

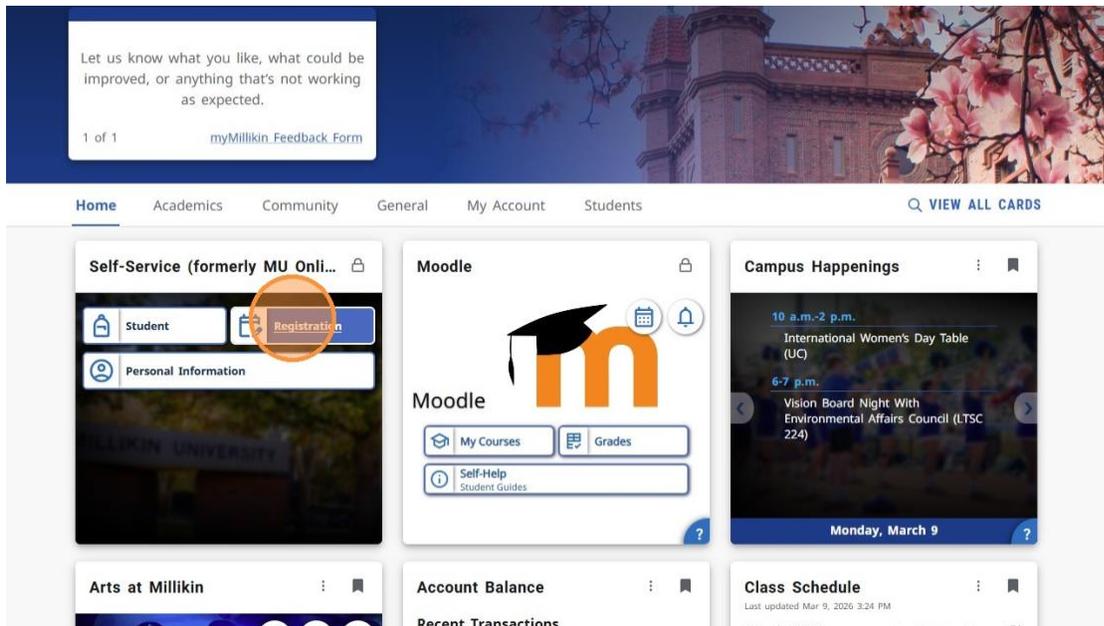
How to Register for Classes Using CRNs

This guide will walk you through the process of registering for classes at Millikin University using specific Course Reference Numbers (CRNs). Follow these steps to add all your courses to your schedule efficiently.

1. Navigate to your myMillikin Dashboard using your login credentials.

The screenshot displays the myMillikin Dashboard interface. At the top, there is a navigation bar with tabs for Home, Academics, Community, General, My Account, and Students. A search icon and 'VIEW ALL CARDS' link are also present. Below the navigation bar, a feedback form is visible with the text: 'Let us know what you like, what could be improved, or anything that's not working as expected.' and '1 of 1 myMillikin Feedback Form'. The main content area features several service cards: 'Self-Service (formerly MU Onli...)' with buttons for Student, Registration, and Personal Information; 'Moodle' with a logo and buttons for My Courses, Grades, and Self-Help Student Guides; 'Campus Happenings' with a calendar view showing events like 'International Women's Day Table (UC)' and 'Vision Board Night With Environmental Affairs Council (LTSC 224)'; 'Arts at Millikin'; 'Account Balance'; and 'Class Schedule' with a timestamp 'Last updated Mar 9, 2026 3:24 PM'.

