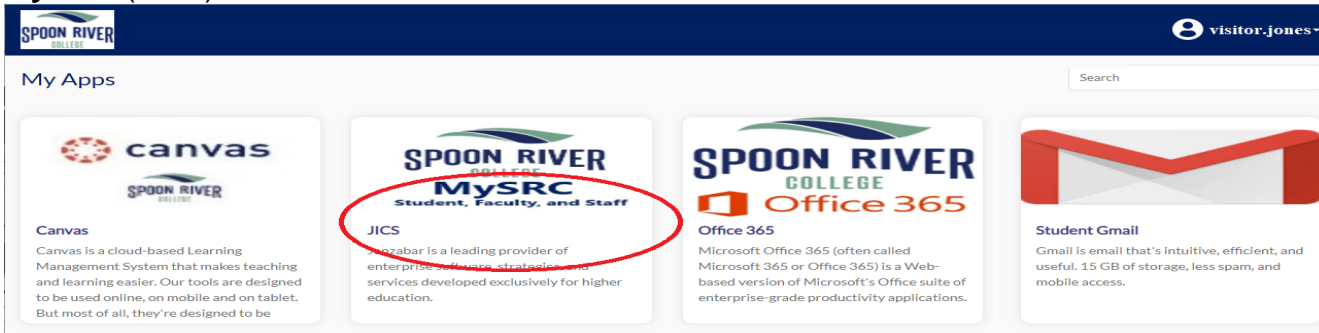


Registration Info via MySRC (JICS)

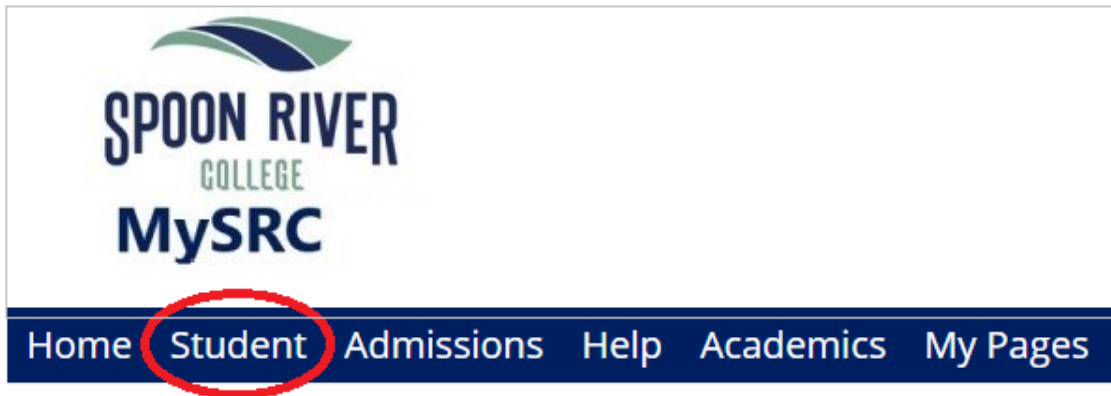
Accessing MySRC (JICS)

Once you are logged in the Student Faculty and Staff Portal, then from the **My Apps** click on the **MySRC (JICS)** tile as indicated in the screen shot below.



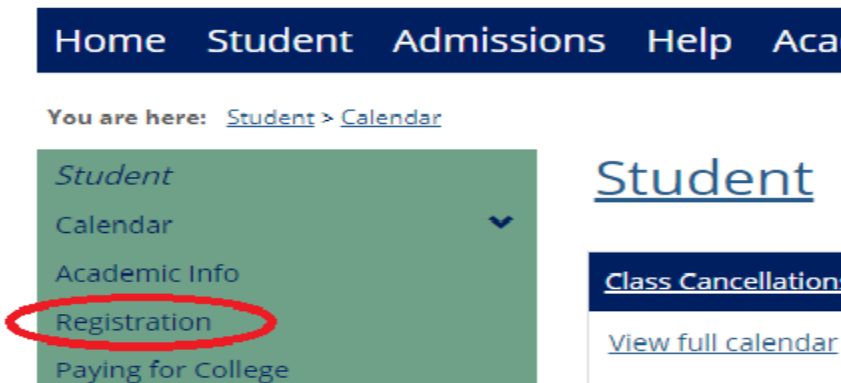
Student Tab

To access online **Registration**, click on the **Student** tab as indicated in the screenshot below.



