HOW TO REGISTER FOR CLASSES

Welcome to the Josef Korbel School of International Studies! We hope this document will help you navigate the process of course registration for the upcoming term.

1. Log into PioneerWeb using your DU ID number and Passcode.

2. Click on the “Student” tab (the tab will be highlighted when active) > click on “Registration” in the “Advising and Registration Tools” box.

3. Click on “Register for Classes.”
4. You will be prompted for the term. Please select the relevant term from the drop down menu and then click on the “Continue” button after the correct selection has been made.

5. If you have registration holds on your account, notifications will appear in the upper right hand corner. You will not be able to proceed with registration until the holds have been resolved.

Students with registration holds should return to step 3, and click on “Prepare for Registration” to learn more about the hold and which office to contact for resolution.
6. From the “Register for Classes” screen, you may search for classes in the “Find Classes” tab using several criteria. Basic search criteria include:
   - Subject Code (e.g. CRES for Conflict Resolution; INTS for International Studies; PPOL for Public Policy);
   - Course Number;
   - Course Title or portions of titles;
   - Level (e.g. graduate). Note: 4000-level INTS/PPOL courses are open to graduate students, while INTS/PPOL 1000 to 3000-level courses are reserved exclusively for undergraduates;
   - College (e.g. International Studies).
   Click the “Search” button after you finish entering your search criteria.

7. Once you find the section of the course you want to take, click the “Add” button. You will notice that it has been placed in the Calendar View and in the Summary View. Since it has not been submitted, the course will be shaded.

Alternatively, you can go old-school and click here to enter CRNs.

If you have already created a plan and would like to register from that plan, click on “Plans.”

Once you have found the section you want, click the “Add” button.

The display will be shaded until you click Submit.
8. Once you submit your registration request, the course in the Calendar View and in the Summary View will change to green. You will notice that the status in the Summary View will state “Registered.” Confirmations and/or problems are noted in the message area at the top of the screen.

**OTHER ESSENTIAL INFORMATION**

**Course Planning and Preparation:**

For planning purposes, course schedules and current Master’s Handbooks are available on our [Portfolio Community](#) site for your review.

**Waitlists:**

Any student that wishes to be placed on a waitlist for a graduate JKSIS course **MUST** do so online, following [official DU guidelines](#). Online waitlists become available **only once a course has reached capacity**, and eligible students may add their names to a waitlist during Web registration only after attempting to register for a closed course. Step-by-step instructions can be found [here](#).
For your reference, we have posted a “Letter to Students + FAQs” explaining the waitlist process on the Registration and Academic Advising tab our Portfolio Community site, which is accessible 24/7.

Note: if you do not get in to all the courses you hoped for this time around, please remain calm. Indeed, there will be many opportunities during the course of your studies to adjust and ensure you are on track for graduation.

Holds:

Make sure that you have no holds on your account so that you can register at the designated time. You should check for holds now. Holds can be checked at any time by logging on to PioneerWeb. Click the myWeb tab > click on Student tab > select Student Records > click on the View Holds link.

Advising Questions:

- Please direct course questions and academic advising requests to your degree and/or certificate director (see our Portfolio site for a list of current degree/certificate directors).
- Please direct general questions regarding policies and procedures to issta@du.edu.
- Please direct questions regarding technical registration assistance to registrar@du.edu.