ONLINE REGISTRATION INSTRUCTIONS

Note: The majority of returning students are eligible to use online registration. You are eligible unless you fall within any of the following categories:
1) You are a new student.
2) You are a returning student who must reapply because of a lapse in continuous enrollment.
3) You have earned less than 12 hours of college credit.
4) You have a 1005–General College major AND have 30 or more hours of college credit. You may register online once you declare a specific major. Contact the Admissions Office to declare a specific major.
5) You are non-degree seeking.
6) You need to enroll in college preparatory/remedial courses.
7) Your cumulative GPA is less than 2.00.
8) You are a dual enrolled or early admission student.
9) You are a clock-hour student (automotive, cosmetology, law enforcement, CNA, etc.)
10) You have a hold on your record.
11) You wish to take advantage of a state employee fee waiver.

First-Time Registration for a Semester
1) Go to https://my.chipola.edu.
2) Sign in (type in your User Name and Password, then press the LOGIN button).
3) Go to the STUDENTS page (click on the word STUDENTS in the dark blue menu bar).
4) In the section of the page entitled, "Add/Drop Courses", click on the ADD/DROP COURSES icon.
5) Choose the term you want to register for. A dropdown box entitled "Term" allows you to make your choice.
6) There are two methods for registering.
    A. If you know what course sections you want to enroll in, type the course numbers in the boxes provided within the "Add by Course Code" tab. You may enter up to six courses. Once you are finished entering your courses, click the ADD COURSE(S) button. Messages will be displayed telling you whether or not your registration requests were successful. PLEASE READ ALL DISPLAYED MESSAGES.
    B. If you are not sure what specific course sections you want to enroll in, click on the tab entitled "Course Search". You may search courses based on several sets of criteria. To search all courses, leave the search criteria blank then click the SEARCH button. Courses matching your search criteria will be displayed. You may register for any courses where there is a check box in the column entitled "Add". To enroll in a course, simply click the associated box in the "Add" column beside the course you want. Once you have selected the courses you wish to enroll in, scroll to the bottom of the course search page, then click the ADD COURSES button. Displayed messages will tell you whether or not your registration requests were successful. PLEASE READ ALL DISPLAYED MESSAGES.

Add a Course to an Existing Semester Schedule
Note: Courses may only be added during an open registration period.
To add a class to your course schedule, follow the directions outlined in steps 1- 6 above.

Drop a Course from an Existing Semester Schedule
Note: Courses may only be dropped during an open registration period.
1) To drop a class from your course schedule, follow the directions outlined in steps 1-5 above, then continue with step 2) below.
2) Your course schedule should be shown at the bottom of the displayed page. All courses eligible for drop should have a check box available in the "Drop" column.
3) Click the Drop box for the course(s) you wish to remove.
4) Click the DROP COURSE(S) button to drop the selected courses. Displayed messages will tell you whether or not your drop requests were successful. PLEASE READ ALL DISPLAYED MESSAGES.