HOW TO FIND COURSE CRNs

Step One: Login to MY.CSS

- You can access the Login from the CSS website (www.css.edu):

- Enter your User Name and Password into the login screen and click LOGIN

Step Two: Get Your Course CRNs (course reference number) for Registration

- Once in MY.CSS, search course schedule:

- From there, navigate information and select "Explore Courses":

- Select the semester that you are registering for in the first drop down menu:

- Select the Course Type:

- Select your Home Campus and Click Continue:

- Select the department or Veritas Type for General Education courses to filter your choices and Click Refine Search:

- Find your course (You only need to choose *one section* of the course to take)
- Write down the CRN (the 5-digit number before the course name on the online schedule) of the course you wish to take. You will need the CRN when you register.

*The numbers at the end of the course are the seats. If the course says 24/24 it means that the course has 24 seats available out of 24. If the course says 0/24 it means that the course is full and there are zero seats remaining in the course.

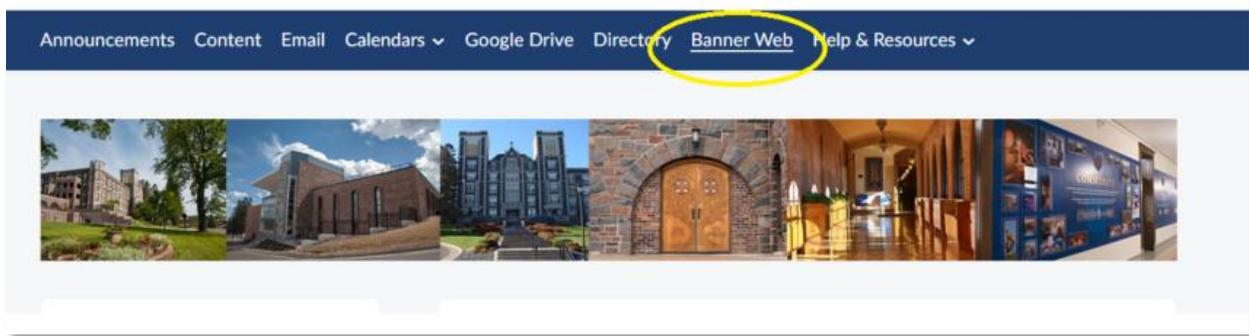You are now ready to move onto *Step Three* on the **Course Registration Instructions**
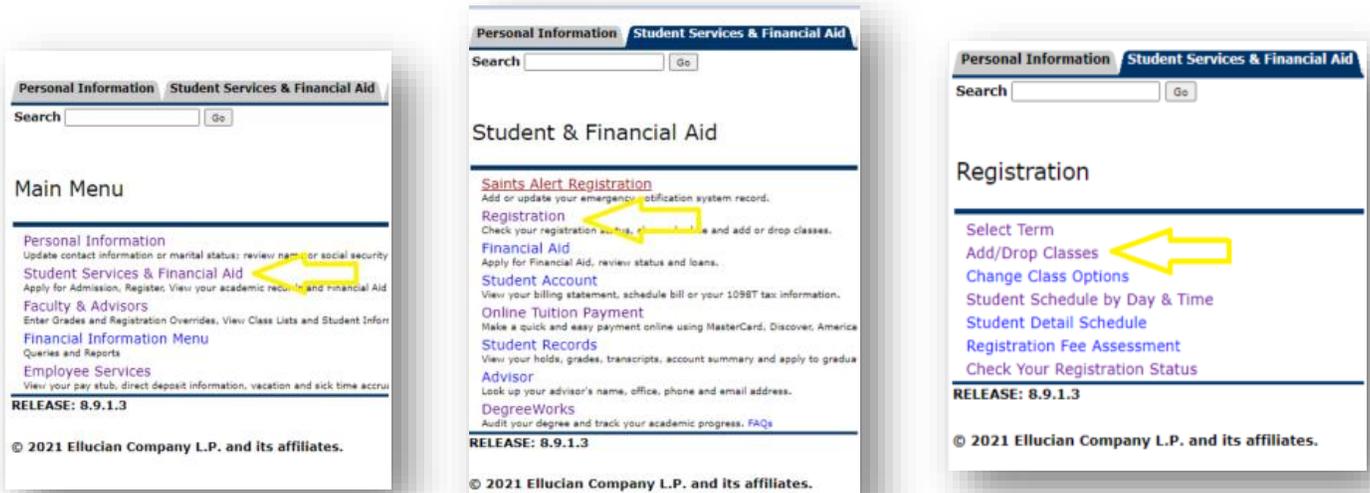
REGISTERING FOR CLASSES

Step Three: Use Your Course CRNs (course reference number) for Registration
- Once in MY.CSS, find the Banner Web button:

- From there, Select Student Services & Financial Aid -> Registration -> Add/Drop Classes:

- Select the upcoming term from the drop-down menu:

- Enter your alternate PIN:
  - Online, Extended Studies and Graduate students enter six ones in a row – 111111.
  - Main Campus Undergraduate students obtain alternate pins from your faculty academic advisor.

- Now enter in the CRNs in each box. Click the "Submit Changes" button. If the course is full or you have other problems with the registration, contact your academic advisor.

- To confirm you are registered you should see this: