

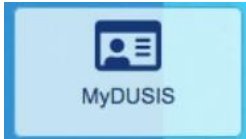
# Office of the Registrar

## Undergraduate Student Registration Guide

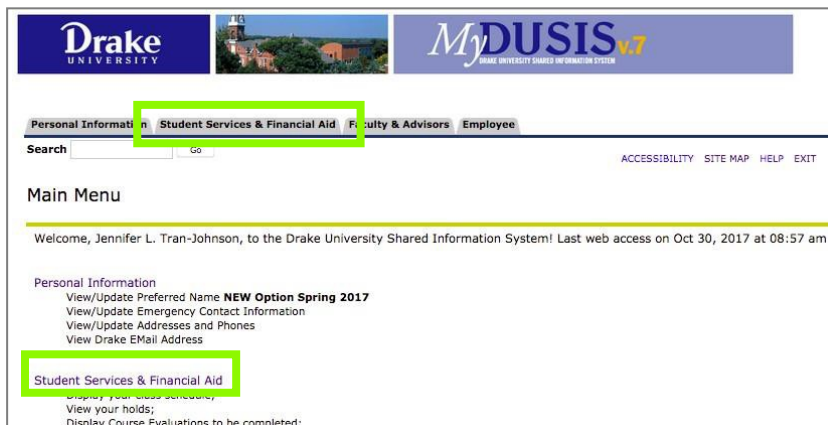
1. Log in to [myDrake](#) using your Drake ID Number and password.

(If this is your first time accessing myDrake, you will need to reset your password. Please visit <https://password.drake.edu> and follow the directions on each screen. Your initial password is your birth date in the format MmmDD#YYYY (i.e. Sep06#1999).)

2. Click on the **MyDUSIS App** under Commonly Used Apps.



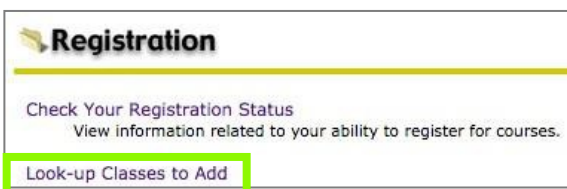
3. Click the **Student Services & Financial Aid** tab.



4. Click the **Registration** link.



5. Click on the **Look Up Classes to Add** link.



- Click on the arrows at the end of the term box to choose the term you want to register for. Move your mouse to highlight and select the **Term** and click the **Submit** button.

- Search for Courses by selecting subject area and attribute type.
  - If you know your specific course or subject areas:** Use the scroll bar to select the **Subject(s)** associated with your program of study. To choose more than one subject hold down the control key as you click on each subject. Each subject you click on will be highlighted.
  - If you are looking for all online course options, select all Subject(s),** click on the first subject (Accounting), then hold down SHIFT button on your keyboard, then scroll down to select the last subject (World Languages and Cultures). All subjects will be highlighted.
  - Leave all other fields blank, unless you know the specific course information you are searching for.
  - To select correct Attribute Type,** click on Drake Online Undergrad Program.
  - Click the **Courses Search** button.

**Subject:**

- Accounting
- Actuarial Science
- Air Force Aerospace Studies
- American Sign Language
- Anthropology-SCSA
- Applied Behavior Analysis
- Arabic
- Art & Design
- Astronomy
- Athletic Training



**Course Number:**

**Title:**

**Schedule Type:**

**Credit Range:**  hours to  hours

**Part of Term:**   
 Non-date based courses only

**Instructor:**

**Attribute Type:**

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun



8. Review course options.

Select	CRN	BOOKS	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	10576	Books	MAC	201	0	DO	3.000	COMM LEADERSHIP STRATEGIES	TBA	25	1	24	5	0	5	0	0	0	0	Jill Christine VanWyke (P)	03/26-05/04	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10577	Books	MAC	207	0	DO	3.000	ADVANCED WRITING & MSG DESIGN	TBA	25	1	24	5	0	5	0	0	0	0	Catherine Marie Staub (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10578	Books	MAC	208	0	DO	3.000	PUBLIC AFFAIRS AND ADVOCACY	TBA	25	0	25	5	0	5	0	0	0	0	Jennifer Christine Glover Konfrst (P)	03/26-05/04	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10579	Books	MAC	210	0	DO	3.000	VISUAL COMMUNICATION	TBA	25	0	25	5	0	5	0	0	0	0	Sandy L Henry (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10580	Books	MAC	214	0	DO	3.000	POLICY ELECTIVE	TBA	25	0	25	5	0	5	0	0	0	0	Jennifer Christine Glover Konfrst (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program

Course Registration Number (CRN)

Credits

Start & End Dates

Check box = Seats available  
C = Class is full

Number of Seats Available

9. Click on the **check box** next to the course(s) you are interested in and click on the **Register** button.

Select	CRN	BOOKS	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	10576	Books	MAC	201	0	DO	3.000	COMM LEADERSHIP STRATEGIES	TBA	25	1	24	5	0	5	0	0	0	0	Jill Christine VanWyke (P)	03/26-05/04	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10577	Books	MAC	207	0	DO	3.000	ADVANCED WRITING & MSG DESIGN	TBA	25	1	24	5	0	5	0	0	0	0	Catherine Marie Staub (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program
<input checked="" type="checkbox"/>	10578	Books	MAC	208	0	DO	3.000	PUBLIC AFFAIRS AND ADVOCACY	TBA	25	0	25	5	0	5	0	0	0	0	Jennifer Christine Glover Konfrst (P)	03/26-05/04	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10579	Books	MAC	210	0	DO	3.000	VISUAL COMMUNICATION	TBA	25	0	25	5	0	5	0	0	0	0	Sandy L Henry (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10580	Books	MAC	214	0	DO	3.000	POLICY ELECTIVE	TBA	25	0	25	5	0	5	0	0	0	0	Jennifer Christine Glover Konfrst (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program

Register   Add to WorkSheet   New Search

10. Review your course registration.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered via Web	None	10576	MAC	201	0	Graduate 3.000	Standard Letter		COMM LEADERSHIP STRATEGIES
Registered via Web	None	10577	MAC	207	0	Graduate 3.000	Standard Letter		ADVANCED WRITING & MSG DESIGN

Click here for information about textbooks and course materials as requested by the professor

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 25.000  
Date: Nov 02, 2017 01:01 pm

Add Classes Worksheet

CRNs

Submit Changes   Class Search   Reset

This link will redirect you to the University Bookstore website and display your textbook and course

11. **Registration** link, and then the **Register or Add/Drop Classes** link.

12. To drop a course from your schedule, click on the arrows at the end of the Action box, use your mouse to select **Drop via Web** and click the **Submit Changes** button.

To add a new course, follow the directions above; OR, if you have the **Course Registration Number (CRN)**, you can enter it directly into the text boxes on this screen and click the **Submit Changes** button.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered via Web on Nov 02, 2017	None	10576	MAC	201	0	Graduate	3.000	Standard	Letter	COMM LEADERSHIP STRATEGIES
Registered via Web on Nov 02, 2017	<input checked="" type="checkbox"/> None <input type="checkbox"/> Dropped via web	10577	MAC	207	0	Graduate	3.000	Standard	Letter	ADVANCED WRITING & MSG DESIGN

Total Credit Hours: 6.000  
 Billing Hours: 6.000  
 Minimum Hours: 0.000  
 Maximum Hours: 25.000  
 Date: Nov 02, 2017 01:01 pm

13. If you wish to **drop all of your courses for the semester**, you will need to submit a withdrawal form.

**Questions?** Kara Wendelin Carnahan  
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 Drake Online and Continuing Education  
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