Registration Instructions

*Adding Courses*

1. Login to “myUSC” at the website below:
   https://my.usc.edu/

2. Click the “Log in” button on the right side of the page.

3. Your username and password are the same ones you would use to access Blackboard.

4. You may access the Web Registration system on the right side of the page.

5. Upon successful entrance to the USC Web Registration system, the screen displays the semesters currently available for registration. Select the Fall 2009 semester.

6. The top frame on the screen provides navigation buttons and a listing of the various academic programs offered at USC. The middle frame, titled Current Course Selections, displays the courses you wish to add to your schedule. The bottom frame, titled System Response, provides a location for messages as processing occurs. The bottom toolbar provides navigation aids.

7. Scroll down to the “Law” link in the top frame. Click the link to access the Law course listings.

8. To add a course, click the “Add” link that appears in the “Add Section” column.
   
   a. Sometimes more than one section of a course will be offered during a semester. Please make sure you select the correct section.
   
   b. Do not click the “Add” link that appears under the “Add Course” column. This link does not always work properly with law courses.

9. In the Current Course Selections list, click the “Schedule” link next to each section.

10. At the time of your registration appointment, or any time thereafter, click the Commit changes button to register for your courses.

11. On the following screen verify your schedule and click the “Submit” button. The system should return a message saying your transaction was successfully completed.

12. To elect the CR/D/F grading option, you must first register for the class, then submit the appropriate form to Room 104. **Changing a class to the CR/D/F option cannot be done on the On-line registration system.**

13. A list of closed courses will be posted on the Law School’s website. We are sometimes able to open closed courses after registration by moving them to larger rooms. We will maintain a wait list for each closed class. Once you have registered, if you wish to be placed on a wait list, call (213) 740-6314 or visit Room 104. You may not be placed on a wait list before your registration appointment time.
**Dropping Courses**

1. Log into the Registration system (please refer to the instructions above).

2. In the Current Course Selections list, click the “Unschedule” link next to the section you would like to remove.

3. Click the Commit Changes button.

4. On the following screen verify the course you would like to remove and click the “Submit” button. The system should return a message saying your transaction was successfully completed.