Step-by-Step Graduate Registration


2. Click the “InsideCBU” link.

3. Login to InsideCBU.
   • Your username and password are initially both your student ID number. If you are unable to login, please email the ITS Helpdesk or call 951.343.4444.
4. After successfully logging in, click the “Academics” tab.

5. Click the “Student Academics” link.
6. Click the “Register for Classes” link.

- This will open a new window, which is the primary screen for the registration process.
7a. If your “Current Option Settings” are not set for the correct Program, Session, and Year for which you are registering, click the “Set Options” button.

7b. Enter the correct information and click the “Submit Options” button.
   - If you are not able to register once your options are set, read any messages given on the Registration Entry screen and contact the appropriate office.
8a. Using your Graduate Program Rotation, input the course numbers and sections for your upcoming courses (or prerequisites if necessary).

8b. An updated version of most graduate rotations is available on InsideCBU. It is located under the “Academics” tab and then the “Graduate Students” link.
9. To see the available days and time for a course, click the “?” button next to the empty section box. This will also display a course description including any prerequisites for the course.

10. From the resulting list, click the circle next to your desired section and then click the “Select” button.
11. After clicking the “Select” button, you will be taken back to the registration screen and the section information will be in the “Section” box. Click the “Add” button to add this course to your schedule.
12. Once the course is added, it will appear in the lower half of the registration screen.
   - Look for messages in the blue bar below the “Search Criteria” button. These messages will state if the course was added or why the course was not added.

13. Repeat these steps to register for all your classes.
   - Your total number of registered units appears at the far right of the blue bar.
14. If you need to change a course section, then input the same course number and the new course section and also click the circle next to the course you are changing.

15. After you have entered the course number and section and clicked on the appropriate circle, click the “Swap” button.
   • The section and schedule of the course should both change according to your new selection.
16. If you need to drop a course completely, then click the circle next to the course you are dropping.

17. After you have clicked the appropriate circle, click the “Drop” button.

18. When you are done creating your schedule, simply close the registration window.
19. At the “Student Academics” page (see steps 4 and 5), click on the “Student Schedule” link.
20. This displays your schedule of classes, your professors (with email links), your room numbers (once they are assigned), and the dates of your courses.

21. Print out your schedule and close the student schedule window.

We **HIGHLY** recommend that you print this schedule the day before classes begin. Room assignments can change up until the day classes begin.
Congratulations!
You have completed your registration!