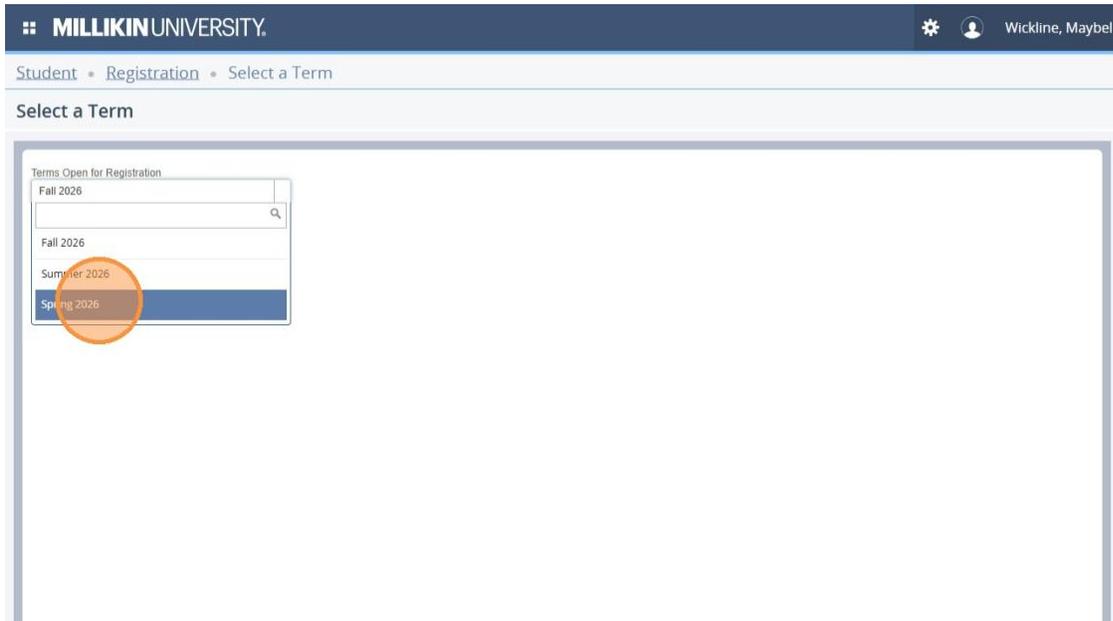
2. Click "**Registration**" on the Self-Service Card. It should be pinned to the top left of your Dashboard.



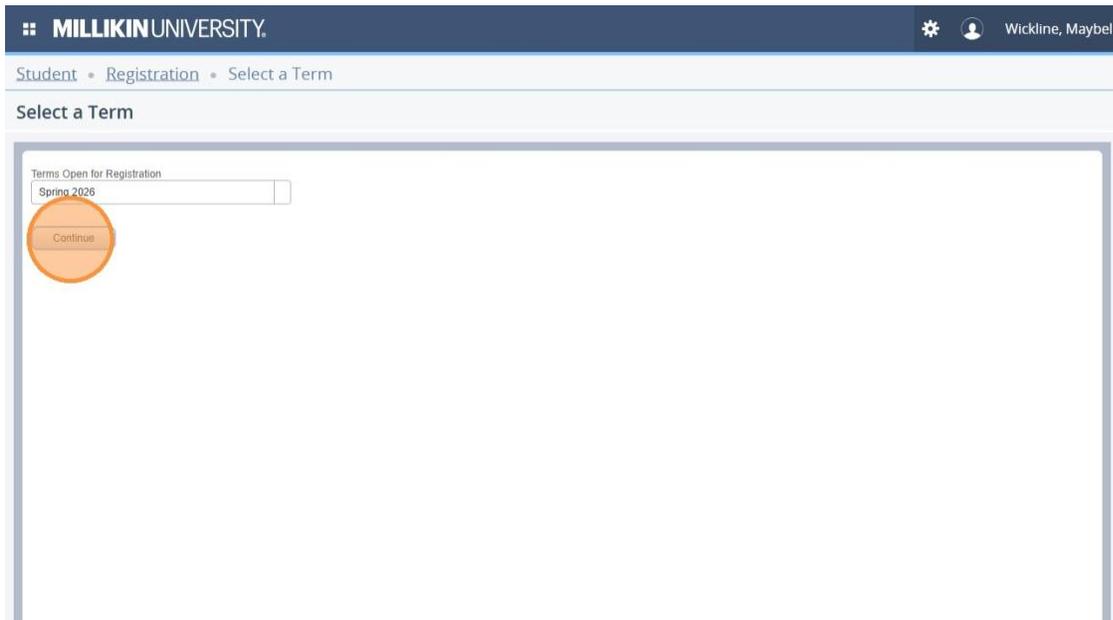
3. On the next screen, click "**Register for Classes**"



