When to Register

Registration for the upcoming fall and spring semesters typically begins about halfway through the current spring term. When you can register depends on:

1. How many credit hours you have <u>earned</u>. Your current courses do not apply toward earned hours, but Advanced Placement, International Baccalaureate, and CCP credits <u>do</u> apply. If you have any of these credits, check your Academic Transcript (under the My Records heading on the Student tab in the MyUT portal). If your credits are not listed, you need to have score reports and/or official transcripts sent to UToledo as soon as possible!

2. If you qualify for priority registration due to a special student status. These include students with documented disabilities, student athletes, honors students, and those participating in the military, among others.

You can find a list of registration dates for the upcoming semester by visiting the [Registration Dates](#) page. Be sure to check out the student types that qualify for priority registration; they can register at 8am on the first day of the registration period.

Can't register yet?

- You may have a registration hold on your account. To view holds, go to the Student tab in the MyUT portal and click "More Records Options" under the My Records heading. Then click "View Holds." It's a good idea to check this out now so you have time to remove any holds before your registration window opens. A registration hold will prevent you from registering regardless of your registration date.

- You may need to meet with your advisor for an advising session first. Many colleges require advisor approval for freshmen, lower division students, and students with special circumstances. In this case, an advising hold may be placed on your student record. This must be cleared before you can register.

- You may need to meet financial obligations. Again, view your holds and contact the office listed to learn how to remove any holds.

Your Program Requirements

You know your major, but what are you going to take in Fall 2022 and Spring 2023? The [UToledo Undergraduate Catalog](#) is the official resource for you. Use it to get started! While the catalog does not replace your academic advisor, it does provide a road map to help you get started. Here are some navigational tips to help you find your major in the catalog:

1. Determine your college. If you're unsure, please go to the Student tab in the myUT portal and click "Student Profile-New" under the My Registration Steps heading. When the new window opens, your major and college will appear on the right side of your screen.

2. Now that you know your college, go to the catalog [link](). Click on your college.

3. Check out the list of items on the left of your screen and click on "Degrees/Programs Offered." Click on your degree program.

4. Your program page will include an overview and tabs for requirements, plan of study, and learning outcomes. Please review all of these, especially the requirements for your degree program. Please note information posted on the Admission tab, if available.

5. The plan of study tab maps a path to degree completion. Your specific path may be different, and that's okay! Copy and paste this plan into a Word document to track your progress.

6. Based on the plan of study, go ahead and figure out your courses for Fall 2022 and Spring 2023. Sample plans of study are also available on the CHHS Student Services [website]().

What is a Degree Audit?

What is a degree audit report? A degree audit report (DAR) is an electronic report that provides information about degree requirements for specific majors.

What does a degree audit tell me? Your degree audit matches the degree requirements of your intended major with courses you have already taken. It also displays all of the courses needed to complete your program.

Why is a degree audit important to me? Your degree audit tracks your progress towards degree completion. It is helpful to run a DAR on a regular basis to assist you with scheduling classes and tracking your progress.

What if I'm an undecided major? If undecided, you can run a "What-If" analysis to show how your current courses or courses you have already taken can apply to a major of interest.

How to Run a Degree Audit

You have the ability to run a degree audit yourself, at any time, via MyUT. Review the resources below to learn more about running a degree audit report.

- Visit the MyUT Website to log-in, using your UTAD and password.

- Go to the Student tab and find Run Degree Audit under the My Records heading.

- Review the [Step by Step instructions]() to learn how to run a degree audit report.

- Run your own degree audit report.

- Note: If you are an undecided major, conduct a What-If Analysis for a major of interest to you. Check the Step by Step instructions for details.

- Questions about your audit? Please email CHHSAdvising@utoledo.edu and include your Rocket number.

How to Register

Online registration makes registering for classes fairly simple. You will register yourself online through MyUT, on or after your assigned registration date. Registration windows open at midnight. ***Note:** All links open in a new tab.

- Visit the [MyUT Website](#) to log-in, using your UTAD and password.

- Review the [Plan Ahead and Register](#) guide.

- Review the [sequence of courses](#) for your major. Consult your degree audit to determine if any earned credits apply to degree requirements.

- Create a plan for fall and spring registration and save them!

- Be prepared and register on your assigned date starting at 8am.