How to Register for Classes

1. Login to your my.canisius account
2. On the left side of the page you will see the Launchpad, click on the orange tab labeled Schedule and Registration
3. Select Student Profile/ Registration which will open a new page on your browser
4. You should now be in your Student Profile, on the left side under your picture select the Registration and Schedule this will open a new page on your browser
5. On the right side of the page, select the Register for Classes option
6. Choose the correct term and select Continue
7. From here you can enter the class if you know exactly which classes you would like to register for:
   a. If you are unsure of what classes you want to take and would like to see all your options, select the subject line. A drop down list of the courses alphabetized by major/program should appear. Choose the subject area that fits your need and then select Search.
   b. You can enter the subject: major/program and search all classes that will be offered.
      i. For example: to choose counselor education courses, type in or select via the dropdown arrow “EDC” and select search - it will pull every course offered for that term beginning with “EDC”.
8. To register for the class choose the Add button on the right side of the corresponding class.
   *When you choose Add you should see the class appear to the bottom right corner of the screen in the Summary box.
9. When you have completed choosing all the courses for that semester you can submit your choices by moving to the bottom right of the screen to the Summary box. Review the classes to be sure you chose the correct classes.
10. After confirming, press the Submit button in the bottom right corner of your screen.
11. The classes should either say Pending or Registered after hitting the submit button.
    * Please note that selecting Add does not fully register you for the course.

If you accidentally submitted a class or wish to change a class later, repeat these steps. When you get to the summary section, under the column labeled Action select the drop down arrow and choose Web Drop for the class you wish to drop. Be sure to Submit to finalize the Web Drop.
If you run into an issues or have any questions you can contact the registrar by calling 716-888-2990.
To access your Desire2Learn (D2L)

- Login to your MyCanisius account
- On the left side of the page you will see the Navigation Bar, listed under the Navigation Bar is the Launchpad. Under the Launchpad you will see the other subgroups. Choose the green section, labeled My Applications
- You will see the tab labeled Desire 2 Learn, select this option
- When the page opens you will see the classes that you are registered for on the left hand side and a section on the right hand side with an introduction video to D2L. It is highly recommended that you watch this video. You will also notice that the courses Open on D2L on August 24th, it is also highly recommended that you are familiarizing yourself with D2L on the 24th so you’re ready when classes begin on the 27th.

To access your Gmail:

- Login to your MyCanisius account
- On the left side of the page you will see the Navigation Bar, listed under the Navigation Bar is the Launchpad. Under the Launchpad you will see the other subgroups. Choose the green section, labeled My Applications
- You will see the tab labeled Gmail, select this option

It is very important that you are checking your account daily, as this is how your professors will be in contact with you!

If you have any questions about any of this material please do not hesitate to reach out to the Graduate Admissions Office. We would be happy to walk you through the process.