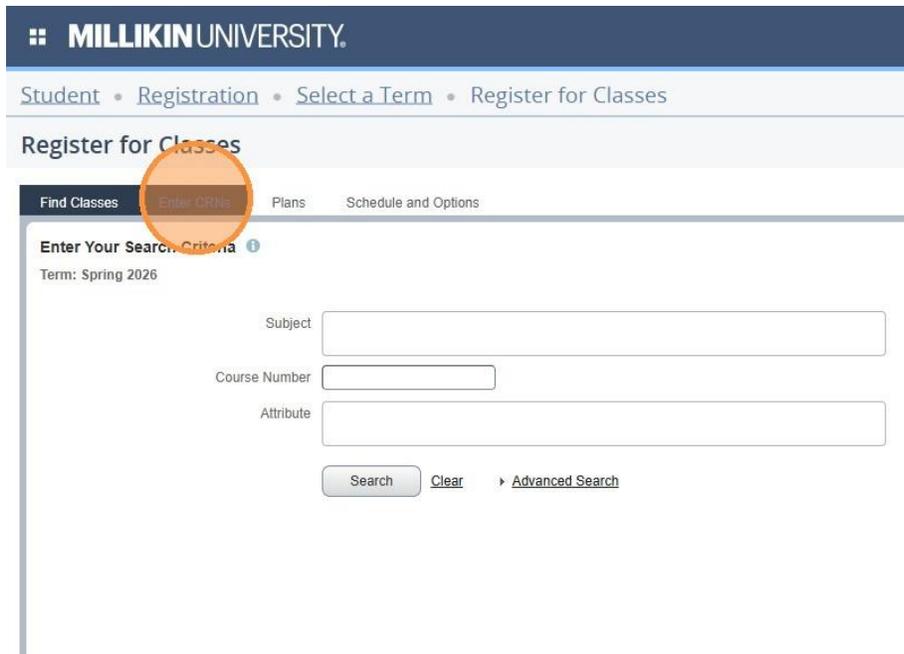
4. Select the applicable semester you are registering for from the dropdown menu.



5. Click "***Continue***"



6. For this tutorial, we will go over adding courses by **CRNs** (*Course Reference Number*), but you can also look up each course individually. Click the "**Enter CRNs**" tab.



The screenshot shows the Millikin University registration interface. At the top, there is a dark blue header with the Millikin University logo and name. Below the header is a breadcrumb trail: Student • Registration • Select a Term • Register for Classes. The main heading is "Register for Classes". Underneath, there are four tabs: "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The "Enter CRNs" tab is highlighted with an orange circle. Below the tabs, there is a section titled "Enter Your Search Criteria" with a sub-heading "Term: Spring 2026". This section contains three input fields: "Subject", "Course Number", and "Attribute". Below these fields are buttons for "Search", "Clear", and a link for "Advanced Search".

7. Enter each one of the CRNs of the courses you're registering for, making sure to click "**+ Add Another CRN**" between each course.



The screenshot shows the Millikin University registration interface with the "Enter CRNs" tab selected. The breadcrumb trail is Student • Registration • Select a Term • Register for Classes. The main heading is "Register for Classes". Below the tabs, there is a section titled "Enter Course Reference Numbers (CRNs) to Register" with a sub-heading "Term: Spring 2026". This section contains a "CRN" input field with the value "33154" entered. Below the input field are two buttons: "+ Add Another CRN" and "Add to Summary". The "+ Add Another CRN" button is highlighted with an orange circle.

8. As you're adding your CRNs, the names of the classes will be displayed to the right of the textbox. Make sure you have all the right classes before submitting.

