Click the "My Contact Info" tab.
3. See what information is on record for you. If it needs changing, click the pencil icon, type in the new information and click "Submit". Your information will be updated in our system within two business days.

WARNING: Do not submit *name* changes through MyCIIS. Instead, submit a hard copy *Address or Name Change Form* (which can be downloaded from MyCIIS) accompanied with a legal name change document.

4. If you want to change your password, click the "Change Password" tab. Enter a password that's memorable to you and set up a Password Hint question, and click "Submit". Your new password will be active immediately.

4. Check for Holds

If you have a hold, you won't be able to register. Click on the "Registration" tab. Look in the "Register for Courses" portlet (i.e., a sub-section of the web page bordered off with a blue heading). If you see a message that says "You have holds and are not allowed to Register" look at the type of hold and contact the related office. If it's a Business Office, Library, or International Insurance hold, you may have an account balance, which you can pay through *MyCIIS* under the "Finances" tab.

5. Plan Your Schedule

Use the *Class Schedule* to select which classes you want to register for. You'll find the course description and specific meeting times and dates by clicking the course number in the "Course Code" column.

Many courses have their syllabi posted on MyCIIS, which will give you further information about the content and requirements of the course. To view a syllabus:

1. Log into MyCIIS.
2. Click on the "My Pages" tab.
3. Go to "Course Search" at the bottom of the page. If you do not see "Course Search":
 - a) Click on the "Edit Page" link in the upper right hand corner.
 - b) Click on the "Content" tab.
 - c) Click on the "Add a Portlet" link
 - d) Check the "Course Search" box.
 - e) Select "Add Portlets to Page"
 - f) Click on "Exit."
 - g) Click on the "My Pages" tab and you will now see the "Course Search" portlet on this page.
4. In [Course Code] field, enter a course prefix (e.g. PARW) or in the [Faculty Last Name] field, enter an instructor last name.
5. In [Term] field, enter a semester from drop down menu.
6. Click on a course.
7. If the course has its syllabus posted, you'll see it in the "Handouts" portlet on right side of page.

Be sure to check for any updates made to this *Class Schedule*. You can find out what these updates are in two ways:

1. Download the *Schedule of Classes Changes*, which you'll find in the "Student Forms and Documents" section; or
2. Under the "Registration" tab click "Add/Drop" You'll be taken to a screen showing you some of the parameters you can use to find a course. Entering that information and click "Search". You'll be given a list of courses matching the criteria you specified.

Some classes fill up quickly. Use the table below to plan your class schedule before attempting to register. Have back-up choices if your first choices are unavailable. Pay special attention to what grade option the course has.

COURSE CODE	TITLE	FACULTY	CREDITS	GRADE OPTION	DAY AND TIME	DATES	LOCATION

6. Register for Your Courses

Registration for a term opens at 10:00 am. If you're logged onto MyCIIS before 10:00 am on the day it opens, you must log out and log back in to be able to register. Afterwards it's available 24 hours a day.

- Under the "Registration" tab, within the "Register for Courses" section, click the "Add/Drop Courses" link.
- Click the "Course Search" tab.
- Select the term from the [Term] drop down menu.
- Select the department from the [Department] drop down menu. Click "Search". You'll be given a list of all of that department's courses.
- Click the box next to each course you want to register for.
- Scroll down and click "Add Courses."

WARNING: Clicking "Add Courses" will generate the tuition charge and a non-refundable registration fee. This fee is charged once per semester and will not be waived if you later drop all of your courses.

- If your course is offered for variable units, you'll see an error message. Select the number of units you want and then click "Add Courses". Do not enter fractional numbers (e.g., 2.5, 1.25, etc.)
- If your course shows "OP" as the grade option, you may either select to receive a letter grade or a P/NP (pass/no pass) grade.
 - If you want P/NP, send an e-mail to registrar@ciis.edu requesting this option.
 - If you want a letter grade, you needn't do anything, as this is the default.

WARNING: If you're registered for a course that is not required for your degree program the Registrar's Office may give your seat to a student for whom it is required. If so, you will be notified within one week.

7. Inspect and Print your Class Schedule

You can see if your registration was confirmed by checking your MyCIIS Student Schedule. Click the "Registration" tab. In the "My Schedule" portlet click "My Current Schedule." Click on the "Printer Friendly" link on the top right-hand side of the page, print your schedule, and keep it for your records. Should an issue arise later, you will need this page for reference. Should you late add or drop courses, be sure to look at and print "My Current Schedule" before logging out.

8. If You Are Waitlisted

You will remain on the waitlist until either:

- You drop yourself from it, which you can do online; OR
- The waitlist is purged (on the Add/Drop Deadline); OR
- A seat opens up in the course and you are added to it.

Check your schedule online regularly to see if you have been moved from the waitlist into the class. The Registrar's Office will notify you if this happens, but this notification could be thwarted. **Once you're added you become responsible for the course's tuition and academic requirements. Ignorance of being added will not be accepted as a reason for waiving these requirements.** If you have not been added to the course by its start date, you may attend its first class meeting if you have the instructor's permission. Bring a *Registration Form*. If you receive permission to be added, have the instructor sign the *Registration Form* and bring it to the Registrar's Office prior to the Add/Drop Deadline. **Do not assume the instructor will notify the Registrar's Office of his or her consent.** It is your job, not the instructor's, to conduct your registration transactions. **Also do not assume you won't be added to the course if you do not attend the first class meeting. Continue to check your schedule online up through the Add/Drop Deadline.**