

CIIS Registration Instructions

MyCIIS is our web portal, and can be found at: <https://my.ciis.edu>. Through MyCIIS you can register for and drop classes, pay tuition, see your financial aid status, access forms, update your contact information, view your advising worksheet, and perform other transactions. Download the *MyCIIS Getting Started Guide* found under the Home tab of MyCIIS. For assistance with MyCIIS, e-mail portalhelp@ciis.edu.

1. Be Certain You Want to Register

Everyone who registers is charged a registration fee. This fee is not refunded if you drop your courses.

2. Make Sure You Can Log Into MyCIIS and See the Online Schedule

Log in at <https://my.ciis.edu>. Your user name is the same as your student ID number. If you've forgotten your user name or password, click the retrieval links in the right-hand column.

Once you're logged-in, click on the Registrar tab. Then, in the left-hand menu, click "Search and Register for Courses".

If after this you see a message that says "You must be logged in and authorized to view this information", either CIIS has yet to process your enrollment deposit (for new students) or you've fallen inactive (continuing students).

- To inquire about the deposit status, contact the Business Office at 415-575-6132 or businessoffice@ciis.edu.
- To inquire about your active status, contact the Registrar's Office at 415-575-6126 or registrar@ciis.edu.

3. Confirm that the Personal Information CIIS Has for You is Accurate

Before being permitted to first view the online schedule, you will need to verify the data CIIS has on record for you. You will see a link that says "Confirm Your Personal Information". Click on this, review the information, update it if necessary, and click "Submit". These confirmations won't be required when you log back into the schedule again.

You may later return and update your personal information at any point by:

1. Logging into <https://my.ciis.edu>.
2. Click on the "Account Information" link located at the top right-hand corner of the screen.
3. Click the "My Contact Info" grey tab.
4. If any information need updating, click the pencil icon, type in the new information, and click "Submit". Your information will be updated in our system within two business days.
5. If you want to change your password, click the "Change Password" tab. Enter a password, and click "Submit". Wait 15 minutes for the new password to become active.

4. Check for Holds

If you see a message in the "Register for Courses" portlet that says "You have holds and are not allowed to Register" look at the type of hold and use the "Faculty & Staff Directory" link on ciis.edu to contact the related office. If it's a Business Office, Library, or International Insurance hold, you may have an account balance, which you can pay through MyCIIS under the "eBiz" tab.

5. Plan Your Schedule

Under the "Registrar" tab, in the left-hand menu, click the "Search and Register for Courses" link. On the next page, click either the "Class Schedule Overview" link or the "Course Search" link. From the latter, select the term from the [Term] drop down menu, and then select a course prefix from the [Department] drop down menu. Click "Search". You'll be given all courses with that prefix. Click the course code link to find out the course's full schedule, grading option, and description. The Overview does not contain descriptions.

WARNING: Check the course's meeting dates carefully. TH means the course meets on Tuesday and Thursday; SU means Saturday and Sunday.

Many programs have their syllabi posted on their program page, found under the Academics tab. If you don't see it, contact the program. (After you're registered, you can see the syllabus on the course's Canvas course space a week before the term begins. Canvas is CIIS' online learning platform. Information about it can be found under the Canvas tab of MyCIIS.)

Use the table below to plan your class schedule before attempting to register. Some classes fill up quickly. Have back-up choices if your first choices are unavailable. Pay special attention to what grade option the course has.

| COURSE CODE | TITLE | FACULTY | CREDITS | GRADE OPTION | DAY AND TIME | DATES | LOCATION |
|-------------|-------|---------|---------|--------------|--------------|-------|----------|
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6. Register for Your Courses

If you're logged onto MyCIIS before registration opens, you must log out and log back in to be able to register.

- Under the "Registrar" tab, click the "Search and Register for Courses" link in the left-hand menu. Click "Add/Drop Courses".
- You have two options:
 - If you know the course codes of the courses you want, enter them and click "Add Courses". This will register you. DO NOT PASTE THE COURSE CODE - TYPE IT IN.
 - If you don't know the course codes, click the "Course Search" tab.
 - Select the term from the [Term] drop down menu.
 - Select a course prefix from the [Department] drop down menu. Click "Search".
 - Click the box next to each course you want to register for. Scroll down and click "Add Courses."

WARNING: Clicking "Add Courses" will register you, and generate both the tuition charge and a non-refundable registration fee. This fee is charged once per semester and will not be waived if you later drop all of your courses.

WARNING: You may see a message that says "Error: course successfully added with warnings. Student division does not match course division." You may disregard this. The registration will have been processed.

- If your course allows the option of letter grading or pass/no pass, you will see an error message. Select the option you want and click "Add Course." The default option is letter grading.
- If your course is offered for variable units, you'll see an error message. Select the number of units you want and then click "Add Courses". Do not enter fractional numbers (e.g., 2.5, 1.25, etc.)

7. Inspect and Print your Class Schedule

Under the "Registrar" tab, in the left-hand menu, click "Search and Register for Courses". In the "My Current Schedule" portlet, click "View Details". Inspect all the information carefully. If you made an error in your grade option, either drop the course and register for it again (be careful, as some courses fill up quickly) or send an e-mail to registrar@ciis.edu requesting it be changed. (Requests must be submitted by the [Add/Drop Deadline.](#)) Once you are sure your schedule is correct, click on the "Printer Friendly" link on the top right-hand side of the page, print your schedule, and keep it for your records. Should an issue arise later, you will need this page for reference. Do the same if you decide to later add or drop any courses or change any grading options.

8. If You Are Waitlisted

You will remain on the waitlist until either:

- You drop yourself from it, which you can do online; OR
- The waitlist is purged (on the Add/Drop Deadline); OR
- A seat opens up in the course and you are added to it.

Check your schedule online via MyCIIS regularly to see if you have been moved from the waitlist into the class. The Registrar's Office will notify you if this happens, but this notification could be thwarted. Once you're added you become responsible for the course's tuition and academic requirements. Ignorance of being added will not be accepted as a reason for waiving these requirements.

If you have not been added to the course by its start date, you may attend its first class meeting if you have the instructor's permission. Bring a registration form and if you receive permission to be added, have the instructor sign it. Bring it to the Registrar's Office by the Add/Drop Deadline. Even if you don't attend the first class meeting, it's possible you may still be added to the course. Continue to check your schedule online through the Add/Drop Deadline.