1. Go to our.crown.edu and enter your Crown username and password in the upper right corner and click LOGIN



2. Make sure on STUDENTS and then click on the Register for Classes Icon



3. Scroll down until you see Add/Drop and click on phrase "COMPLETE THE REGISTRATION AGREEMENT FORM" to submit this form to unlock your registration

Course Schedules
Add/Drop
Registration Agreement
This form is for the registration agreement.
Complete the Registration Agreement form
Go to Main screen
Registration Agreement Introduction
Before being able to access the Add/Drop Courses screen, you must accept the Registration Agreement conditions stated below and may be required to update personal information. To accept the conditions stated, select the 'Yes' radio button and click the Save button.
Instructions As a Crown College student, I understand that I assume responsibility for all educational related expenses such as tuition, fees, college housing and other related charges. I further understand that it is my responsibility to be familiar with all College policies and procedures that appear in the <u>College Catalog</u> and to be aware of all important dates related to registration and payment of financial obligations. Students who receive financial aid are also responsible for the information contained in the Financial Aid Award Letter Information Sheet. Students who enroll in the College of Arts & Sciences are responsible to be familiar with the policies in the <u>Student Handbook</u> . Students in the School of Arts & Sciences can ensure that their current contact information is accurate and up-to-date by reviewing and submitting the Personal Information Update Form prior to registration. Students in the School of Online Studies & Graduate School may submit the Name/Address Change Request under Online Forms if updates are necessary.
If you accept these conditions and the financial obligations incurred as a result of registering for courses, select the Yes radio button below and click the Submit button.
I. By registering online, I acknowledge responsibility for the requirements and financial obligations associated with registration at Crown College. I accept these conditions. *Required O Yes O No Submit] Cancel

IMPORTANT NOTE: During the Spring and Summer Registration period, you are eligible to register for **BOTH Spring AND Summer terms**. You **MUST complete the registration TWICE.** Once for Spring registration and AGAIN for Summer registration.

4. A. Select the correct TERM you will register for from the "TERM" dropdown Menu.
B. Select the tab "Course Search" and make sure all fields are correct for your term and division. Click SEARCH.
Do not enter title or course code. This will bring up ALL courses in alphabetical order so you can locate your course.

Registration								
Course Schedules - Add/Drop Courses								
Thank you for submitting your Registration Agreement								
Add/Drop								
Term: 2020-2021 Online & Grad Summer Add Period Open / Drop Period Open								
Add by Course Code Course Search								
Title: Begins With								
Course Code: Begins With								
Term: 2020-2021 Online & Grad Summer V								
Department: All								
Division: Graduate								
Search Options								
No Current Courses for the selected Term and Division.								
My Account Info								

5. All courses offered will appear in alphabetical order. Scroll through selecting the courses needing to register. Whenever you select a course box, always click ADD COURSES prior to going to the next page.

	Registration										
	Course Schedules - Results										
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	-	BBL 5225 DG	Paul & Romans	Bell, Erin D	10/25	Open	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	5/17/2021	7/4/2	
	•	BBL 5310 DG	Jesus&Gospl Lit	Mason, Michael V	15/25	Open	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	1/5/2021	8/22/	
	0	BBL 6320 DG	Luke/Acts	Knisely, Andrew J	3/26	Open	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	5/1//2021	1/4/2	
		COU 5010 D2	Theory/Prac Cns	Graham, Andrew James	0/20	Full	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	5/17/2021	1/4/2	
		COU 5010 DG	Theory/Prac Cns	Graham, Andrew James	1/20	Open	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	5/17/2021	7/4/2	
		COU 5012 DG	Cosi Int Chr Wr	Pace, Ronnie L	6/18	Open	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	5/17/2021	8/22/	
	0	COU 5016 D2	N	Baril, Megan F	3/18	Open	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	5/17/2021	7/4/2	
	-	COU 5016 DG	Human Grwth&Dev	Baril, Megan F	1/18	Open	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	5/17/2021	7/4/2	
		COU 5214 DG	Assess/Test/Msr	Hill, Abigail R	2/18	Open	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	5/17/2021	7/4/2	
		COU 5216 D2	Addctn⋐ Abus	Gerhard-Burnham, Beth A	2/18	Open	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	5/17/2021	7/4/2	
		COU 5216 DG	Addctn⋐ Abus	Flowers, LaRhonda	6/18	Open	Online, MN - Distance Education, Off Campus, Off Campus/Online	3.00	5/17/2021	7/4/2	
		COU 5218 DG	Play Therapy	Wetterlund, Melissa Kay	10/18	Open	Online, MN - Distance Education, Off Campus, Off Campus/Online	3.00	5/17/2021	7/4/2	
		COU 6014 D2	Career Counsel		14/40	Open	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	//5/2021	8/22/	
	-	COU 6014 DG	Career Counsel	McCracken, Fawn E	14/40	Open	Online; MN - Distance Education, Off Campus, Off Campus/Online	3.00	//5/2021	8/22/	
		000 6212 06	Mingear am Thrpy	Zapr, James L	5/10	Open	Online: MN - Distance Education, Off Campus, Off Campus/Online	5.00	5/17/2021	1/4/2	
		COU 6210 102	Diagnos Planne Pl	case James J	3/10	Open	Online MM - Ostance Education, Off Campus, Off Campus/Online	3.00	10./2021	0/22/	
	0	000 0210 00	Louma CoslaCer	Sigmund Cathy	1/21	Open	Online: MN - Distance Education, Off Campus, Off Campu	3.00	7/5/2021	8/22/	
		COLL6221 DG	Refugee Trauma	Sigmund, Cathy	21/20	Open	Online: MN - Distance Education, Off Campus, Off Campus/Online	3.00	7/5/2021	8/22/	
	0	COLL 6222 DO	Cost Hum Several	Evans Timothy I	12/18	Oper	Opline: MN - Distance Education, Off Campus, Off Campus Off	3.00	7/5/2021	8/224	
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6. You will receive a message stating the courses are awaiting Advisor Approval. Your academic advisor is notified of your registration and will be reviewing and approving your registration. The advisor will reach out to you if there are any concerns with your registration via Crown student email (office 365).