How to Register for Classes (Add or Drop)
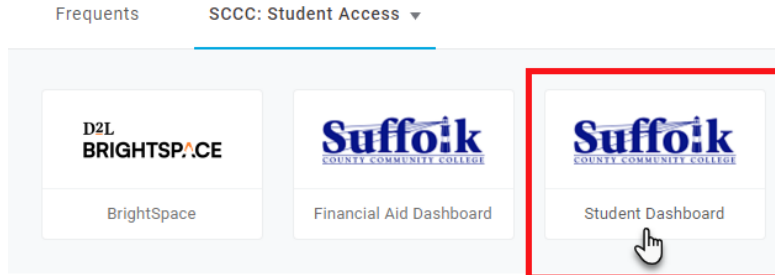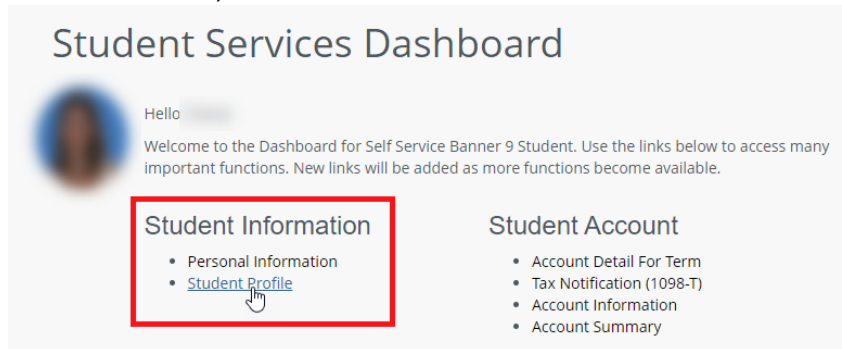
- To access the Student Profile, first log in to the **Suffolk Login Portal**
  (sunysuffolk.edu/login)
- Click on the **Student Dashboard** tile.
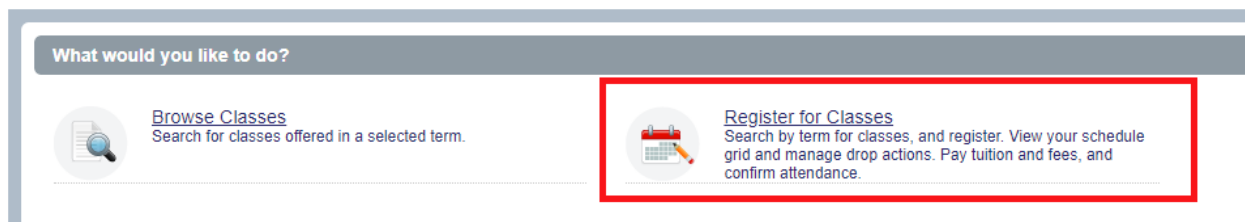 If you do not see it under Frequents, you can use the search box.

- Under **Student Information**, click on **Student Profile.**

- In the Student Profile, select **Registration and Planning**.

- Click **Register for Classes**.

- Select the **term**.
  Enter: **Subject** (example: Psychology)
          Course Number (example: 101)
          Campus (example: Ammerman)
  You can access Advanced Search for additional search parameters.
  Check the box next to Open Sections Only to eliminate closed classes from the search.
  Click **Search**.

- Click the **Add** button next to the open class you would like to add to your Shopping Cart Summary.

Register for Classes

Find Classes	Enter CRNs	Schedule and Options

Search Results — 1 Classes
Term: ▢ Subject: PSY-Psychology Course Number: 101 Campus: (A) Ammerman

Search Again

CRN◇	Subject	Course	Title ◇	Campus	Credits	Instructional Method	Meeting Times	Seats	Instructor	Add ⚙
▢	PSY	101	Introduction to Psychology ...	(A) Ammerman	3	ONL, RT ONL, COMB ONL	S M T W T F S - Type: Class Buil	7 of 35 seat...	▢ (Primary)	Add

The selected class will appear as *Pending* in your Shopping Cart Summary.

Shopping Cart Summary   Pay Tuition and Fees / Confirm Attendance

CRN	Details	Title	Hour	Schedule Typ	Fin Aid Status	Status	Action: Drop/Remove ⚙
▢	PSY 101, ...	Introduction to Psyc...	3	Lecture		*Pending*	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18.49   🖨 Compliance Results

Submit

To register for the class, click **Submit** and the Status will then display *Registered*.

Shopping Cart Summary   Pay Tuition and Fees / Confirm Attendance

CRN	Details	Title	Hour	Schedule Typ	Fin Aid Status	Status	Action: Drop/Remove ⚙
96477	PSY 101, ...	Introduction to Psyc...	3	Lecture	Aid Eligible	*Registered*	None

- Once all your classes are listed as *Registered*, you can then:
    a. View your charges
    b. Pay your bill or join the Nelnet Tuition Payment Plan
    c. Confirm your attendance if your balance due is zero due to financial aid covering all of your charges.

How to Drop a Class:

- In your Shopping Cart Summary, click on the drop-down under Action: Drop/Remove

- Select **Drop Course**, and **Submit**.