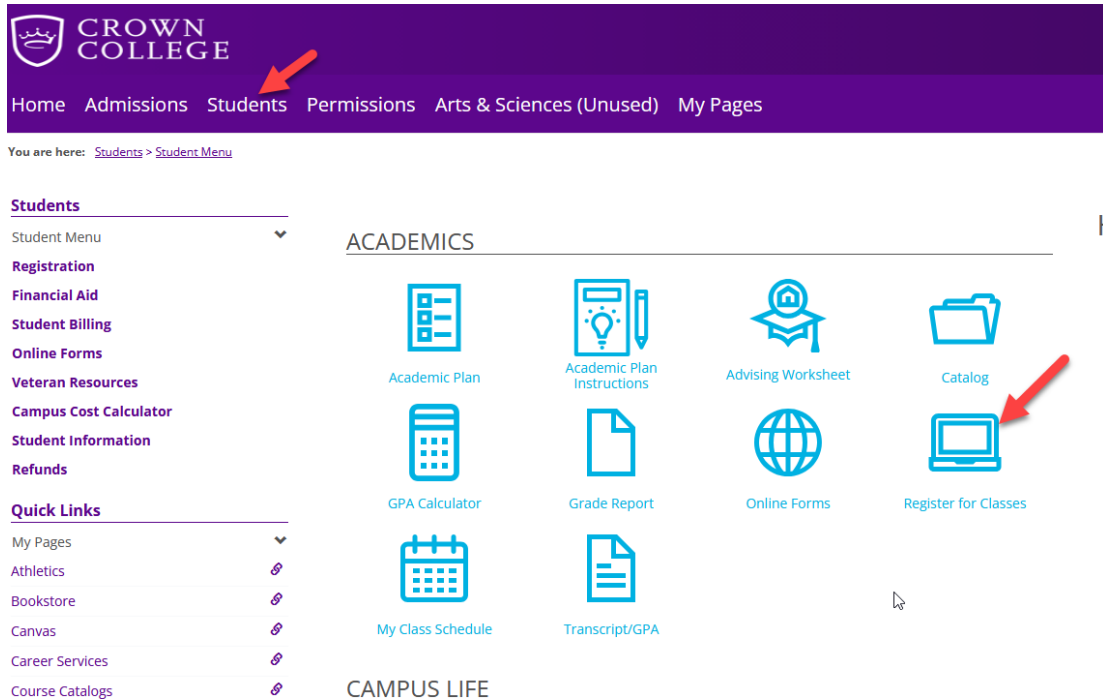


How to Register in Our.crown.edu

1. Log into our.crown.edu
2. Click on “Register for Classes” under “Students”



3. Scroll down until you see “Student Registration”. First, make sure you are on the correct term (i.e. 2026-2027 Graduate + Adult and Professional Fall) from the dropdown menu. After the correct term is selected, complete BOTH forms: “Personal Info Update Form” and “Registration Agreement”

Student Registration

A screenshot of the 'Add/Drop Courses' page. The page title is 'Add/Drop Courses'. Below the title is a dropdown menu showing '2026-2027 Graduate + Adult and Professional Fall'. A red circle highlights the dropdown menu, and a red arrow points to it with the text 'Select correct term from drop down'. Below the dropdown menu is the 'Personal Info Update' section, which contains a text box with the text 'This form is used to collect data for the Personal Info Update'. Below this is a link 'Complete the Personal Info Update form' with a red arrow pointing to it. Below the link is the 'Registration Agreement' section, which contains a text box with the text 'This form is for the registration agreement.'. Below this is a link 'Complete the Registration Agreement form' with a red arrow pointing to it.

4. After completing both forms, the next screen will show the following. Select “Register”

Student Registration

Add/Drop Courses

2026-2027 Graduate + Adult and Professional Fall ▼

Planning now open

Registration now open and ends 10/26/2026 11:59 PM

[Register](#)

[Course search](#)

Schedule Not Available

5. Next, select “Course Search”

Registration

Student Registration

2026-2027 Graduate + Adult and Professional Fall ▼

[My Schedule](#)

[Degree Audit PDF](#) 

☐ Show only needed courses

+ Degree Audit Summary

+ **Course Search** ⓘ

+ Program Information

6. When searching, fill these lines in:
- “Division” – select either undergraduate or graduate”
 - “Department” – if you know the specific classes you are looking for, such as PSY 130, type “PSY” in the department and then select “Psychology” -same goes for BUS, COU, MIN, etc.
 - Click “Search”

Course Search ⓘ

Course Code
 Begins With

Course Title
 Begins With

Division 
 Undergraduate

Instructor
 Search...

