Find out the courses you need using your Degree Plan:

a. Under Academics, click My Academics
b. Click View My Degree Plan
c. Click Expand All button to open all sections
d. Read Graduation Requirements at the top of your Degree Plan
e. Scroll down to review courses required in your major, listed by section (English, Math, Social & Behavioral Sciences, Arts, Humanities, Communications, etc.)
f. Review courses taken and courses needed to satisfy each requirement
g. Click on course names for course descriptions and prerequisite info
h. Meet with your advisor to select courses based on career and transfer goals

Sign up for classes using your shopping cart:

- Under Academics, click Enroll
- Select semester (term) if option appears; click Continue
- Use one of the Options below to register for classes

**Option 1:** Enroll using Class Search when you need to look up courses:

a. Under Find Classes, Class Search is the default option - click Search button
b. Enter Course Subject and Course Number, and click Search
c. Review all classes available (you may need to click “view all sections”)
d. Click Select for the section you want
e. Review course info, and if correct, click Next to continue
f. Repeat steps above to add courses; then, click Proceed to Step 2 of 3
g. Read payment information; click OK to continue
h. Confirm classes; click Finish Enrolling to complete registration process
i. Click My Class Schedule to verify schedule

**Option 2:** Enroll using Enter Class Number when you have info from Credit Schedule:

a. Enter Class Nbr in box (4-digit Fall/Spring; 3-digit Summer/J-Term); click Enter
b. Review course info, and if correct, click Next to continue
c. Repeat steps above to add courses; then, click Proceed to Step 2 of 3
d. Read payment information; click OK to continue
e. Confirm classes; click Finish Enrolling to complete registration process
f. Click My Class Schedule to verify schedule

Drop a class from your schedule:

a. Under Academics, click on Enroll
b. Click Drop from the menu under the Enroll tab
c. Select semester (term) if option appears; click Continue
d. Click the box in front of the class you wish to drop
e. Click Drop Selected Classes
f. Confirm course to be dropped is correct
g. Click Finish Dropping
h. Click My Class Schedule to verify schedule changes

View or print your class schedule:

- Under Academics, click on other academic... drop-down menu
- Select Class Schedule and click round >> Go button
- Select semester (term) if option appears; click Continue
- Scroll down to bottom of schedule; click Printer Friendly Page

Get your grades:

a. Under Academics, click on other academic... drop-down menu
b. Select Grades
c. Current term grades display; or click Change Term for a different term’s grades

Apply for graduation:

a. Under Academics, click on other academic... drop-down menu
b. Select Apply for Graduation
c. Click Academic Program
d. Follow on-screen directions to complete application

Find transcripts and transfer information:

- Under Academics, click My Academics
- Click on the following links for:
  - Transfer Credit Report
  - Transcript: View Unofficial
  - Request Official Transcript

See courses needed if you change majors

- Under Academics, click on other academic... drop-down menu
- Select What if Report; click the round >> GO button
- Click on Create New Report
- Review What-If Scenario screen for directions
- Select Academic Program (Assoc Degree or Cert) under Program Scenario
- Select Area of Study (major) you want under Program Scenario
- Scroll down; click Submit Request

**NOTE:** A Change of Major form submitted to the Welcome Center in J-101 is required to officially change your major. The form can be printed from the Advising links on the right side of your Student Center. Students are required to meet with an advisor and get their signature before submitting the Change of Major form.

View tuition and make a payment:

- Under Finances, click Account Inquiry
- View Account Summary
- Click on Make a Payment or Set up a Payment Plan

Need more help? Here’s who to contact:

Welcome Center in J-101 or at 301.846.2431 for questions related to adding or dropping classes, transcripts, transfer credit, grades, and graduation.

Cashier’s Office in J-112 or at 301.846.2658 for questions regarding payment.

Information Technology Services for Students in G-122 or 301.846.2509 or https://www.frederick.edu/student-resources/it-services.aspx