



Online REGISTRATION

- 1. Can I register myself for classes online?**
YES, but you must first meet with your advisor.
- 2. How do I know who my advisor is?**
Look under the Student tab on your MyGarrett portal.
- 3. How do I know what classes to take?**
Use your Advising Worksheet on your MyGarrett portal, the College Catalog, and your advisor.
- 4. How do I register for classes online?**
Turn this card over for detailed instructions.
- 5. When should I register for classes?**
Within 48 hours of meeting with your advisor.
- 6. What if I need help?**
See the AASC in room 519 or call 301-387-3715.

AASC
Advising & Academic
Success Center



GARRETT  COLLEGE

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MY.GARRETTCOLLEGE.EDU

How to Register for Classes ▾



Meet with your advisor

Sign up for an appointment on your advisor's door.

- **Before the appointment**, complete the **Registration Agreement** and **Personal Information Update** forms on the MyGarrett portal. These two forms are located in the Course Registration area of the Student Tab. Use the MyGarrett portal to search for classes you wish to take.
- **During the appointment**, share your academic, career, and transfer plans and goals with your advisor. Have a schedule of the classes you wish to take during the upcoming semester(s) ready to discuss. Your advisor will assist you in changing your major or with any uncommon course registrations, if needed.

You **MUST** meet with your advisor to receive registration clearance.



Register

You must self-register for your classes **within 48 hours** of your advising appointment. Following the meeting, be sure to register for classes **AS SOON AS POSSIBLE** to avoid classes filling up and clearance removal.

How to self-register:

1. **Log into My.GarrettCollege.edu**
2. **Register for courses**

Use the Course Search function in the Course Registration area to find, select, and add your desired courses to your schedule. Pay close attention to status and error messages during the registration process. Contact your advisor for any messages you believe are inaccurate.

If you need a little bit of help during the registration process, feel free to visit the AASC in room 519 or the Tutoring Center in the library.

✓ Verify

Once you've registered for your classes, your advisor will review and approve your course selections **within 48 hours**. Courses that have been approved by your advisor will appear as **Current** on your schedule, and courses that are awaiting advisor approval will appear as **Reserved**. If your courses are not approved after a few days, contact your advisor.

You may register for additional courses through the end of the add./drop period; however, you may not drop courses. To drop courses, change your major, or for any uncommon course registrations, you must see your advisor.