

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”:

Registration and Course Information

Please contact [your advisor](#) if you have any questions or concerns about any of the following information.

- > Academic Profile (transcripts, grades, and more)
- > Registration Status
- > **Explore Courses**
- > Register for Courses or Add/Drop Courses
- > Change Class Options
- > My Course Schedule

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

The screenshot shows the top navigation bar with links for CSS Login, Request Program Info, and Giving, along with a search box. Below is the college logo and a main menu with links for About Us, Locations, Academics, Admissions & Aid, Campus Life, and Alumni. The page title is "The College of St. Scholastica Course Schedule". A "Browse Courses" tab is active. A note states: "Note: All fields must be fulfilled before you may continue." Three dropdown menus are present: "Choose a Semester" (highlighted with a red circle), "Choose a Course Type", and "Choose a Home Campus". A "Continue" button is located at the bottom right.

- Select the Course Type:

This screenshot is identical to the previous one, but the "Choose a Course Type" dropdown menu is now highlighted with a red circle.

- Select your Home Campus and Click Continue:

This screenshot is identical to the previous ones, but the "Choose a Home Campus" dropdown menu is now highlighted with a red circle.

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

The screenshot shows the search interface on the College of St. Scholastica website. At the top, there are navigation links for CSS Login, Request Program Info, and Giving. Below that is the college logo and main navigation menu. The search area includes a search bar and several filter options: 'Choose a Term', 'General Education Type' (with 'OR' between it and 'Veritas Type'), 'Veritas Type', and 'Choose a Department'. There are also checkboxes for '0-2cr Courses Only', 'Topics Courses Only', 'Online Courses Only', 'On Campus Courses Only', and 'Courses with open seats Only'. A yellow arrow points to the 'Refine Search' button.

2020 Summer Session Graduate Online Program

Course	Sect	CRN	Title (click for additional info)	Cr.	Days/Time/Location	Dates	Instructor	Open Seats (?)
BIO								
BIO 5125	701	70004	Biology of Aging	2	ONLINE	5/18 - 8/21	Gerald Cizadlo	20/20
CIS								
CIS 6113	700	70213	Legal & Ethical Considerations	3	ONLINE	7/6 - 8/21	Scott Lee-Eichenwald	8/20
CIS 6113	702	70306	Legal & Ethical Considerations	3	ONLINE	7/6 - 8/21	Kathrine Schroeder	5/20
CIS 6208	701	70218	IT Project Management	3	ONLINE	5/18 - 7/2	Kent Lacy	0/20
CIS 6208	702	70304	IT Project Management	3	ONLINE	5/18 - 7/2	David Mellender	0/20

- 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.

2020 Summer Session Graduate Online Program

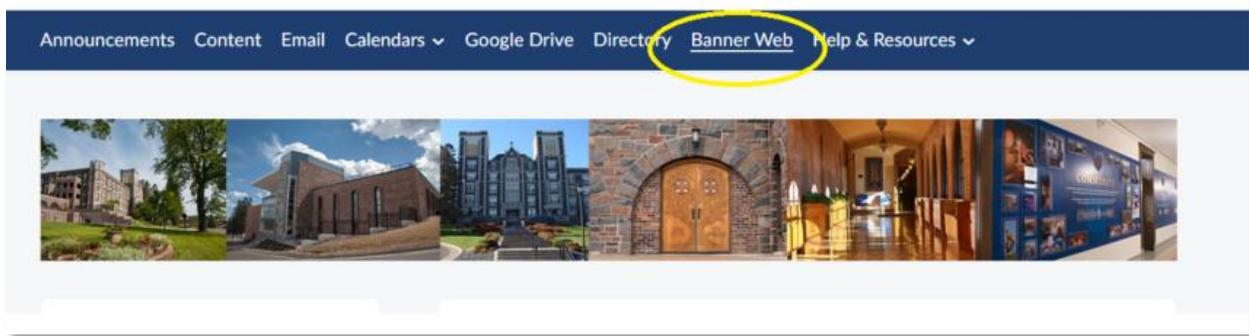
Course	Sect	CRN	Title (click for additional info)	Cr.	Days/Time/Location	Dates	Instructor	Open Seats (?)
PTH								
PTH 7710	700	70126	Pharmacology for PTs	3	ONLINE	5/18 - 8/21	Lynda Spangler, Ziya Altug	8/24
PTH 7710	701	70148	Pharmacology for PTs	3	ONLINE	5/18 - 8/21	Lynda Spangler, Ziya Altug	20/24
PTH 7715	700	70106	Diagnostic Imaging	2	ONLINE	5/18 - 8/21	Kevin McLaughlin	16/24
PTH 7715	701	70107	Diagnostic Imaging	2	ONLINE	5/18 - 8/21	Kevin McLaughlin	24/24
PTH 7720	700	70108	Health Policy	3	ONLINE	5/18 - 8/21	Staff	19/24
PTH 7720	701	70109	Health Policy	3	ONLINE	5/18 - 8/21	Staff	23/24
PTH 7730	700	70110	Evidence Based Practice	3	ONLINE	5/18 - 8/21	Jena Ogston, Maria Merckx-Quinn, Victor Vaughan	21/24