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2026

CRN	<input type="text" value="33152"/>	Science of Nearly Everything BI 102, 08
CRN	<input type="text" value="32319"/>	Elem. Social Studies Methods ED 207, 01
CRN	<input type="text" value="32513"/>	Designing Your Life ET 260, A2
CRN	<input type="text" value="32478"/>	College Foundations IN 113, 01
CRN	<input type="text" value="33158"/>	

[+ Add Another CRN](#) **Add to Summary**

9. Once you have added all your courses, click "Add to Summary"

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2026

CRN	<input type="text" value="33152"/>	Science of Nearly Everything BI 102, 08
CRN	<input type="text" value="32319"/>	Elem. Social Studies Methods ED 207, 01
CRN	<input type="text" value="32513"/>	Designing Your Life ET 260, A2
CRN	<input type="text" value="32478"/>	College Foundations IN 113, 01
CRN	<input type="text" value="33158"/>	Play Analysis TH 131, 01
CRN	<input type="text"/>	

[+ Add Another CRN](#) **Add to Summary**

10. Once you add the courses to your summary, your screen should look like this. **Note: You are NOT registered yet at this point, they're just in your "Shopping Cart."**

The screenshot shows a web interface for course registration. At the top, there is a form titled "Enter Course Reference Numbers (CRNs) to Register" for the term "Spring 2026". It includes a "CRN" input field, a "+ Add Another CRN" link, and an "Add to Summary" button. Below this is a "Class Schedule for Spring 2026" grid with columns for days of the week and rows for times from 6am to 11am. Two shaded blocks labeled "Play Analysis" are visible on Tuesday and Thursday at 9am. To the right is a "Summary" table with columns: Title, Details, Hour, CRN, Schedule, Status, and Action. The table lists five courses, all with a "Pending" status. At the bottom right, there is a "Submit" button.

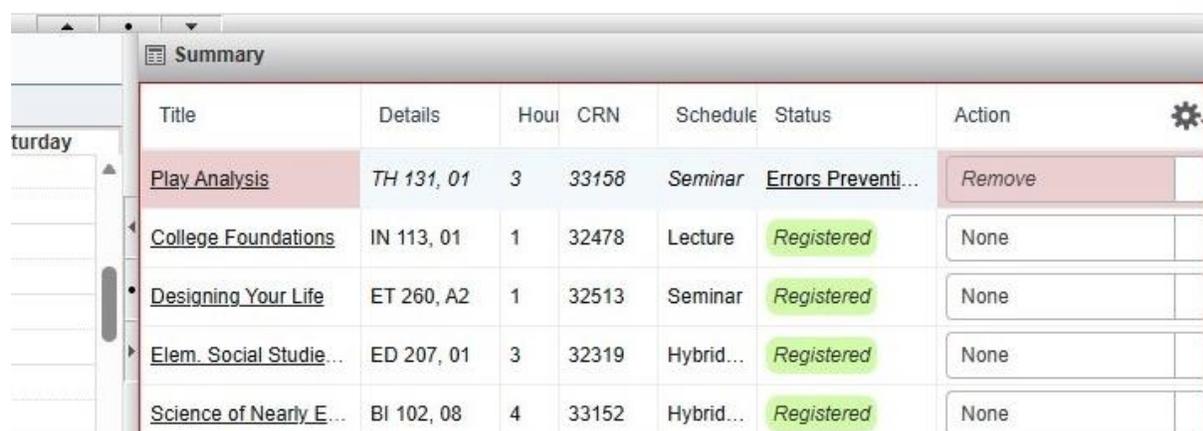
Title	Details	Hour	CRN	Schedule	Status	Action
Play Analysis	TH 131, 01	3	33158	Seminar	Pending	**Web Registered**
College Foundations	IN 113, 01	1	32478	Lecture	Pending	**Web Registered**
Designing Your Life	ET 260, A2	1	32513	Seminar	Pending	**Web Registered**
Elem. Social Studie...	ED 207, 01	3	32319	Hybrid...	Pending	**Web Registered**
Science of Nearly E...	BI 102, 06	4	33152	Hybrid...	Pending	**Web Registered**

11. The most important part: **Please hit the "Submit" button on the bottom righthand corner of your screen.**

This screenshot is identical to the one above, showing the course registration interface. The only difference is that a red circle is drawn around the "Submit" button in the bottom right corner of the interface, emphasizing its importance.

