

Registration Instructions

Logging in

- Access the Registration Login page at: www.suffolk.edu/mysuffolk.
- Enter User ID and Password (if first time logging into MySuffolk, follow screen instructions).
- Forgot your password? click “What’s My Password” and a new one will be emailed to your SU email.
- Click “Classes & Registration” tab (top of the screen).

Registering

Registering for courses is as easy as 1-2-3.

- First, you must create a “wishlist” that includes the courses you intend to take for the appropriate semester. You may search for courses using the “Check Course Offerings” subtab.
- Second, during your assigned registration time, select the action you would like to take from the dropdown menu. You may add or remove courses until your intended schedule has been selected.
- Once you have your classes finalized, click submit and your registration is complete.

Please note that if you have any holds, need advising, or are registering for a course that requires faculty approval, you may not be eligible until those issues have been addressed.

Contact the Office of the Registrar at 617.573.8430 or stu.info@suffolk.edu should you encounter any of these situations.

Creating a Wishlist

In order to register for courses, each student must first create a “wishlist” of classes for the semester in which they are registering.

Please note: Selecting courses for your wishlist does not guarantee that you will be able to register for the course(s). Be sure to verify that you have completed the prerequisites before you begin the registration process.

- Enter the subject, course number, section (CAPS only), and term for the course(s) you would like to add
- Click Submit
- A new screen will display your preferred sections (wishlist) and your current semester courses
- To register for courses from your wishlist:
 - Select an action for all of your preferred sections from the drop-down menu , or
 - Individually select registration options for each course (Please note: If you wish to take a course as Pass/Fail or Audit, consult the Academic Catalog for policy information before choosing either of these options.)
- You may remove sections from your wishlist at anytime from this screen
- If you receive an error message at the top of the page stating "You are not eligible for registration at this time," please contact the Office of the Registrar at 617.573.8430 or stu.info@suffolk.edu
- Please print a copy for your records

Wait List

Certain courses fill quickly resulting in a waitlist (closed section). Should any of your preferred courses reach their capacity before you register, you may include them on your waitlist.

Please note: Only closed courses can be waitlisted. You may not be on a waitlist for a course if you are currently registered for another section of the same course. You must meet all student and course eligibility rules in order to be placed on a waitlist.

- Select the WL – Waitlist action from the drop-down menu next to the course
- The course will appear under the Waitlist section of the Registration Results screen
- View the number of students on the waitlist by selecting Mange My Waitlist from the Registration Options
- Should the course have an opening, you will receive an email indicating that you have two days to register for the course
 - It is extremely important that you check your Suffolk email for these notifications
 - If you miss the two day window, the opening will be offered to the next student on the waitlist
 - If you do not plan on registering for the course, please remove yourself from the waitlist so the next student on the list can be notified
- To register for waitlisted course sections, select Manage My Waitlist from the Registration Options menu. Choose RG – Register from the Action column next

to the course. You can also remove yourself from the waitlist for a course from this screen by selecting an Action or RM - Remove.

- Results screen appears

Drop Class

- Use if you want to drop classes from your current schedule.
- Your preferred sections and your current registrations will appear.
- Check the box in the DROP column.
- Click Submit. Your results screen will appear.
- Please print a copy for your records.

Confirmation

- Confirmation is obtained by clicking on "My Class Schedule" and choosing the
- appropriate term.
- Use your browser's print function to print a hard copy confirmation of your course
- schedule by term.
- An email confirmation of registration activity is also sent to your Suffolk email account.
- For information regarding your Suffolk email account please visit www.suffolk.edu/email