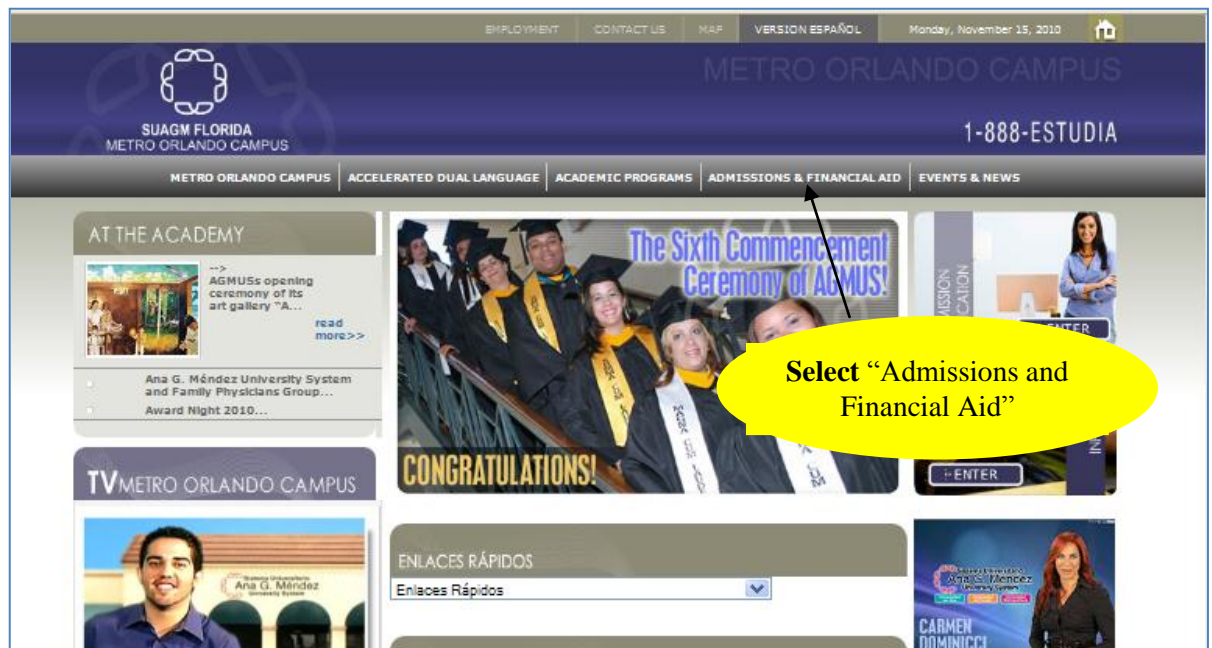


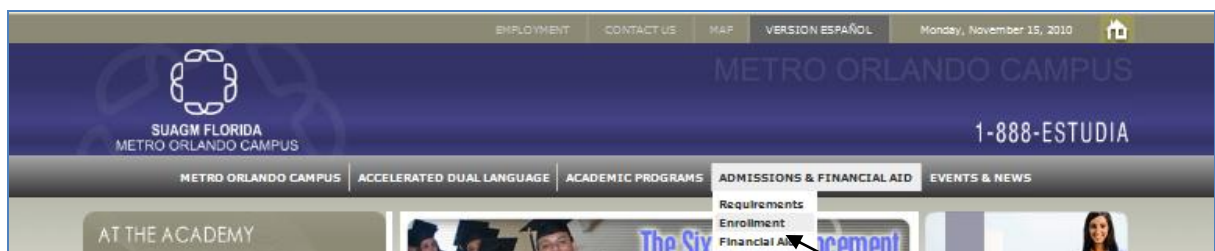
# ONLINE COURSE RESERVATION PROCESS

## Instructions

1. Click on one of the following links to access your Campus:
  - For Metro Orlando Students <http://www.suagm.edu/orlando/>
  - For South Florida Students <http://www.suagm.edu/southflorida/>
  - For Tampa Bay Students <http://www.suagm.edu/tampa/>



2. Select Admissions and Financial Aid from the menu at the top part of the page (see image above).
3. Select the "Enrollment" option from the menu (see next image)



- Find the area designated for your university (i.e., if you belong to the Universidad del Turabo, you are going to use that specific column).


Online Course Reservation		
		
<p><a href="#">Instructions to Reserve your Courses</a></p> <p><a href="#">Class Schedule 2012-01 Regular Undergraduate and Graduate (UNE - UMET y UT)</a></p> <p><a href="#">Class Schedule 2012-02 Regular Undergraduate and Graduate (UNE - UMET y UT)</a></p> <p><a href="#">Class Schedule 2012-03 Regular Undergraduate and Graduate (UNE - UMET y UT)</a></p> <p><a href="#">Course Reservation Form</a></p> <p><a href="#">Reserve Courses Here</a></p> <p><a href="#">Apply for your Loan</a></p>	<p><a href="#">Instructions to Reserve your Courses</a></p> <p><a href="#">Class Schedule 2012-01 Regular Undergraduate and Graduate (UNE - UMET y UT)</a></p> <p><a href="#">Class Schedule 2012-02 Regular Undergraduate and Graduate (UNE - UMET y UT)</a></p> <p><a href="#">Class Schedule 2012-03 Regular Undergraduate and Graduate (UNE - UMET y UT)</a></p> <p><a href="#">Course Reservation Form</a></p> <p><a href="#">Reserve Courses Here</a></p> <p><a href="#">Apply for your Loan</a></p>	<p><a href="#">Instructions to Reserve your Courses</a></p> <p><a href="#">Class Schedule 2012-01 Regular Undergraduate and Graduate (UNE - UMET y UT)</a></p> <p><a href="#">Class Schedule 2012-02 Regular Undergraduate and Graduate (UNE - UMET y UT)</a></p> <p><a href="#">Class Schedule 2012-03 Regular Undergraduate and Graduate (UNE - UMET y UT)</a></p> <p><a href="#">Course Reservation Form</a></p> <p><a href="#">Reserve Courses Here</a></p> <p><a href="#">Apply for your Loan</a></p>

- Click on **Course Reservation Form** and Print it.
- Click on the **Class Schedule** and proceed to fill out the Course Reservation Form. You are going to need the filled and signed Course Reservation Form.
- Click on **Reserve Courses Here**.
- Write your **User ID** (student #) and your **Pin Number** (given by the Registrar's Office)

[HELP](#)   [EXIT](#)

### User Login

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 Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close this window.

User ID:  ← User ID: Student #  
PIN: Sent by the Registrar

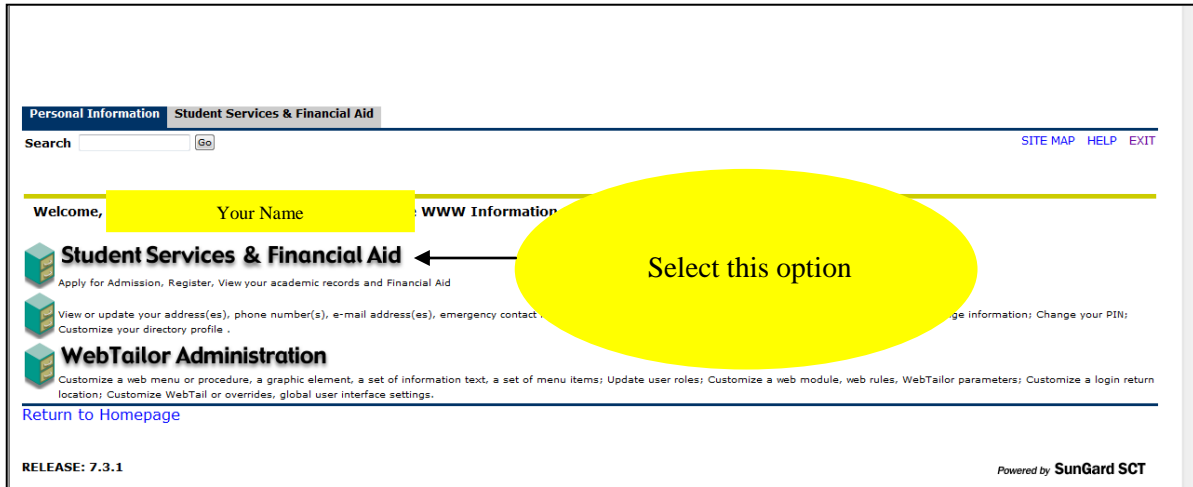
PIN:


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RELEASE: 7.4.1 Powered by SunGard SCT

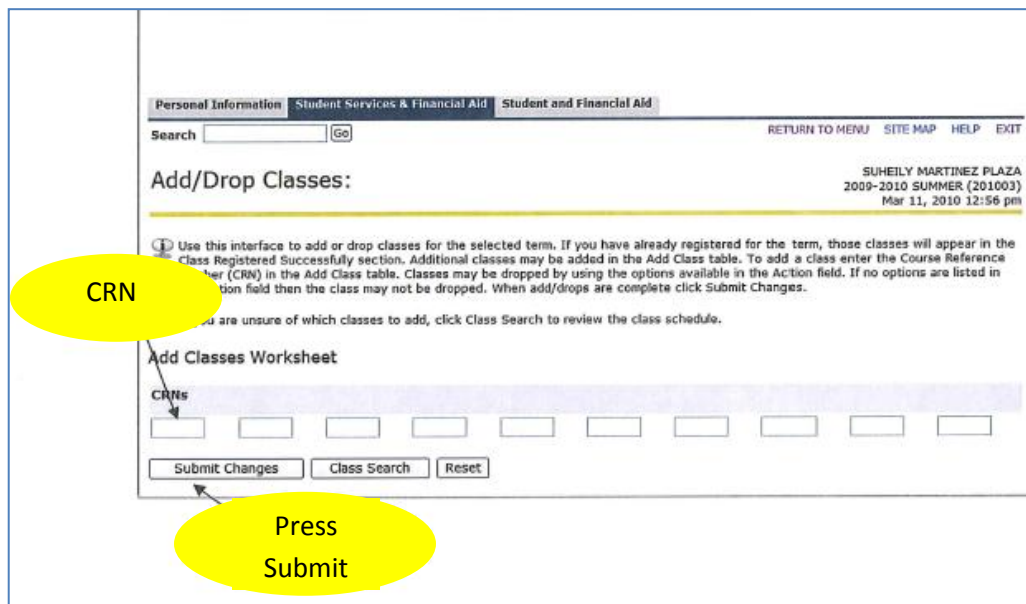
9. Select *Student Services & Financial Aid*.



10. Press *Registration*.

11. Click on *Select Term* and from the Drop Down Menu and select all terms you will reserve (*First Term 2011-2012, Second Term 2011-2012, and Summer Term 2011-2012*). Then press *Submit*.

12. Press *Add/Drop Classes*.



13. Type in the *Course Reference Numbers* (CRN) of the courses you need to reserve from the class schedule.
14. Press *Submit Changes*.
15. Print a copy for your records.