Accessing Web Registration:

1. Go to [http://my.usc.edu](http://my.usc.edu) and log in using your USC NET ID & password (same as e-mail)

2. Select Web Registration, located under Student Links
Adding a Course:
1. Select desired term

2. Read and acknowledge the message regarding Tuition Refund Insurance
3. Check the box and click Continue
Finding a course:
1. Select the Classes tab
2. Scroll to find the desired school and department (i.e. Marshall/BUAD)

Selecting courses:
1. Find desired course and Add to myCourseBin
Selecting classes for registration:
1. Click on myCourseBin
2. Click on Add this Class

Register for your classes:
1. View the course(s) you are requesting to add
2. Click Submit to complete the registration process.
Review the Following System Responses:

1. Was your course was successfully registered?
2. Have you registered for the correct number of units?
3. Do you want to opt out of Tuition Refund Insurance?
Viewing your Schedule:

1. Click on myCalendar to view your schedule
   • **Yellow** indicates a class that is scheduled, but not registered.
   • **Green** indicates a registered class
   • If you have any time conflicts, they will show with an overlap
Dropping a course:
1. Click on the myCourseBin tab
2. Select the Unschedule icon
3. Click on Drop This Course

Continued on next slide...
Registration confirmation:
1. Review your request
2. Complete by clicking submit

Wait for the System Response:
1. The system will notify you if the course was successfully dropped
2. The system will notify you of enrolled units
3. The system will notify you of your Tuition Refund Insurance status
Searching for a course:
1. Click on Search Classes
2. Search by department, course ID, section number, title, units, days/times
Checking for Department Clearances:
1. Click on **myInfo**
2. Select **Cleared sections**
3. Expand the course to add to **myCourseBin**
Changing a grade option:
1. Click on myCourseBin
2. Select the grade option from the drop down menu
3. Click on Change grade option
4. Verify and Submit your request in the Registration Confirmation page
Changing Tuition Refund Insurance:
1. Go to myTRI
2. Verify whether or not you have the insurance
3. To change (add or remove the insurance), click the box and update your record
The Online Schedule of Classes (www.usc.edu/soc) lists courses and classes under respective majors and provides both the date and instructor for various courses.

**Helpful Definitions:**

Course: Encompasses all lectures, labs, and discussions associated with a particular title/major.

Class: Refers to a specific lecture, lab, or discussion that is held in a specific room, on a specific day, with a specific instructor.

**Letters next to a Course Number:**

- g: fulfills a general education requirement
- m: fulfills the diversity requirement
- x: offers no credit towards a major
- L: lab requirement
- a, b, c: must be taken in chronological order

**Letters next to a Class Number:**

- D: departmental clearance required
- R: class is open for registration
- Lec: Lecture
- Lab: Lab
- Dis: Discussion

**Letters under Registration Restriction:**

- P: Prerequisite class needed
- C: Class level restriction
- M: Major or school restriction