SCSU APPS PORTAL

HOW TO ADD OR DROP CLASSES
ADD CLASSES TO YOUR SCHEDULE
LOG INTO SCSU APPS PORTAL

apps.scsu.edu

LOGIN
CLICK STUDENT REGISTRATION

Click “Student Registration”
Click on “Register for Classes” to begin adding classes. You can search for and register for your classes. You can also view and manage your schedule.
1. Select the “Term” from drop down list (i.e. Fall 2021).

2. Enter your “Alternate PIN.”

***Returning Students must obtain their Alternate PIN from their Academic Advisor.

3. Click “Continue”
SEARCH CLASSES

Find classes by entering basic search criteria or using the advanced search.

1. Select a “Subject” to begin your search. You can add multiple subjects.
   **You may also enter the “Course Number” or enter “Keywords”

2. Click “Search”
Available sections for the Subject you selected will be displayed.

All information regarding the course (i.e. instructor, meeting time, etc.) is listed.
To register for a course, click the “Add” icon.

To change your search criteria, click “Search Again”.

ADD CLASS OR SEARCH AGAIN
**Clicking “Add” only adds the course to your preliminary schedule. The course is listed as “Pending” in the “Status” window. This means that you are not yet registered for the course. To register for the course, you will need to click “Submit”.

Click “Submit”
The “Status” will then change to Registered. You have successfully registered for the course!
# DROP CLASS

To drop the course, under “Action,” select “Drop via WEB” from the drop down list and click “Submit”.

After dropping the class, the “Status” will change to “Deleted”.

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Disorders in Children</td>
<td>SPA 320, 01</td>
<td>3</td>
<td>3523</td>
<td>Combined</td>
<td>Registered</td>
<td>DROP via WEB</td>
</tr>
</tbody>
</table>

[Image of a webpage showing the drop down list for an unregistered course]
DROP CLASSES FROM YOUR SCHEDULE
DROP CLASS

Click on “Register for Classes” to begin the drop process.
SELECT TERM

1. Select the “Term” from drop down list (i.e. Fall 2021).

3. Click “Continue”
### DROP CLASS

Scroll down to “Summary” to view your “Registered” classes.

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Clinical Experiences I</td>
<td>SPA 203, 01</td>
<td>1</td>
<td>3518</td>
<td>Combined...</td>
<td>Registered</td>
<td>None</td>
</tr>
<tr>
<td>Supervised Clinical Practicum</td>
<td>SPA 391, 01</td>
<td>1</td>
<td>3525</td>
<td>Combined...</td>
<td>Registered</td>
<td>None</td>
</tr>
</tbody>
</table>

To drop the course, under “Action,” select “Drop via WEB” from the drop down list and click “Submit”.

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Clinical Experiences I</td>
<td>SPA 203, 01</td>
<td>1</td>
<td>3518</td>
<td>Combined...</td>
<td>Registered</td>
<td>DROP via WEB</td>
</tr>
<tr>
<td>Supervised Clinical Practicum</td>
<td>SPA 391, 01</td>
<td>1</td>
<td>3525</td>
<td>Combined...</td>
<td>Registered</td>
<td>DROP via WEB</td>
</tr>
</tbody>
</table>
After dropping the class, the “Status” will change to “Deleted”.

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Clinical Experiences I</td>
<td>SPA 203, 01</td>
<td>0</td>
<td>3518</td>
<td>Combined...</td>
<td>Deleted</td>
<td>None</td>
</tr>
<tr>
<td>Supervised Clinical Practicum I</td>
<td>SPA 391, 01</td>
<td>0</td>
<td>3525</td>
<td>Combined...</td>
<td>Deleted</td>
<td>None</td>
</tr>
</tbody>
</table>
FOR ASSISTANCE

For assistance you may contact:
IT Help Desk
Telephone: (803) 536-8111
Email: helpme@scsu.edu

If you have forgotten your User Name or Password, or if you need to get a User Name and Password, please click here. http://www.scsu.edu/accounts/