

Instructions for Using SIS Web Registration

1. Using your Web browser (i.e. Netscape or Internet Explorer), open the SIS Website, www.umflint.edu/sis. This will take you to the login page.
2. Enter your UM-Flint ID Number (UMID) and PIN (Personal Identification Number) in the boxes provided, and then click the **Login** button.

If you do not know your PIN, enter your UMID and click the **Forgot PIN?** button. You must use **Forgot PIN?** before your PIN becomes disabled. Your SIS account will be disabled after three unsuccessful login attempts.

3. From the Main Menu, select the Student Services menu.
4. From the Student Services menu, select the Registration menu.
5. From the Registration menu, select Add/Drop Classes to process your initial registration or to make changes to an existing schedule.
6. Select the term you wish to register for, and then click **Submit**.

NOTE: You may be notified of holds that prevent you from registering. If you have holds, you must get them cleared before proceeding.

7. In the Add Class Worksheet, enter the Course Reference Number (CRN) of the course section into the first available field.

NOTE: If you do not know the section CRN, click the **Class Search** button below the table to look up the course by subject.

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

8. Repeat step 8 for each course section until all your courses are listed in the Add Class table.
9. Once you have entered all your courses, click the **Submit Changes** button below the table to process your registration.
10. The screen will display your confirmed registration, as well as any errors that prevented you from getting into a section. Note any registration errors and adjust your schedule if necessary.
11. If the course you selected has closed, you will receive an error telling you the section is closed and how many students are currently waitlisted. You must then select **Waitlisted** from the Action field and click **Submit Changes**.

Select Waitlisted from the Action field.

Registration Errors

Current waitlist total appears here.

Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Status
Waitlisted	10013	AFA	319	01	Undergraduate	3.00	Standard (ABCDE)	Survey of Afrcn Lit	CLOSED- 002 WAITLISTED

NOTE: You may check your current waitlist position by returning to the Registration menu and selecting Look Up Waitlist Position.

12. If you need to change the credit hours for a variable-credit course, click the [Change Credit Hours](#) link at the bottom of the Add/Drop Classes page. A box will appear to the right of any options that can be changed. Enter the desired credit hours, and then click **Submit Changes**.

College Writing Workshop 10293 ENG 109 01	
Credit Hour:	1.00 ==> <input type="text" value="1.00"/> (1.00 to 3.00)
Grading Mode:	(ABC>N)
Level:	Undergraduate

13. Click the [Confirm Schedule](#) link at the bottom of the Add/Drop Classes page to see your confirmed schedule, including any waitlisted classes.
14. Click the [Student Schedule by Day & Time](#) link at the bottom of the Add/Drop Classes page to see a day/time grid of your course schedule. Courses that do not have scheduled meeting times or that conflict with another course will be noted at the bottom of the page.
15. Click the [View Fee Assessment](#) link at the bottom of the Add/Drop Classes page to see tuition charges assessed for the term.

For personal assistance, call the Registrar's Office at 810.762.3344.