

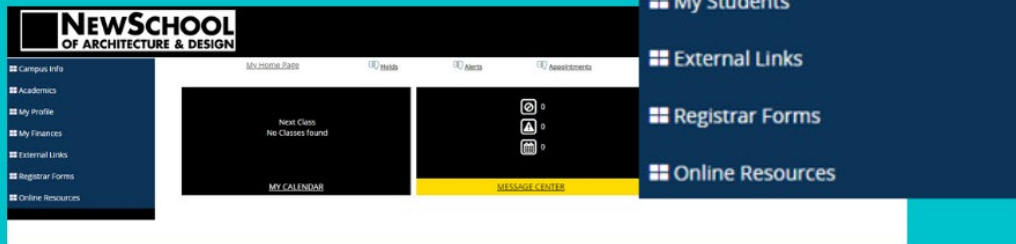
How to Add a Course in the Student Portal

Step 1: Go to the Student Portal (sisportal.newschoollarch.edu) and click on the LOGIN button then click on Student Portal Homepage. Enter your NewSchool Student Email and Password to Login Homepage.

The image shows a composite of two screenshots from the Student Portal website. The left screenshot shows a dropdown menu with the following options: Student Portal Homepage, Current Student Login Here, Faculty Portal Homepage, Faculty Login Here, and Course Schedule. A red box highlights the 'LOGIN' button in the top right corner of the page, and a red arrow points from this button to the 'Student Portal Homepage' option in the dropdown. The right screenshot shows the 'Self-Service Portal' login page. A red box highlights the 'LOGIN' button in the top right corner of the page. A red arrow points from this button to the 'Login to Student Portal' section. This section contains a 'Required Field' section with two input fields: 'Student Email Address' (with the example email 'christ.student@student.newschoollarch.edu') and 'Password' (with a note 'Password is case sensitive'). A red box highlights the 'Login' button at the bottom of the form.

How to Add a Course in the Student Portal

Step 2: Click on Academics then click on Registration



How to Add a Course in the Student Portal

Step 3: Click the Register button

Online Registration
Welcome to Online Registration. Please select your term below and check your registration status.

[Refresh Page](#) [View Registration Tutorial](#)

Program 7/9/2018 Bachelor of Science CM Term Winter 2022 Quarter

Need registration help? [View Registration Tutorial](#)

Registration Status

Code	Term Description	Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
W2022-FULL	Winter 2022 Quarter Full Term	1/10/2022-3/25/2022	11/9/2021 08:00 AM - 1/18/2022 11:59 PM	1/18/2022 12:00 AM	1/18/2022 12:00 AM	Open

[Register](#)

Register

How to Add a Course in the Student Portal

Step 4: Click on the  next to the courses you want to add in the first column

Search Courses & Quick Add






























Course Search Quick Add

Search & Display: All Courses, Type: *All*, Level: *All*, Course Code: []




Meeting Days: MO TU WE TH FR SA SU, Class Starts: *Any*, Class Ends: *Any*

Reset Search

All Courses

Add	Code	Title	Section	Schedule	Credits	Grading Scheme	Campus	Building/Room	Location	Instructor	Status	Availability	Shift
	TC00M	Telecommunication		TW 11:45PM-11:50PM	0.00	Pass/Fail	CMC	JOH	NA	Administrator, System	Waitlist	1 of 1	NA
	TC00M1	Telecommunication_1		MTWTh 8:50AM-10:10AM	0.00	Non-Pass/Fail	CMC		NA	Manage. Panel	Waitlist	1 of 1	NA
	TC00M2	Telecommunication_2		MTWTh 8:00AM-.....	0.00	Pass/Fail	CMC		NA	Manage. Panel	Waitlist	1 of 1	NA
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													
													

Zoomed-in view of the 'Add' column:

Add	Code	Title	Section
	AR372	Building Systems II	1793
	BUS282	Principles of Management	1550
	CM302	Commercial Construction	1050

How to Add a Course in the Student Portal

Step 5: The courses will move to the Selected Courses section, turn green and have a status of Selected. Click on the Register/Drop button.

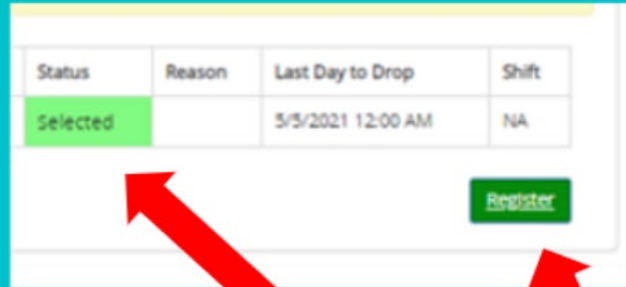
The screenshot displays the 'Registering for 2021 Spring Semester' interface. At the top, it shows the semester dates (1/11/2021 - 5/5/2021) and the user's name (Digital Arts). A progress bar indicates three steps: 1. Select, 2. View, and 3. Register. The 'Register' button is highlighted in red. Below the progress bar is a search area with filters for Course Search, Meeting Days, and Class Start/End. A 'View' button and a 'Register / Drop' button are also highlighted in red. The main section shows a table of 'All Courses' with columns for Add, Code, Title, Section, Schedule, Credits, and Grading Scheme. A 'Selected Courses' section is highlighted in red, showing three courses with a status of 'Selected' and a shift of 'OnGround'. The 'Status' column is highlighted in green. At the bottom, a 'Selected Courses' summary table is shown with columns for Select, Action, Code, Title, Section, Schedule, Credits, Campus, Building/Room, Location, Instructor, Status, and Shift. The 'Status' column in this table is also highlighted in green.

