




ONLINE REGISTRATION

Educating Minds and Hearts to Change the World

BEFORE YOU START: You need your USFconnect user name and password/PIN to log in. If you don't know or have forgotten either of them, click on the links below the log in area. In this same area you can also get your USF ID if you have forgotten it or don't know it.

Logging In•

If you are logging in on a University computer:

1. Log in to Windows: Press Ctrl-Alt-Del, then enter your user name and password.
2. Start up Internet Explorer by clicking on the  located on the toolbar.
3. Enter your user name and password on <http://USFconnect.usfca.edu> AND click OK.

If you are logging in at home/work or any non-University computer:

1. Go to <http://USFconnect.usfca.edu>.
2. Enter your user name and password on AND click OK.

Registering•

1. Click on the Student tab at the top of the page.
2. Click on "Click here" under the Banner Self-Service section.
3. Click on Registration.
4. Highlight the term for which you want to register, and then click Submit.
5. If you have the 5-digit CRN's for the classes you wish to take, click "Drop and Add Classes," enter the CRN's in the boxes provided, and click Submit.
6. If you don't have the 5-digit CRN's click on "Look Up and Register for Classes," highlight the term for which you want to register, click submit, and then search for the classes you wish to take. You can select a class from the schedule by checking off the box next to the course, and then scrolling down and clicking Register at the bottom of the page.
7. **Scroll down and read what the screen tells you. You may need to make adjustments.**

Please check your USFconnect email often. It is the method USF uses to communicate with students. Tuition and fee bills are sent to your USFconnect email.

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Dropping and Troubleshooting



Dropping Classes

1. Follow “Logging In” instructions on reverse side.
2. For the classes that you wish to drop, under Action select Dropped Web.
3. Click Submit Changes at the bottom of the page.

Tips for Registration ●

When searching for classes, you must have at least one subject or all selected from the drop down menu. Additional drop down menus allow you to refine your search. Once you’ve selected from the section options, click on Class Search. If sections meet your search criteria, they will be displayed. Check the box next to the class you wish to take and click Register (at the bottom of the page) to register immediately, or click Add to Worksheet to save the course for Registration later while you search for additional courses.

Troubleshooting ●

If you cannot register for a class you want:

- ✓ CONSULT WITH YOUR ADVISOR
- ✓ You may need a pre-requisite.
- ✓ You may need a certain class standing (e.g. Sophomore Standing).
- ✓ The class may be closed.