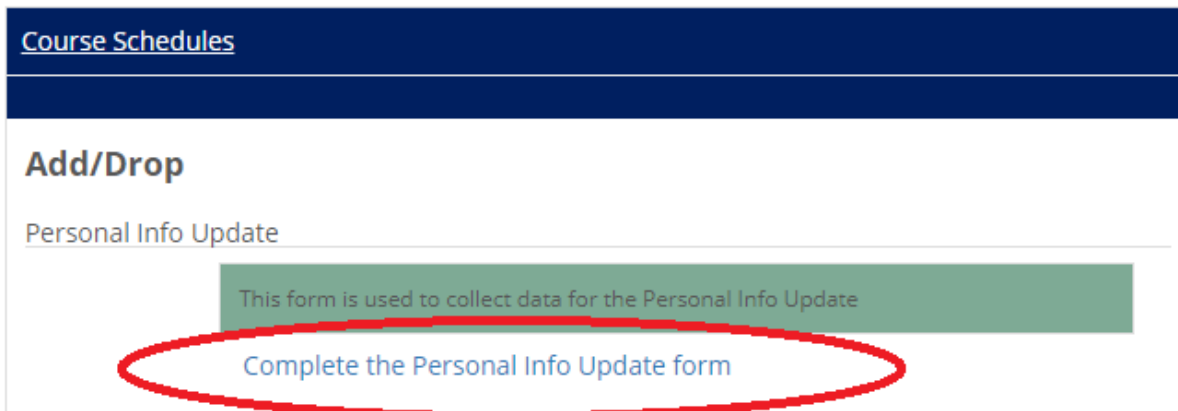
Online Registration

Then click the **Registration** link as indicated in the screenshot below.



