Express Registration is the process that allows students to register using a curriculum sequence as a guide to be able to register it in the correct order. The process is divided into 3 steps: (1) Course Selection according to the curriculum sequence (2) Selection of sections and (3) Registration

**Steps for registration using Express Registration**

1. From the students menu click in [Express Registration](#) under the registration section

2. On the next screen enter the following information

   If you know the Synonym:

   - Enter the Synonym and the term for each course to register
If not:

- 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**.

3. This is the last step to register your courses/sessions using the Web Registration, “Register and Drop Sections”. This screen is dividing in 2 parts, the section on top “Preferred Sections” has a list of the sections selected in the step 5; and the bottom section “Current Registration” displays the list of the registered courses.

To finish **Web Registration** process, select the option “Register” under Action for each of the courses/sessions that you want to register, and then click **SUBMIT**.
4. If your registration does not have any errors, you should see a confirmation screen (see below image) Also you should receive an email with additional information and the next steps to follow, if any.

5. Click **OK** to return to the main menu.

You have to pick up your official registration in the Finance Department.

If payment arrangements (payment plan, payment, or financial aid certification) are not met, your course selection will be canceled.

To make an electronic payment select the option ‘Make a Payment’ on the main menu