Technical and Academic Support:

For Technical and/or Academic Support, please use one of the following resources:

1) Walk-in – During the Web-Registration period, if you don’t feel comfortable with the online registration processes, personalized assistance will be available at registrar department:

2) Phone – The Web Registration ‘Hot-Line’ is: 305-593-1223 Extensions 197 or 204

For detail instructions on web registration please click the following link:

http://mia.albizu.edu/web/web_registration/instructions/

Important information for Web Registration:

• You should use your degree audit as a guide to comply with mandatory pre-requisites
• You must register one block of the degree audit at a time
• If you have a ‘HOLD’, you must contact the office that issued this ‘HOLD’ and make the necessary arrangements to clear it
• There must be no conflicts on the course sections that you select
• You have to make sure you have completed or renewed your FAFSA application for the incoming year prior to registration
• If you have any pending issue with Financial Aid, please resolve it before your registration date
• If you have a pending issue with the Finance Department, please resolve it before your registration date
• For Independent courses you must register in person
• If you are on ‘academic probation’, you must register in person

When does Web-Registration start?

Please check your official email account for an email with the web-registration dates.

The email will have the following information:

• The registration appointment date assigned to you. You can register at any time after your appointment.
• Registration deadline to avoid late fees.
• Support hours.
How to use the Web Registration?

During the Web-Registration period, the advisors will only be available for consultations, authorizations, pre-requisites, or override requests for courses that become full. Advisors won’t be able to do the registration process for you.

- Go to [http://www.albizu.edu](http://www.albizu.edu) during or after your registration schedule
- Click on Current Students and then select “SunPortal”
- Go to Quick Links and under registration you will have 2 options to do your registration:

1. **Express Registration**
   a) From the students menu click in ‘Express Registration’ under the registration section

   If you know the course Synonym, enter the Synonym and the term for each course to register, otherwise:
   - Select the subject corresponding to the course to register
   - Select Course number
   - Select the section number
   - Select the term

   Repeat the step above for each course you want to register, and when ready click “SUBMIT”

   b) On the screen “Register and Drop Sections” select “Register” on the left menu of each course you want to register
   c) The system will display a confirmation screen for your registration. You will have the option to make your payment online (See instructions below)
   d) You will receive a confirmation email, proving you status of your registration.

2. **Web Registration**

   a) From the students menu click in ‘Web Registration’ under the registration section
   b) On the screen ‘Program Confirmation’ verify that the name of the program displayed is the one in which you are registered
   c) On the screen ‘Choose a Requirement’ select the first block starting from the top with one of the following status:
      a. Requirement Not Started – You need to take all the courses required in this block
b. Requirement In Progress — You have completed some of the courses required, but you need to take others

c. You will be able to register one block at a time. After completing all the steps for Block 1, repeat the process for the other blocks, if you want to add more courses.

d) On the screen “Select Courses” assign the academic term for the course (Spring 2013)

e) On the screen “Section Selection Results” you will be able to see the sections available for the selected courses, select the desired sections
   a. Remember, you cannot have conflicts with the dates and times for the selected sections
   b. The system uses the pre-requisites rules
   c. You cannot register for the same class twice in the same term

f) On the screen “Register and Drop Sections” select “Register” on the left menu of each course you want to register

g) The system will display a confirmation screen for your registration. **You will have the option to make your payment online (See instructions below)**

h) You will receive a confirmation email, proving you status of your registration.

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You are required to pick up your official registration in the Finance Department. If payment arrangements are not met (payment, payment plan, or financial aid certification), your course selection will be canceled.

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**How to make payments Online?**

1. On the students main menu click “Make a Payment” on the “Financial Information” section
2. Select the option “Pay on My Account”
3. In the list of academics sections write the amount to pay on the left of the academic section, under “Payment Amount”
4. Select the credit card type under “Payment Type”
5. On the screen “Electronic Card Entry” enter the card number, expiration date, security code and click “Submit”
6. The system will display your receipt on the screen and also you will receive a confirmation email

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**Online payment Information:**

1. We accept Visa, MasterCard, Discover, and American Express. Please make payment in the Finance office if the debit card you will be using does not have a Visa or Master Card logo
2. If your balance is zero you cannot make online payments
3. Even if you pay online, you have to go to the Finance office to sign and receive the official registration