How to register for classes on Cardinal Students

Department of Library and Information Science

   Also accessible via https://csprd.cua.edu/csprd/signon.html.
2. The first page that appears is the Student Center. Check the sidebar on the right to make sure that your Holds and To Do List are clear. If one or both of these have messages other than what is displayed below, you will likely need to address those before you can register for classes.

3. Click on the small blue link under the Academics box called Enroll.

4. On the next page, called Add Classes, click on Search.
5. In this second **Add Classes** page called **Enter Search Criteria**, enter the information you need to find your class. The **Show Open Classes Only** option is set by default, but you can uncheck this if you also want to find classes that are currently closed or waitlisted. Click on the **Subject** dropdown box.

6. In the **Subject** dropdown, there are two options that will show courses in the Department of LIS. The first is **Library & Information Science** (abbreviated as LSC in course listings). This includes on-campus courses, whether they are face to face, blended, or OWL offerings. The second is **Library Info Science: O/C** (abbreviated as CLSC in course listings). This includes off-campus offerings only.
7. This search displays results for open classes in the subject **Library & Information Science**. There are details of the available courses such as dates, times, location, instructor, and whether the course is open, waitlisted, or closed. To register for a course, click **Select** on the right.

8. If the status is not open, there is a button that adds the student to the course’s waitlist. Click **Next**.
9. Repeat this process for each course you want to enroll in. Once the **Shopping Cart** reflects the ideal schedule, click on the button that reads **Proceed To Step 2 Of 3**.

10. On the final page, called **Confirm classes**, verify the courses and their status and click **Finish Enrolling** to finish enrolling.