How to Register for Classes

Online registration is available during scheduled registration periods. In-person registration is available on the Main Campus in Rocket Solution Central at Room 1200 Rocket Hall or the Health Science Campus at Mulford Library, Suite 114.

1. Go to myut.utoledo.edu. Enter your UTAD username and password to login. ***If you do not know your username and/or password, click “Account Maintenance” and follow the Forgot UTAD Username/Password instructions. Once your account is activated, return to myut.utoledo.edu and enter your new username and password.

2. Click on the Student tab to review your options under My Registration Steps. You can search for classes or enter CRNs. If you know the CRNs, skip to step 5.

3. To search for courses, click “Look Up Classes” and enter the appropriate semester in the drop-down menu; click “Submit.” Important: you can only look up courses by first selecting an academic subject from the scroll-down menu. Simply click on the subject name and scroll down the screen to click “Course Search.” This will bring up all courses offered by the department in a selected semester. **TIP:** Use the Advanced Search option to narrow your search by entering specific course numbers, choosing specific days or times for class meetings, etc.

4. To register, click the box next to the course section CRN and click “Register” at the bottom of the screen.

5. If you do not need to look up classes because your adviser provided CRNs, click “Register/Drop/Withdraw Courses” under My Registration Steps, select the appropriate semester in the drop-down menu and click “Submit.” Enter the CRNs in the boxes at the bottom of the screen. Click “Submit Changes” to register for these courses. **If you have been permitted into a course, you must use this method to add the course.**

6. **Waitlisting** - Waitlisting is an option for students who encounter classes that are ‘full.’ When an open seat becomes available, an email is sent to the next student in the Waitlist queue via their student rocket email address. The student then has 24 hours to add the class. Many courses have a waitlist, however there are some that do not. Use the Look Up Classes link in the portal to see if a course has a waitlist. Find additional information about waitlisting on the Registrar’s website (Registrar.utoledo.edu).

7. If you need assistance selecting courses, contact your academic advisor. If you need help with registration issues or error messages, contact Rocket Solution Central at 419-530-8700 or rocketsolutioncentral@utoledo.edu.