Complete the Personal Info Update form

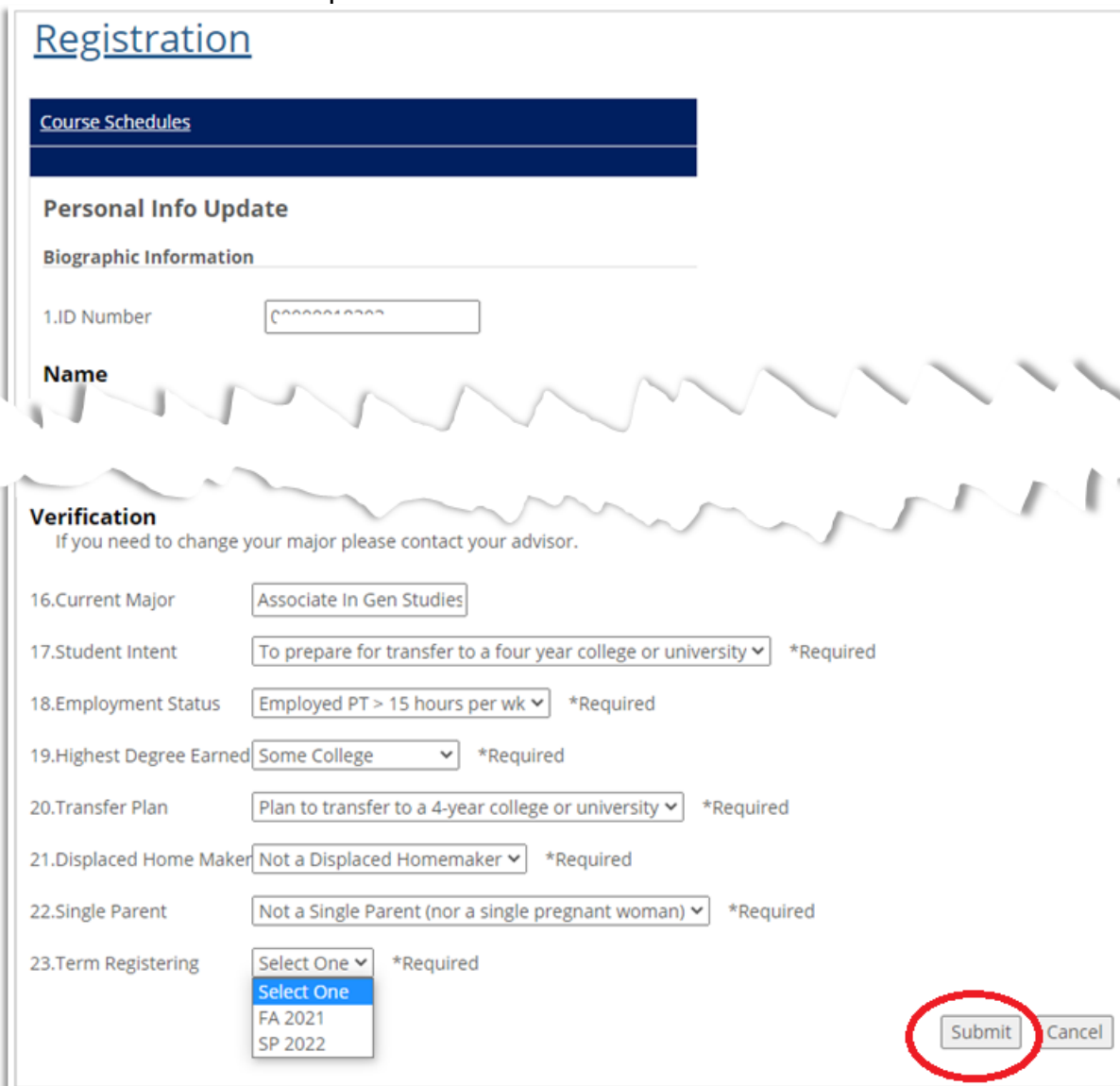
Every semester students will be required to review the information regarding their intentions for the semester that they are planning on registering for. Click the **Complete the Personal Info Update form** link as indicated in the screenshot below.



The screenshot shows a dark blue navigation bar with the text "Course Schedules" in white. Below the bar, the page title "Add/Drop" is displayed. Underneath, there is a section titled "Personal Info Update". A green banner contains the text "This form is used to collect data for the Personal Info Update". Below the banner, a blue link "Complete the Personal Info Update form" is circled in red.

Personal Info Update

Verify the required values are still correct; then select the term you are registering for. Press the **Submit** button once completed.



The screenshot shows the "Registration" page. At the top, there is a dark blue navigation bar with "Course Schedules" in white. Below the bar, the page title "Personal Info Update" is displayed. Underneath, there is a section titled "Biographic Information". The "1.ID Number" field contains a masked value. The "Name" field is empty. Below the "Biographic Information" section, there is a section titled "Verification". The text "If you need to change your major please contact your advisor." is displayed. The "16.Current Major" field contains "Associate In Gen Studies". The "17.Student Intent" field contains "To prepare for transfer to a four year college or university" and is marked as "*Required". The "18.Employment Status" field contains "Employed PT > 15 hours per wk" and is marked as "*Required". The "19.Highest Degree Earned" field contains "Some College" and is marked as "*Required". The "20.Transfer Plan" field contains "Plan to transfer to a 4-year college or university" and is marked as "*Required". The "21.Displaced Home Maker" field contains "Not a Displaced Homemaker" and is marked as "*Required". The "22.Single Parent" field contains "Not a Single Parent (nor a single pregnant woman)" and is marked as "*Required". The "23.Term Registering" field contains "Select One" and is marked as "*Required". The dropdown menu for "23.Term Registering" is open, showing "Select One", "FA 2021", and "SP 2022". The "Submit" button is circled in red.

Course Search

After clicking the Submit button you will see a message displayed Thank you for submitting your Personal Info Update” as shown below. Now you are ready to search for course(s) to register by clicking the **Search** button, this will list all the courses available for the given term.