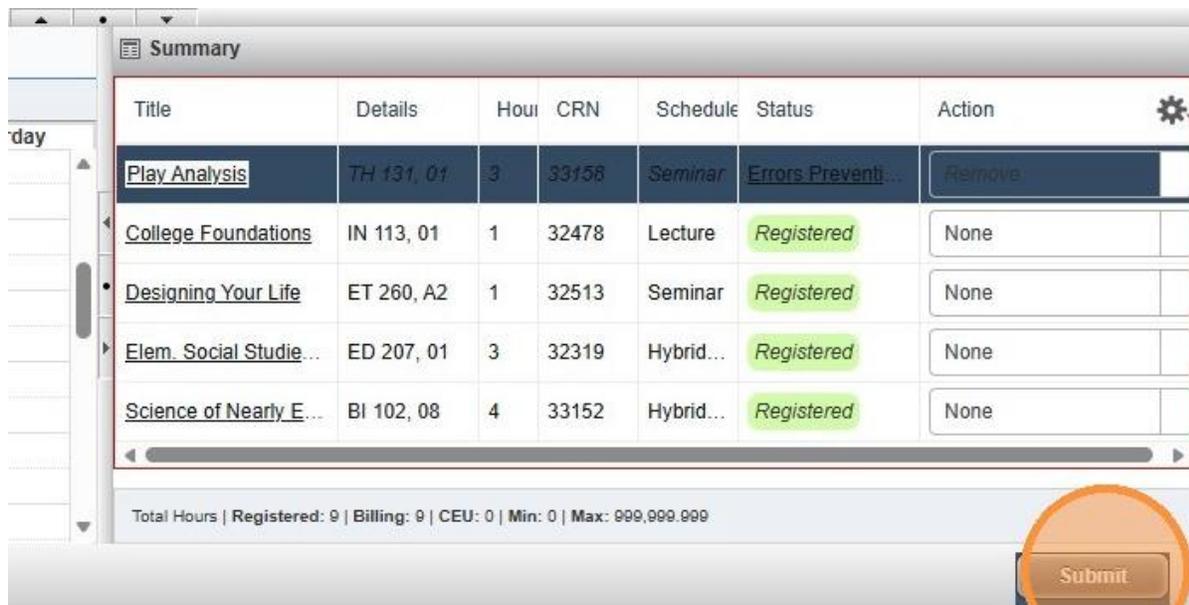
12. If one of the courses you're trying to register for has a restriction, you cannot register for it at this time. If there is an error with a specific course, you must hit the "Submit" button again to remove the course from your summary.

 [TH 131 CRN 33158: Department Restriction](#)



Title	Details	Hour	CRN	Schedule	Status	Action	
Play Analysis	TH 131, 01	3	33158	Seminar	Errors Preventi...	Remove	<input type="checkbox"/>
College Foundations	IN 113, 01	1	32478	Lecture	Registered	None	<input type="checkbox"/>
Designing Your Life	ET 260, A2	1	32513	Seminar	Registered	None	<input type="checkbox"/>
Elem. Social Studie...	ED 207, 01	3	32319	Hybrid...	Registered	None	<input type="checkbox"/>
Science of Nearly E...	BI 102, 08	4	33152	Hybrid...	Registered	None	<input type="checkbox"/>

13. Errors can be caused by several things such as not having the prerequisites, test scores, not having high enough class standing, and time conflicts with other courses, to name a few. If you have any troubles with registering, go to the **Registrar** or the **Student Success Center!**



The screenshot shows a web application window titled "Summary" containing a table of course registrations. The table has columns for Title, Details, Hours, CRN, Schedule, Status, and Action. The first row, "Play Analysis", is highlighted in dark blue and has a "Remove" button in the Action column. The other rows are "College Foundations", "Designing Your Life", "Elem. Social Studie...", and "Science of Nearly E...", all with a status of "Registered" and a "None" action. Below the table, a summary bar shows "Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 999,999.999". A large orange "Submit" button is located in the bottom right corner.

Title	Details	Hours	CRN	Schedule	Status	Action
<u>Play Analysis</u>	TH 131, 01	3	33158	Seminar	Errors Preventi...	Remove
<u>College Foundations</u>	IN 113, 01	1	32478	Lecture	Registered	None
<u>Designing Your Life</u>	ET 260, A2	1	32513	Seminar	Registered	None
<u>Elem. Social Studie...</u>	ED 207, 01	3	32319	Hybrid...	Registered	None
<u>Science of Nearly E...</u>	BI 102, 08	4	33152	Hybrid...	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit