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)
4. 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).

5. Click on **Course Reservation Form** and Print it.

6. 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.

7. Click on **Reserve Courses Here**.

8. Write your **User ID** (student #) and your **Pin Number** (given by the Registrar’s Office)
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.