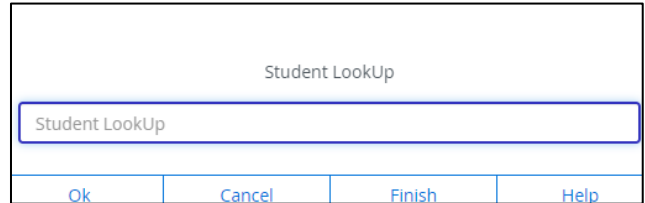
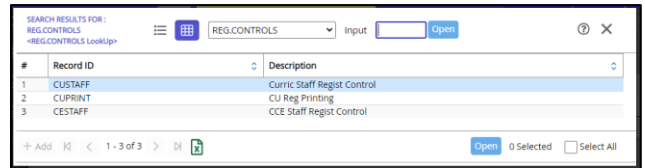
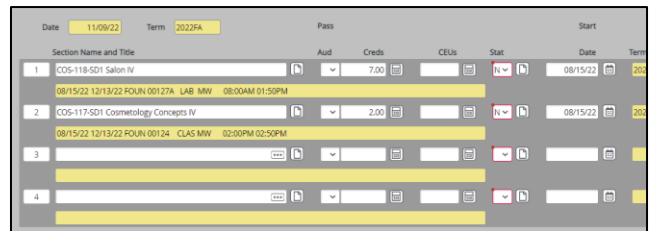


## How to Register Students

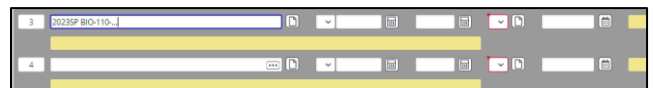
- ◆ Open RGN form in Colleague
  - Check that the paper icon is highlighted instead of the person
  
- ◆ Select Line 1: CUSTAFF
  - Line 2 CUPRINT may also be used- it will automatically print a student schedule once the RGN screen is saved out
  
- ◆ Enter Student 7 digit ID



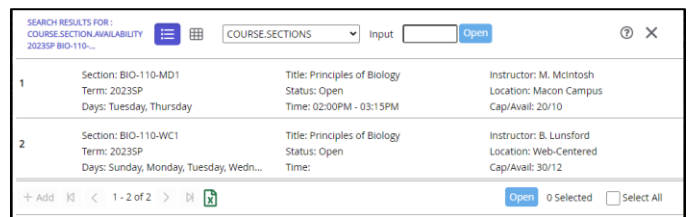
- ◆ All courses currently registered for as well as pre-registered for will be listed.



- ◆ Confirm if the Term listed is the term you're registering for
  - If not, you'll need to type the correct term in the first blank line before the course registering for.



With the 2023SP term written:



- ◆ Type course intended to register (and term if needed) in the first blank line
  - If you do not have an exact section to register for, you can pull all sections by entering
    - BIO-... (For all BIO)
    - BIO-110-... (For all BIO-110 sections)
  - Be aware that without the term written in the search, ALL options of that course including previous semesters will appear.

Without the 2023SP term specified in search:

