

### To register yourself on-line:

1. Login to [NetClassroom](#) using your case-sensitive username and password. The link can also be found on the Student Center. If you have difficulty logging in, email [registrar@augustineinstitute.org](mailto:registrar@augustineinstitute.org) .
2. Click on the “Registration” tab.
3. Click on “Enroll in Classes.”
4. Click on “Edit Registration.”
5. To enter your class choice(es), under the 1<sup>st</sup> choice click the down arrow. Choose the course name from the drop-down menu. You may choose from one to four courses.
6. In the second column choose the section, usually 1 for on-campus (OC) or 2 for distance-education (DE). If the course is only offered as OC or only offered as DE, you still must select 1 as the section. **If the section box is left blank, you will not be registered.**
7. When you have chosen all of your classes, click on the Submit button at the bottom of the page. The next page will summarize your choices. Please check for correctness and that the credit hours are listed for each course. If it is not correct, use the instructions to drop a class and change as necessary.
8. If you receive an error message regarding pre-requisites, check to make sure you are taking the next possible class in the sequence for your degree program. If you believe your schedule is accurate, but still get an error message, please contact [registrar@augustineinstitute.org](mailto:registrar@augustineinstitute.org) or call 303-937-4420 x103 to override the issue.

**You will NOT receive a confirmation email of your registered class(es). To check your registration status, login to NetClassroom and look at your schedule for the upcoming term.**

### To Drop a class:

1. Click on “Edit Registration.”
  2. Go to the listed class that you would like to drop or delete.
  3. Click on the down arrow next to the class. At the top of the list is a blank line; choose the blank. The class will no longer be visible.
  4. Click the “Submit” button.
  5. Please note – you can only drop yourself from a class during the on-line registration period. If on-line registration has closed and you wish to drop a class (within the posted drop period) or withdraw (some tuition will be due depending upon date of withdrawal) submit an ADD/DROP or WITHDRAWAL form found on the Student Center page <https://www.augustineinstitute.org/student-center/> Applicable dates are listed on the current academic calendar.
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