Department 
 Psychology x

Subterm

Begins After Begins Before

Section Status

Meets on Selected Days
 M Tu W Th F Sa Su 

Search Courses

7. ADD the class to your schedule. Select the “plus” sign to add the course to your calendar. Repeat these steps for each class you need to add to your schedule.

2026-2027 Graduate + Adult and Professional Fall ▾
My Schedule
Degree Audit PDF

Course Search


PSY-130-D1
Online Fall Module B; 10/21/26 - 12/20/26
12 seats remaining
Godel, Karissa J.
Section added successfully

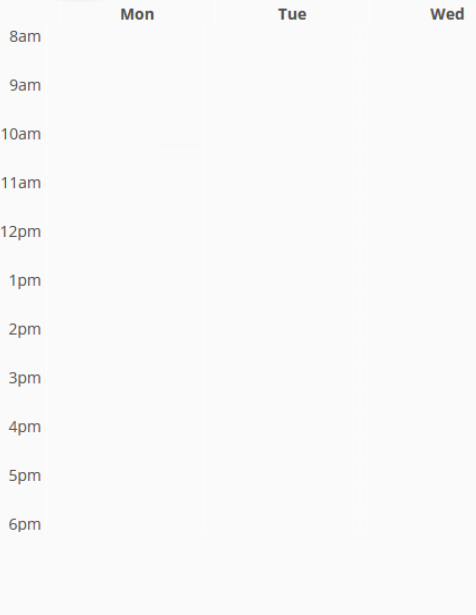

PSY-240X-D1
Online Fall Module B; 10/21/26 - 12/20/26
21 seats remaining
Smith, Koryn R.
Section removed successfully


PSY-3012-D1
Online Fall Module B; 10/21/26 - 12/20/26
14 seats remaining
Graham, Andrew J.
Section removed successfully


PSY-331-D1
Online Fall Module B; 10/21/26 - 12/20/26
14 seats remaining
Bethke-Kaliher, Michelle D.
Section removed successfully

Non-scheduled courses (3 hrs) [Less](#)


PSY-130-D1

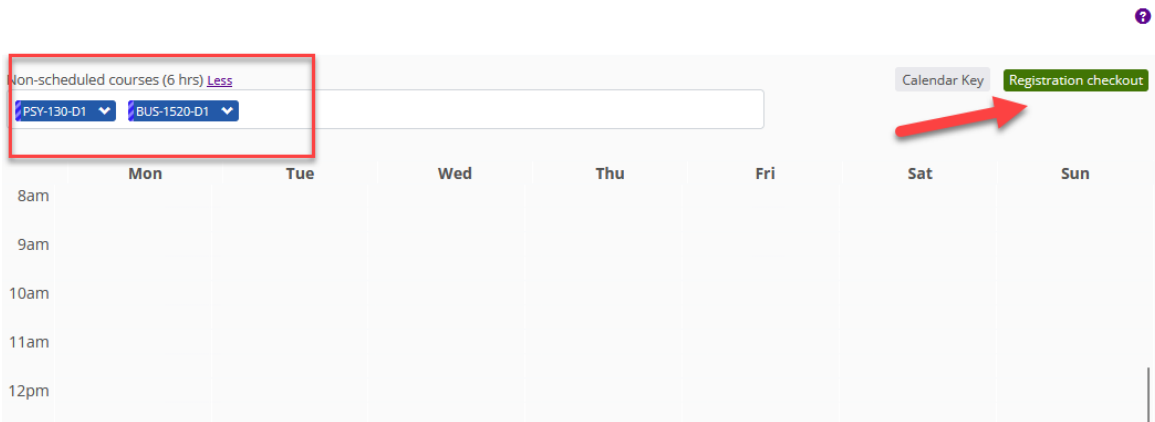


3rd- go back to search to add more classes and repeat steps to add to your calendar.

