Web Registration Information

How to login

- Access the Canisius home page at: www.canisius.edu
- Click on: **myCanisius** at the top of the page opposite the search box
- Login to the *MyCanisius* communication portal with your Canisius username and password

How to register for class

- Once logged in, go to the **Online Tools** section on the left side of the page, hover the cursor over   **Email, Angel & Services**, then click on **All Applications and Services**
- The **Schedule and Registration** section will appear on the right side of the web page
- Click on **Look Up Classes**
- **Select the Term** for which you want to register and click **Submit**
- Click on **Advanced Search** at the bottom of the screen
- **Select a Subject** and then click on **Section Search** (bottom left side of the page)

Note: most majors are listed alphabetically. For example: Adolescence Education (EDAD), Childhood Education (EDCH), etc. However, some course codes are listed under other subject headings: **EDU** = Teacher Education; **EDR** = Graduate Literacy; **MBA** = Graduate Business Programs; **PEG** = Grad. Physical Education; **MSA** = Sport Administration.

- **To register for a section, check the box** under the "Select" heading for course(s) desired.   Then click the **Registe**r button at the bottom of the screen.

If there is a **C** in place of the box, the course is **closed**. To request to be added to closed classes, contact the appropriate office for your program: School of Education – Associate Dean's Office (x2546); Graduate Business Programs Office (x2140); Arts & Sciences-contact your program director/academic adviser; Office of Professional Studies (x8296). Please provide the following info from the registration screen when coordinating with your program contact: **CRN #, course number and section, and term**.

To view your schedule

- Return to the **Schedule and Registration** menu in the portal. Click on **View My Detail Schedule** or **View My Week at a Glance Schedule**. Registered sections will be listed.
- Sections in which you were unable to register will appear as **schedule errors**. The reason for the error will be listed.

To access your Canisius email account and Desire2Learn (D2L)

- Every student receives a Canisius email account (**GMail**) and a **Desire2Learn** account when the username and password is activated following registration.
- Under the **Online Tools** section of the portal, click on the **GMail** or **Desire2Learn** icons to access these sites. Use your Canisius username and password when logging into either site.
- **Check your Canisius email account regularly** for instructions from professors, college business, and other official communication to students.
- **Desire2Learn** is used for online course instruction and may also be used by professors in campus based courses to communicate with students, provide access to course notes, etc. **D2L includes its own email system for communication within a course or other groups; it allows for outgoing mail only. D2L helpfully forwards copies of all D2L messages to Gmail as well. Just be aware that these are two separate systems. You must still check your Canisius email account regularly for messages outside of D2L.**

If you have any questions or problems regarding online registration, please contact the Graduate Admissions Office at 716-888-2545 or 1-800-950-2505.

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