How To Register Online:

**Note:** *Students may register online if they are currently enrolled and are eligible to take, or have already completed, ENG 101 when registration begins.*

**To Register for Courses:** **Note: All holds must be cleared to register for classes.**

1. Go to the SUNY Orange homepage [http://www.sunyorange.edu/](http://www.sunyorange.edu/) and click on “MySUNYOrange”
2. Enter your User ID number (located on your student ID card) and password and click “Login.” If you have difficulties logging in, contact the Help Desk at (845) 341-4749.
3. Click on the “Student Academics tab”
4. In the Registration box on the lower right-hand side of the page, click on “Register for Classes”
5. Click on “Register, Add or Drop Classes”
6. Select the appropriate term and click Submit
7. Enter your PIN Number and click Submit
8. If you know the Course Reference Number (CRN) of the courses you would like to register for, enter the number or numbers in the boxes on the Add Classes Worksheet and then click “Submit Changes”

If you don’t know the Course Reference Number (CRN) of the courses you would like to register for, click on “Class Search.” Select the Subject and Course Number (and any other criteria you would like to narrow your search) and click on “Class Search” again. Click on the “Select” box on the left-hand side of the page next to the desired class (“C” indicates the class is closed) and click on “Register.” You will repeat this process for each class you would like to take.

**Note: Registration Errors can occur when there is a time conflict in two or more classes selected, when a pre-requisite for the course has not been met, when a class is restricted to specific majors, when there is a specific lab linked to the class, etc.*

**To Drop a Class:**

9. If you would like to drop a class, click on the box under the column “Action,” highlight “Web Drop” and “Submit Changes.”

**To Complete the Registration Process:**

10. Your status should indicate “Web Registered” next to each class you would like to take.
11. When you have selected all of the courses you need for the term, click on “Registration Fee Assessment” (located at the bottom of the page) to view your account balance. You are billed at the non-resident tuition rate and must submit a notarized residence application or pay the balance due. Students should see Student Services Central regarding due dates and payment options.
12. At the bottom of the “Registration Fee Assessment” page, click on “Student Detail Schedule,” select “Submit” (upper right-hand side of the page) and proceed to print out a copy of your schedule.

**IMPORTANT - Check your Schedule**

After you have registered, run a Degree Works Audit to see where your courses are being applied within your degree requirements. Scroll to the bottom and look for the Fallthrough section. If any of your courses appear here, it may mean that they are courses that you do not need for your degree. If so, they may be ineligible for Financial Aid. Please check with your Advisor for further information.

**Where to Get Help:**

*Technical Support:* If you experience technical difficulties or problems with your log in, contact the Helpdesk: Monday-Friday 7AM-9PM (845) 341-4749 or 341-4735 email: Helpdesk@sunyorange.edu

*Course Selection:* If you need additional assistance choosing courses, return to see your Assigned Advisor or visit the Academic Advising Office.

_Middletown: Academic Advising Office, 3rd floor Shepard Student Center (845) 341-4070

_Newburgh: Student Services Central, 1st floor Kaplan Hall (845) 341-9502_