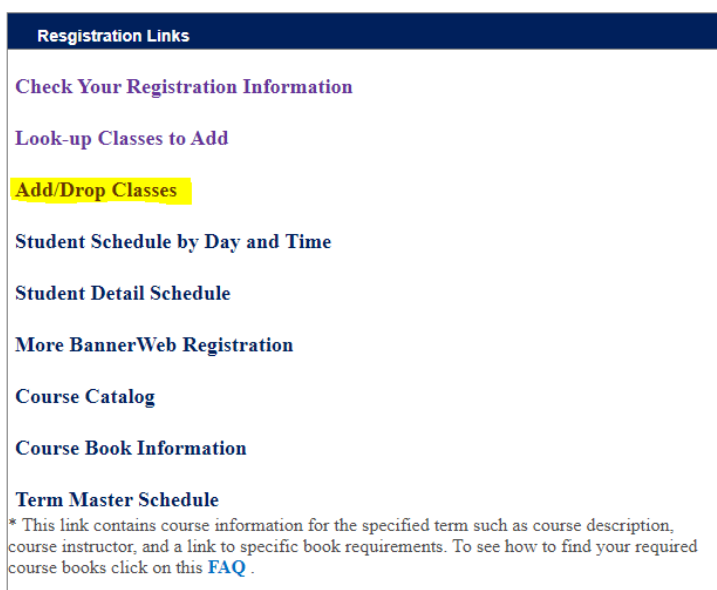# Class Registration Instructions

How to search for courses on the Term Master Schedule

1. Go to https://connect.ec.cabrini.edu/PROD/hzskschd.P_CrseSearch
2. Select the correct Term and other search criteria, and click Submit
3. Click the blue five-digit CRN number next to each course for more info

How to add classes through the Cabrini Portal

1. Log on to https://portal.cabrini.edu
2. Click the "Students" tab at the top
3. Select "Add/Drop Classes" in the Registration Links box

Resgistration Links

Check Your Registration Information

Look-up Classes to Add

Add/Drop Classes

Student Schedule by Day and Time

Student Detail Schedule

More BannerWeb Registration

Course Catalog

Course Book Information

Term Master Schedule
* This link contains course information for the specified term such as course description, course instructor, and a link to specific book requirements. To see how to find your required course books click on this **FAQ** .

You will be prompted to submit a PIN # (Alternative PIN) before you can register for courses. You will obtain this PIN from your advisor. They will release the PIN to you once you have met to discuss your registration. You will receive a new PIN for each semester.

Enter the CRNs for the course or courses you wish to add (you can find the CRNs on the Term Master Schedule, or you can click the "Class Search" button)

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

CRNs

20265	20266					

Submit Changes   Class Search   Reset

[View Holds | Change Class Options | Registration Fee Assessment]

RELEASE: 8.7.1

4. Click "Submit Changes"
5. If the registration is successful, you will see this message appear on your screen

Add or Drop Classes

💬 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
** Web** Registered on Apr 06, 2021	None	20265	MACC	540	A	Graduate	3.000	Standard Letter	Auditing & Attestation
** Web** Registered on Apr 06, 2021	None	20266	MACC	560	A	Graduate	3.000	Standard Letter	International Accounting

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Apr 06, 2021 02:56 pm

Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]

6. If the registration is unsuccessful, you will see errors appear under the Status heading next to each course that could not be added. Some common errors include "Closed Section" (the class is full) and "Prerequisite and Test Score error" (you did not complete the prerequisite(s) for this course). Please email registrar@cabrini.edu if you are unsure about any error.

Add or Drop Classes

💬 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

❗ **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registration changes are not allowed. Course status dates not within range for part of term.	20265	MACC	540	A	Graduate			Auditing & Attestation
Registration changes are not allowed. Course status dates not within range for part of term.	20266	MACC	560	A	Graduate			International Accounting

Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]

[View Holds | Change Class Options | Registration Fee Assessment]

RELEASE: 8.7.2.6

7. If your registration was successful and you want to confirm your schedule, go back to the Portal homepage, under the "Students" tab
8. Click "Student Detail Schedule"
9. Select the Term and click "Submit"

How to drop classes through the Cabrini Portal

1. Go back under the "Add/Drop Classes" link
2. You will see the list of courses for which you are currently registered
3. Select the drop-down box under Action for the course you wish to drop and click "**Web**Drop"

Add or Drop Classes

💬 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
** Web** Registered on Apr 06, 2021	None ▾	20265	MACC	540	A	Graduate	3.000	Standard Letter	Auditing & Attestation
** Web** Registered on Apr 06, 2021	None / **Web**Drop	20266	MACC	560	A	Graduate	3.000	Standard Letter	International Accounting

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Apr 06, 2021 03:17 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

[View Holds | Change Class Options | Registration Fee Assessment]

4. Click "Submit Changes"
5. You will see the course disappear from your list of courses