1st - to add click the 'plus' button next to the course.

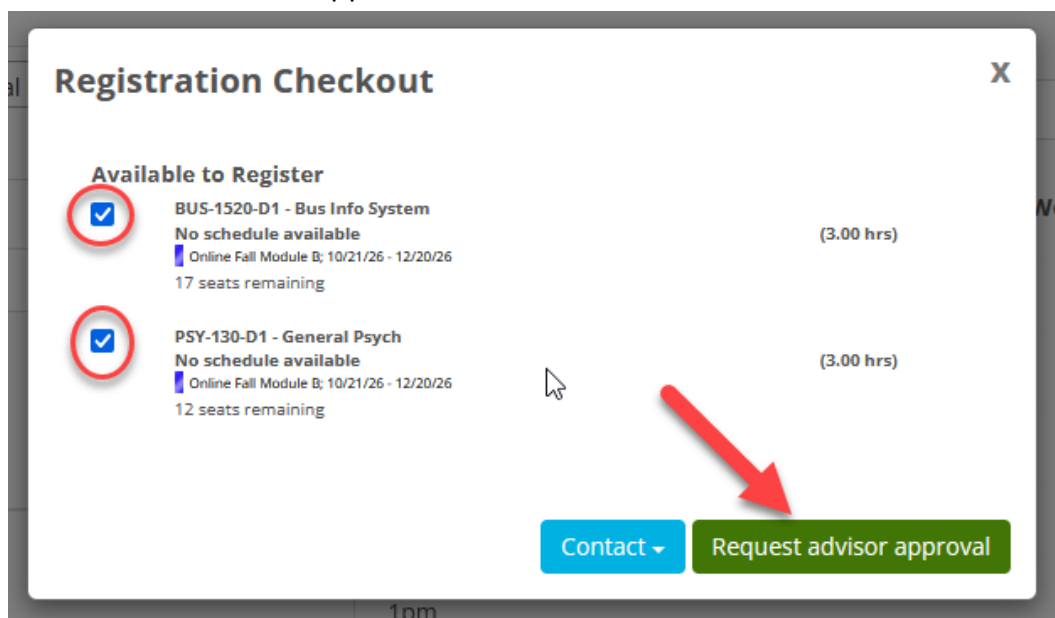
2nd- it will show the course here for your course calendar.

8. Once you have ALL classes added to your non-scheduled course list on the right, you will click the GREEN “Registration Checkout” button.



The screenshot shows a web interface for course registration. At the top left, there is a section titled "Non-scheduled courses (6 hrs) [Less](#)". Below this, two course codes are listed: "PSY-130-D1" and "BUS-1520-D1", each with a dropdown arrow. To the right of these is a search bar. Further right, there are two buttons: "Calendar Key" and "Registration checkout". A red arrow points from the "Registration checkout" button towards the right. Below the buttons is a calendar grid with columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and rows for times (8am, 9am, 10am, 11am, 12pm). A small question mark icon is visible in the top right corner.

9. The next screen, double check the classes you are registering for and click the BOXES next to the courses, then click “Request advisor approval” to finalize your registration. The Academic Advisor will get notice you’ve registered and will review/finalize course approval.



The screenshot shows a modal window titled "Registration Checkout" with a close button (X) in the top right corner. Under the heading "Available to Register", there are two course entries. Each entry has a checkbox in a red circle, which is checked. The first entry is "BUS-1520-D1 - Bus Info System" with "(3.00 hrs)" to its right. Below it, it says "No schedule available", "Online Fall Module B; 10/21/26 - 12/20/26", and "17 seats remaining". The second entry is "PSY-130-D1 - General Psych" with "(3.00 hrs)" to its right. Below it, it says "No schedule available", "Online Fall Module B; 10/21/26 - 12/20/26", and "12 seats remaining". At the bottom of the modal, there are two buttons: "Contact" with a dropdown arrow, and "Request advisor approval". A red arrow points from the "Request advisor approval" button towards the right. A mouse cursor is visible near the second course entry.