**ONLINE COURSE RESERVATION PROCESS**

**Instructions**

1. Access [http://www.suagm.edu/orlando/](http://www.suagm.edu/orlando/) or [http://www.suagm.edu/florida/](http://www.suagm.edu/florida/)
   - for Orlando students
   - for South Florida students

2. Select *Online Registration* from the Students Services Menu.

3. Use the area designated for your university (i.e., if you belong to the Universidad del Turabo, you are going to use that specific column).
4. Click on **Course Reservation Form** and Print it.
5. Click on the **Class Schedule** and proceed to fill out the Course Reservation Form. You are going to need the filled Course Reservation Form.
6. Click on **Reserve Courses Here**.
7. Write your **User ID** (student #) and your **Pin Number** (given by the Registrar’s Office)

8. Select **Student Services & Financial Aid**.
9. Press **Registration**.
10. Click on **Select Term** and from the Drop Down Menu and select (**Summer 2010-03**). Then press **Submit**.
11. Press **Add/Drop Classes**.

12. Type in the **Course Reference Numbers** (CRN) of the courses you need to reserve from the class schedule.
13. Press **Submit Changes**.