Add	Code	Title	Section	Schedule	Credits	Grading Scheme
<input type="checkbox"/>	TCOMM	Telecommunication		TW 11:45PM-11:50PM	0.00	Pass/Fail
<input type="checkbox"/>					0.00	Non-Pass/Fail
<input type="checkbox"/>					0.00	Pass/Fail
<input type="checkbox"/>					0.00	Pass/Fail
<input type="checkbox"/>					3.00	Non-Pass/Fail

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Status	Shift
<input type="checkbox"/>		TCOMM	Telecommunication		TW 11:45PM-11:50PM	0.00	NA	NA	NA	Determines To Be	Selected	OnGround
<input type="checkbox"/>										Seta, Denise	Selected	OnGround
<input type="checkbox"/>										Suff, Ann	Selected	OnGround

How to Add a Course in the Student Portal

Step 6: Click on the green Register button. The courses will turn yellow and status will now be Registered.



Status	Reason	Last Day to Drop	Shift
Selected		5/5/2021 12:00 AM	NA

Register



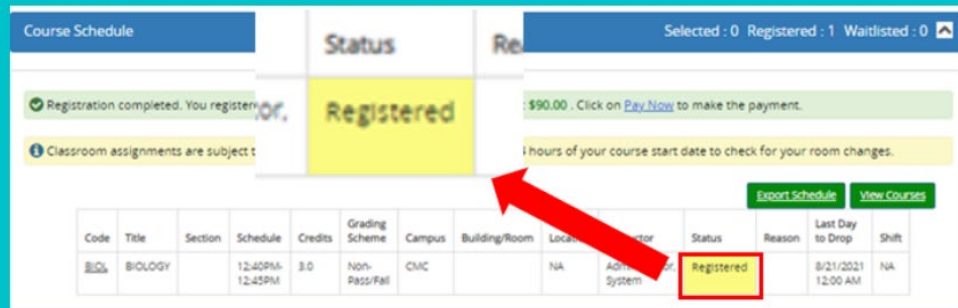
Register

Selected Courses Selected: 1 Registered: 0 Waitlisted: 0

You are almost there. Click on Register button to complete registration.

Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Status	Reason	Last Day to Drop	Shift
202020	Transcommunications		EMBAU 101000	3.0	CVC		NA	Registered		5/5/2021 12:00 AM	NA

Register



Course Schedule

Status Reason Selected: 0 Registered: 1 Waitlisted: 0

Registration completed. You registered for \$90.00. Click on [Pay Now](#) to make the payment.

Classroom assignments are subject to change. Check for room changes 1 hour before your course start date.

Export Schedule View Courses

Code	Title	Section	Schedule	Credits	Grading Scheme	Campus	Building/Room	Location	Status	Reason	Last Day to Drop	Shift
BIO	BIOLOGY		12:40PM-12:45PM	3.0	Non-Pass/Fail	CVC		NA	Registered		5/21/2021 12:00 AM	NA

How to Add a Course in the Student Portal

Step 6: Go back to the Student Portal menu and click on Your Class Schedule to get all of your course details. Click Class Schedule to download a printable PDF version.

- Campus Info
- Academics**
- Registration
- Unofficial Transcript
- Degree Audit
- Your Class Schedule**
- GPA Calculator

My Class Schedule
Your current class schedule is displayed below. Click on a class title below to view the details, syllabi, textbook requirements and homework for each class.

Class Schedule

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

View by Term: Fall 2021 Quarter Full Term **Export Schedule**

Show ALL entries Showing 1 to 4 of 4 entries Previous 1 Next Search

Course	Course Title	Section	Course Start/End Date	Cr	Course Schedule	Instructor	Secondary Instructors	LastDayToWithdraw	Status	Reason	Action
RSH582	Research & Communication	1596	9/27/2021 to 12/11/2021	3.00	Click for Details	Nelson, Lynn					
AR451	Architectural Practice I	1472	9/27/2021 to 12/11/2021	3.00	Click for Details	Deutsch, Daniela	Mitchell, Richard				
AR423	Structural Systems III	1302	9/27/2021 to 12/11/2021	3.00	Click for Details	Walters, Shaun					
AR401	Integrative Design Studio I	1648	9/27/2021 to 12/11/2021	6.00	Click for Details	Mulica, Thomas					

Show ALL entries Showing 1 to 4 of 4 entries Previous 1 Next Search

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Questions?

Email

**advising@newschoolarch.edu or
schedule an academic advising**

appointment

**[tinyurl.com/
academicadvisingappointment](https://tinyurl.com/academicadvisingappointment)**