The screenshot shows the 'Registration' page. At the top, a navigation bar includes 'Home', 'Student', 'Admissions', 'Help', 'Academics', and 'My Pages'. Below this, a breadcrumb trail reads 'You are here: Student > Registration > Course Schedules > Add/Drop > Add/Drop Courses'. The main content area is titled 'Registration' and 'Course Schedules - Add/Drop Courses'. A blue button with a checkmark icon and the text 'Thank you for submitting your Personal Info Update' is circled in red. Below this, the 'Add/Drop' section shows a form for selecting a term (FA 2021) and a student program (Undergraduate Program). A yellow banner indicates 'Add/Drop course period is OPEN. Student Registration is open from 03/01/2021 to 09/10/2021.' A green bar shows 'You are currently registered for 5 credits.' Below this, a 'Program' dropdown menu is set to 'All'. A red oval highlights the 'Add by Course Code' and 'Course Search' tabs, and the search form below them, which includes dropdowns for 'Title: Begins With', 'Course Code: Begins With', 'Term: FA 2021', 'Department: All', and 'Program: All', along with a 'Search' button and a link to 'More Search Options'.

Finding the course(s)

Before clicking the Search button you will want to insure you have the correct term available as shown in the screenshot below.

This is a close-up of the 'Course Search' form. It features two tabs: 'Add by Course Code' and 'Course Search'. The form includes several dropdown menus: 'Title: Begins With', 'Course Code: Begins With', 'Term: FA 2021', 'Department: All', and 'Program: All'. A red arrow points to the 'Term' dropdown. At the bottom, a 'Search' button is circled in red, next to a link for 'More Search Options'.

Add by Course Code

If you know the course number click on **Add by Course Code** tab and start typing in a numbered box. It will try to auto-complete based on what is offered for that semester. Click the **Add Course(s)** button.

The screenshot shows the 'Add by Course Code' form. It has two tabs: 'Add by Course Code' and 'Course Search'. Below the tabs, there is a text box for entering a course code. Below that, there are six numbered input boxes (1 through 6) for entering course codes. The first box contains 'ABM140-A1' and is circled in red. At the bottom, an 'Add Course(s)' button is circled in red.

Add by Course Search

When you find your course select the **Add** box and click **Add Courses** as shown in the screenshot below.

Search Results

Search Options Other previously selected search criteria still apply.

Term: **FA 2021** Program: **All**

Student Program: Undergraduate Program

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Courses

Add	Course code	Name	Req	Note	Seats Open	Status	Faculty / Schedule	Credits	Term	Begin Date	End Date
<input checked="" type="checkbox"/>	ABM140-A1	Agricultural Finance			3 / 16	Open	Bash, Jeffrey M / MW 08:00-09:40AM; CAN Campus, Votec, Engi Lab, 114	2.0	FA 2021	10/18/2021	12/17/2021
<input type="checkbox"/>	ART120-Q1	Introduction to Art			7 / 18	Reopened	Kotewa, Jamie / T 12:45-02:00PM; CAN Campus, Engle Hall, Classroom, 123 Kotewa, Jamie / 00:00-00:00AM; OTH Campus, Online TBA, On Line Course, LINE	3.0	FA 2021	08/23/2021	12/17/2021

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Successful Add

There will be confirmation message displayed if the course was successfully added.

Messages
ABM140-A1 Added for FA 2021

Title:

Course Code:

Term:

Department:

Program:

[More Search Options](#)

Your Schedule (Registered)

Drop	Swap	Title	Title	Schedule	Location	Credits
<input type="checkbox"/>	<input type="radio"/>	ABM140-A1	Agricultural Finance	MW 08:00-09:40AM	CAN Campus Votec 114	2.0

Last Course

Users must see an Advisor to drop the last course from a schedule.

Messages
You are not permitted to drop the last course in your schedule.

Title:

Course Code:

Term:

Department:

Program:

[More Search Options](#)

Your Schedule (Registered)

Drop	Swap	Title	Title	Schedule	Location	Credits
<input type="checkbox"/>	<input type="radio"/>	ABM140-A1	Agricultural Finance	MW 08:00-09:40AM	CAN Campus Votec 114	2.0