How to Register for Classes

1. Login to your my.canisius account
2. On the left side of the page you will see the *Launchpad*, click on the orange tab labeled
   Schedule and Registration
3. Select *Student Profile/ Registration* which will open a new page on your browser
4. You should now be in your Student Profile, on the left side under your picture select the
   Registration and Schedule this will open a new page on your browser
5. On the right side of the page, select the *Register for Classes* option
6. Choose the correct term and select *Continue*
7. From here you can enter the class if you know exactly which classes you would like to
   register for:
   a. If you are unsure of what classes you want to take and would like to see all your
      options, select the subject line. A drop down list of the courses alphabetized by
      major/program should appear. Choose the subject area that fits your need and
      then select *Search*.
   b. You can enter the subject: major/program and search all classes that will be
      offered.
      i. For example: to choose counselor education courses, type in or select via
         the dropdown arrow "EDC" and select *search* - it will pull every course
         offered for that term beginning with "EDC".
8. To register for the class choose the *Add* button on the right side of the corresponding
   class.
   ***When you choose *Add* you should see the class appear to the bottom right corner of
   the screen in the *Summary* box.**
9. When you have completed choosing all the courses for that semester you can submit
   your choices by moving to the bottom right of the screen to the *Summary* box. Review
   the classes to be sure you chose the correct classes.
10. After confirming, press the *Submit* button in the bottom right corner of your screen.
11. The classes should either say *Pending* or *Registered* after hitting the submit button.
    * Please note that selecting *Add* does not fully register you for the course.

**If you accidentally submitted a class or wish to change a class later, repeat these steps. When
you get to the *summary* section, under the column labeled *Action* select the drop down arrow
and choose *Web Drop* for the class you wish to drop. Be sure to *Submit* to finalize the Web
Drop.**
**If you run into an issues or have any questions you can contact the registrar by calling
716-888-2990.**

To access your Desire2Learn (D2L)

·   Login to your MyCanisius account

·   On the left side of the page you will see the **Navigation Bar**, listed under the **Navigation Bar** is the **Launchpad**. Under the **Launchpad** you will see the other subgroups. Choose the green section, labeled **My Applications**

·   You will see the tab labeled **Desire 2 Learn**, select this option

·   When the page opens you will see the classes that you are registered for on the left hand side and a section on the right hand side with an introduction video to D2L. It is highly recommended that you watch this video. You will also notice that the courses Open on D2L on **August 24**[th], it is also highly recommended that you are familiarizing yourself with D2L on the 24th so you're ready when classes begin on the 27th.

To access your Gmail:

·   Login to your MyCanisius account

·   On the left side of the page you will see the **Navigation Bar**, listed under the **Navigation Bar** is the **Launchpad**. Under the **Launchpad** you will see the other subgroups. Choose the green section, labeled **My Applications**

·   You will see the tab labeled **Gmail**, select this option

It is very important that you are checking your account daily, as this is how your professors will be in contact with you!

If you have any questions about any of this material please do not hesitate to reach out to the Graduate Admissions Office. We would be happy to walk you through the process.