Registration Guide

SUNY OLD WESTBURY

SUNY Old Westbury students can register for courses through the student portal, connect.oldwestbury.edu. View the Dates, Deadlines, and General Information page on the Registrar's website to see when student registration opens. If you encounter any add errors or issues with registration please contact your academic advisor or Registrar.

How to access Registration in the student portal:
- Login to your ConnectOW account.
  - Click on the Registration icon
    - If you already have Course Registration Numbers, click on the Add/Drop icon.
    - If you need to search for courses, click on the Look-up Classes to Add icon.
  - If you need a PIN for registration contact your academic advisor.

How to Register using Course Registration Numbers (CRN's).

The CRN is a 5-digit number attached to a course section and is listed under the CRN column in the course search. See example below:

Example:

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
SR	16566	AS	1152	001	0	4.000	Themes in U.S. History	MW	01:00 pm-02:30 pm

- In the Registration tab select the Add/Drop Icon.
- Enter PIN if required, then select the Term.
- Enter your CRNs in the boxes provided and click Submit Changes.

Add Classes Worksheet

CRNs

[ ]   [ ]   [ ]   [ ]

Submit Changes   Class Search   Reset

o Successfully registered courses will appear under the Current Schedule section and will show "registered" under the status column.

If you experience any add errors or issues with the registration, please contact Registrar or your academic advisor for further assistance.

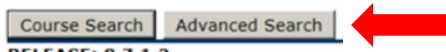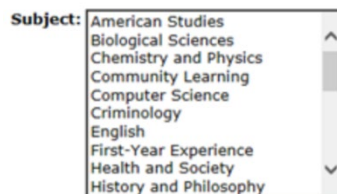**How to Register using Look up Classes to Add:**

o In the Registration tab select the Look up Classes to Add icon.
o Enter PIN if required, then select the Term

Searching for a course in a particular subject (e.g. Psychology, English, Criminology, etc.):

o Select the subject from the menu and click Course Search.
o Find the course you wish to add and click View Sections.
o All open courses will be available for selection. Courses with a "C" in the select column are full. Select the section you want to add by clicking the empty check box. Then click Register or Add to Worksheet. (Adding to worksheet will save the course to be added later once you have finished selecting all of the courses for your schedule).
o Successfully registered courses will appear under the Current Schedule section and will show "registered" under the status column.

Advanced Search:

The Advanced Search allows students to filter search results by day/time, instructional mode, instructor, and attribute type.

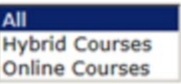**Searching for Liberal Education Curriculum courses (general education):**

- o Use the Advanced Search and filter by attribute type (e.g. Western Tradition, American Experience, Natural Science, etc.) Leave the subject set to 'ALL" and click Section Search.
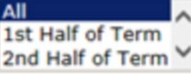 See example:
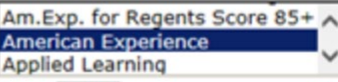
o The results will show all courses that fall under the attribute type you selected. The example below shows courses for American Experience, this will also be noted under the "Attribute" column in the search results.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Bldg & Room	Attribute
C	1295	AS	2112	001	0	4.000	American People I	TR	09:40 am-11:10 am	35	35	0	Annessa Babic (P)	01/22-05/18	NAB 3101	American Experience
☑	1309	AS	2112	002	0	4.000	American People I	TR	07:10 pm-08:40 pm	35	27	8	Chester Barkan (P)	01/22-05/18	NAB 1117	American Experience
C	1297	AS	2112	003	0	4.000	American People I	MW	11:20 am-12:50 pm	35	36	-1	Victor F. Simonelli (P)	01/22-05/18	NAB 3119	American Experience
☐	1296	AS	2112	005	0	4.000	American People I	MW	05:30 pm-07:00 pm	30	19	11	Elisabeth Capece (P)	01/22-05/18	TBA	American Experience

o Make your selection by clicking the empty check box and then click Register or Add to Worksheet. Courses with a "C" in the select column are full.
o Successfully registered courses will be listed under the Current Schedule section and will show "registered" under the status column.

Note: When searching for Natural Science or lab science courses, both the lecture and lab are required and will be listed separately in the course search. Be sure to select both a lecture section and a corresponding lab section when registering.

If you experience any add errors or issues with the registration, please contact Registrar or your academic advisor for further assistance.