

## CSU 2010-2011 REGISTRATION INFORMATION

Advisement and registration for current CSU students will begin March 15th. Depending on your student classification, you may be eligible to register online for Maymester, Extended Maymester, Summer I, Summer II, and/or Fall 2010 using MyCSU.\* Be aware that all undergraduate students must contact their advisors for clearance prior to registering. Contact your advisor as soon as possible. Your advisor must approve for you to register in the computer system before registration will be possible.

Your registration period is determined by your classification, and will begin as follows:

March 15	(8:00 a.m.)	Seniors, Juniors, Graduate Students
March 22	(8:00 a.m.)	Sophomores
March 29	(8:00 a.m.)	Freshmen

\* Students who may not use MyCSU to register:

1. Freshmen (earned 30 or less hours). See your advisor to be registered.
2. Students in Nursing or Music majors.
3. Students in the Bridge Program.
4. Students on Academic Probation 2.
5. Students with a HOLD blocking registration. Contact the department who placed the hold for more information. If you have a Business Office hold, be sure to check with them to see if you are eligible for a "hold over-ride" to allow registration. If an over-ride is granted, you must have a completed registration form (signed by your advisor) with you at the Business Office so they can place a seal on it. The special seal indicates the over-ride approval, and will allow the Registrar's Office to enter your schedule for you. Class availability could change during this process.

To register online, you will need to know your Student ID number and Personal Identification Number (PIN). If you do not know your PIN, you may obtain it by presenting your CSU student ID card in the Registrar's Office, located on the second floor of the Strom Thurmond Center. PIN's will not be given out via phone, but may be mailed if requested or emailed to your Buc Mail account.

To register or view personal information on MyCSU:

Go to [www.charlestonsouthern.edu](http://www.charlestonsouthern.edu). Under "Academics" click "Registrar," "Registration," "Online Registration Instructions." Print the instructions if needed, then click MY CSU LOGIN. You can also click on "MyCSU" which is located at the top of the CSU home page. Enter your CSU Student Identification number and PIN to Login. Click on the "Academics" tab and select "Course Schedules" to select your courses. Click on "Personal Info" beside your name to update your profile information. To update your address, click on the "Biographical Info" tab. Click on the pencil icon to submit a change. Click on the "Academic Info" tab to view your major or program of study. If you need to change your major or minor program of study, complete a "Declaration of Major/Minor" form in the Student Success Center, 1st floor, Strom Thurmond Center or submit it online. Registration for each term will end at 5:00 p.m. on the last day to drop or add a class. Please see the Academic Calendar for beginning and ending dates and times for all registrations.

Contact the Office of the Registrar if you have questions at 843-863-8060.