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

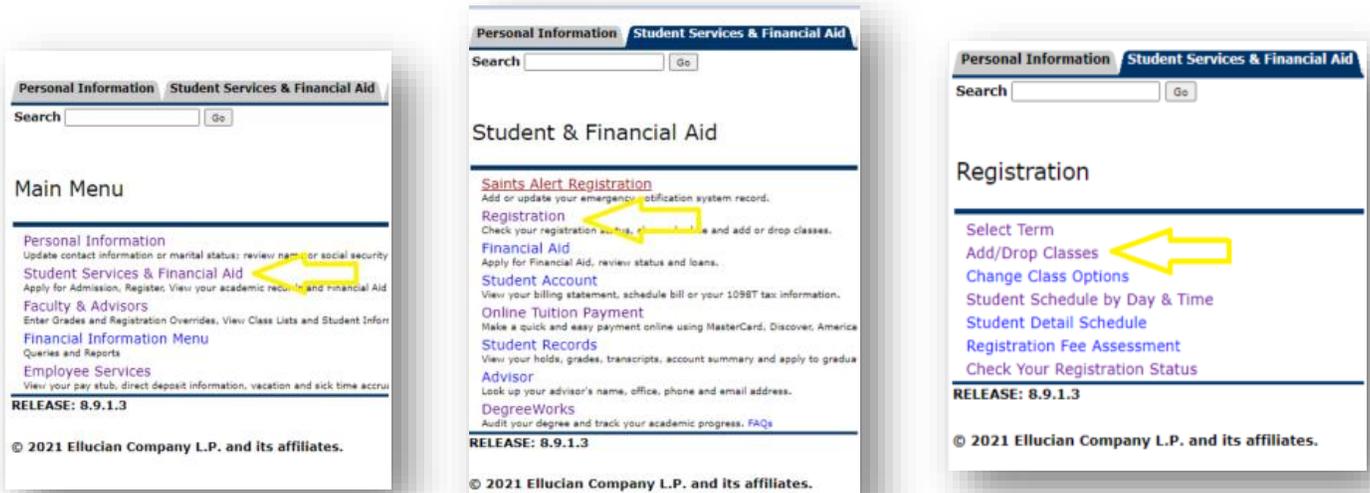
REGISTERING FOR CLASSES

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:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Web Registered on Aug 25, 2015	None ▼	20397	CIS	1205	700 Bachelors	Semester Hours	4.000	Normal	Technology Ethics
Web Registered on Aug 25, 2015	None ▼	21647	MGT	3354	701 Bachelors	Semester Hours	4.000	Normal	Management Ethics

Total Credit Hours: 8.000
 Billing Hours: 8.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Aug 25, 2015 10:17 am