



Steps to Register

Follow these steps to register for courses!

1. Review your program information to see what courses you need.

- Click on the link for your program to go to the program webpage.
- On the webpage, click on the link near the top of the page that lists your degree program to view the program guide.
- Scroll to the bottom of the program guide to see a Sample Plan for what to take each semester.

NOTE: Have transfer credits? Make sure to send us your official transcripts. Then check your [Degree Audit Report](#) to see how your courses transferred and what requirements they meet. If you're not seeing your credits or have questions about how your credits are transferring, contact Transfer Student Services (room W2240) at transfer@century.edu or 651-779-3908.

2. Review your course placement based on your ACCUPLACER, ACT, SAT, or MCA scores or other information.

Your course placement scores determine which courses you start in for reading, English, and mathematics. Please review your applicable placement scores at the site linked above.

NOTE: Transfer courses may waive placement score requirements or courses. Please contact Transfer Student Services (room W2240) at transfer@century.edu or 651-779-3908 to determine course placement based on transfer coursework.

3. Consider how many credits to take.

- Consider all your life obligations when planning your credit load. You should plan to spend 1 hour in class per credit and plan to spend approximately 2 to 3 hours of study time per credit each week. We recommend keeping your combined class/study and work hours at 60 or below per week.

Weekly Class/Study/Work Commitment		
Number of Credits	Total Class/ Study Hours	Work Hours Per Week
<input type="text"/>	X 3 = <input type="text"/>	+ <input type="text"/>
	= <input type="text"/>	Total

- [Financial aid](#) may require you to register for a certain number of credits to be eligible. Register for at least 6 credits to be eligible for student loans.
- To complete an associate degree in 2 years, students need to average 15 credits per semester. A student may register for a maximum of 18 credits without additional permission.

4. Register in eservices using your Star ID and password.

- [Registration Video Tutorial](#)
- Many courses have prerequisites—courses or test scores that need to be completed prior to taking the course. These are listed for each course in eservices and are included in the course description. Before registering for a course, please ensure that all course prerequisites have been met.
- If you receive an error message when registering for courses, please contact the Records Office at records@century.edu or 651-779-3299.

Need help? Want to review your course schedule? Have other questions?

- New students-Schedule an appointment with your orientation advisor in [Starfish](#) after completing your online Orientation.
- Current Students-Schedule an appointment with your primary assigned advisor or counselor in [Starfish](#).

If you need help scheduling an appointment, contact the Advising, Counseling, and Career Center at acc@century.edu. We are here to help you!