

Guide to Fall 2025 Registration on MyCedarCrest

Part 1 – Course Search

**You can do a course search without being logged in, however,
you cannot add or drop courses until you log in.**

You can search by many different fields, however, the more you put in, the more chance of getting an error. Keep the searching to the following fields at most (and not all of them at once):

- Term (if you want to search for a course in a different semester than the default)
- Department of course
- Division (Undergraduate or Graduate)
- Building (**THIS IS WHERE YOU CAN SEARCH FOR ONLINE COURSES**)
- Section Status

Course Types are:

END	Type	Description
A	Activity	Instructor-facilitated course generally focused on active learning with significant instructor-student interaction. Theatrical performance, dance or music groups, art studios, or fitness-related courses often are assigned this course component.
B	Laboratory	A course that provides hands-on experiments or activities that support or extend the learning material presented in the corresponding lecture course or program. An additional classroom session linked to a credit bearing course, which requires separate enrollment.
C	Recitation	This is a supplemental class session linked to a credit-bearing course that provides developmental support and learning. This session gives students the opportunity to engage with course content and receive instructor guidance and feedback.
F	Field Studies/Clinical	A course that provides students with practical application of learning in an off-campus or simulated environment, usually under the supervision of a professional in the same field of study and/or a faculty member. Students demonstrate a field or clinical environment application of the knowledge, skills, and values relevant to their course work.
I	Independent Study	A course which is developed for individualized student needs. The instructor will determine how the student will meet the course objectives.
L	Lecture	A course in which the instructor predominantly leads the introduction of topics and presents course subject matter. Lecture courses use a variety of active learning techniques to engage students (e.g., oral presentations, case studies, discussions).
N	Internship	Career-related experience(s) involving a student working in a professional setting and supervised by a practicing professional. Internships may take place on or off campus. Internships are not limited to corporate experiences and are student-organized.
R	Independent Research	Student research supervised by an instructor
S	Seminar	An instructor-led course with a high amount of student self-directed activity. Seminars are characterized by a group of students collectively exploring a topic or field of study under the guidance of an instructor.
T	Thesis/Dissertation	Typically taken as the culminating project in a graduate program. Students develop a written work under the guidance of a faculty advisor, which reports the findings of their research project. The resulting work is typically shared via public presentation and can be submitted for publication.

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Modality: Face to Face, Online Courses, or Hybrid

- a. You can now search for a course that is offered online or will require you to meet face-to-face
 - b. If you want an online course: search by campus and choose online – once you pull those up, there are courses offered by Cedar Crest and courses offered by our partnership with Rize. The notable difference between them is the Consortium notation. **Please note that Rize dates may be different than ours.** They are listed on the right-hand side.
 - c. Often, for online courses, they will be Asynchronous (learn on your own time). However, if the course is Synchronous (virtual attendance at a specific time), you may see the day and time in the schedule, and it will say synchronous when you click on the course.
 - d. If you choose Cedar Crest College as your building, these are courses that will require you to be face-to-face 100% of the time, or in the case of a hybrid course, 50% of the time. It will note a hybrid course when you click on the course link.
 - e. If a course meets on the weekends, please note if you see “SU” that means it meets Saturday **AND** Sunday. If you see “TR” that means Tuesday **AND** Thursday.
2. Find which courses meet a certain Liberal Arts Designation
 - a. This is available on the Registrar Page on My CC or click below to find the LAC Lookup Tool:
 - i. https://my.cedarcrest.edu/ICS/Portal_Homepage.jnz?portlet=CUS_Curriculum_Lookup
 - ii. Search by LAC Designation, then choose the category. (If there is a * at the end of the code, it meets that group PLUS a writing two)
 1. You can now see which courses in our catalog meet that group. However, you can go further by seeing which courses we offer that semester by dropping down the “select term” box.

Part 2 – Errors

1. You do not have add/drop boxes:
 - a. Are you on hold? (You can see holds when you first login under the Add/Drop area)
 - i. You will not be able to register until you get the hold cleared up with that office (DO NOT CALL US TO CLEAR THE FINANCIAL HOLDS).
 - b. Are you a traditional student who is a freshmen or sophomore? Did you meet with your advisor and get cleared to register? If not, you must do so to register.
 - c. Are you a current student? If not, you may have to go through Admissions before you can register.
 - d. Are you sure you are in the class that is open? See part 3 to find your class code.
2. You cannot add a class even though you have a box:
 - a. The error should state the reason; for example, you might not have a prerequisite or you might have a time conflict

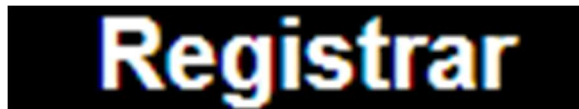
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Part 3 – Find your class code and advisor

1. To find your current class code (Freshmen, Sophomore, Junior, or Senior based on earned credits; does not include what you are in now):
 - a. Login to My CC
 - b. Go to the upper right corner and click on photo then My profile and Settings
 - c. Click Academic Information
 - d. Current Academic Information will show you the class code and your primary major
 - i. You might also see anticipated graduation date – that is not necessarily correct. It is an estimate only so please don't concern yourself or contact the office.


2. To find your advisor:

- a. On My CC, click on the Registrar tab at the top (you must be logged in)



- b.
 - c. Click on the "Student Information" link under Student Portals

Student Portals

 [Edit Content](#)

Academics - View your course schedule, add/ drop courses, transcripts, catalogs, and review graduation items.

Student Information - Update your field(s) of study, personal information, FERPA profile, and veteran's benefits.

Transfer & Alternative Credit - Review and explore alternative ways to earn additional credits towards your degree.

Withdrawals - Withdraw from a course, withdraw from the college, or take an official leave of absence.

- d.
 - e. Click "Update Programs of Study"

Update Programs of Study

 [Edit Content](#)

Make changes to your declared programs of study. Whether you're adding a new major or minor, adjusting your course load, or modifying other academic details, it is important to ensure that these changes align with your academic and career goals. Here you can also view your assigned academic & faculty advisors.

Update Programs of Study

- f.
 - g. Your advisor(s) and listed major(s) can be found under the "My Academic Information" tab

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My Academic Information

UNDERGRADUATE

Faculty Advisors:

Intended Majors:

h.

3. How many credits should I schedule?

A full-time student must take a minimum of 12 credits per semester to remain in full-time status. Typically, the college recommends that you enroll in no more than 18 credits each semester. Think of your course schedule like an iceberg! The time spent in the classroom is the time commitment that's easy to see--but it's just the tip of the iceberg. You'll spend most of your time outside of class studying, reading, and preparing projects. The more credits you schedule, the faster your week fills up.

There are valid reasons why you would take more than 18 credits per semester. To determine how many credits are right for YOU, consult your course sequence, student financial services, and your academic advisor.

Need more help?

Registrar's Office email: registrar@cedarcrest.edu

Be prepared to tell us what course code in its entirety and your ID number so we can help you immediately otherwise there will be a delay in processing.