

Registration on the Portal

Before registering on the Portal, you will need “Registration Clearance” from your advisor. So the first step is to meet with your advisor, and they will clear you to register online on the Portal.

Once you have clearance follow the steps below.

1. Go to the Portal (my.quincy.edu) and login using just your username and password.
2. Click on the **Student tab** and there will be two forms for that you will need to fill out; **Personal Information Form** and **Registration Agreement Form**. Click on each form to complete them.
3. Once the forms have been filled out, click on **Add/Drop Courses**.

[Add/Drop Courses](#)

Add/Drop

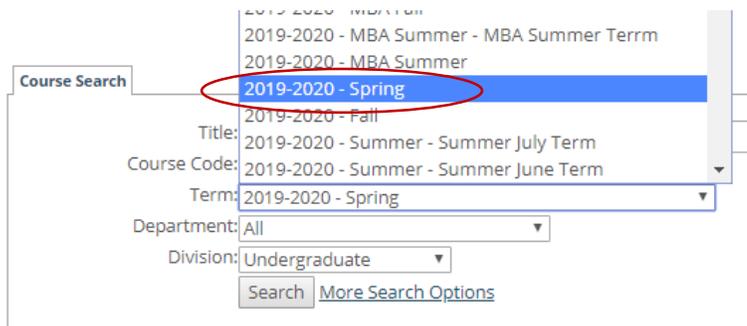
Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: 2017-2018 - Spring

Add Period Closed / Drop Period Closed



4. Make sure you are on the **correct year and term**. Do **not** pick a term with a sub-term behind it.

A screenshot of the 'Course Search' form. The 'Term' dropdown menu is open, showing a list of terms. '2019-2020 - Spring' is highlighted in blue and circled in red. Other terms visible include '2019-2020 - MBA Summer - MBA Summer Term', '2019-2020 - MBA Summer', '2019-2020 - Fall', '2019-2020 - Summer - Summer July Term', and '2019-2020 - Summer - Summer June Term'. Below the dropdown, there are fields for 'Department' (set to 'All'), 'Division' (set to 'Undergraduate'), and buttons for 'Search' and 'More Search Options'.

- There are several ways to start on this page. An easy way is to put first three letters of the course you are looking for in the Course Code> Begins with box. And click the **Search** button. The example below “eng” for an English course has been entered.

Course Search

Title: Begins With ▾

Course Code: Begins With ▾ eng

Term: 2017-2018 - Spring

Department: All ▾

Division: Undergraduate ▾

Search More Search Options

- Click on the small box next to the course you would like and click the **Add Courses** button.

Search Again Term: 2017-2018 - Spring ▾ Division: All

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule
<input type="checkbox"/>	ENG 111 001	W: Composition	Keller-Giltner, Heather E.	20/23	Open	TR 9:30 AM-10:45 AM; Ma Room 202
<input checked="" type="checkbox"/>	ENG 111 002	W: Composition	Keller-Giltner, Heather E.	22/23	Open	TR 11:00 AM-12:15 PM; M Room 202
<input type="checkbox"/>	ENG 112 001	W: Comp & Texts	Sherer, Terry	1/23	Open	MWF 9:05 AM-9:55 AM; M Success Center, Room 00
<input type="checkbox"/>	ENG 112 002	W: Comp & Texts	Sherer, Terry	0/23	Full	MWF 10:10 AM-11:00 AM; Success Center, Room 00
<input type="checkbox"/>	ENG 112 003	W: Comp &	Sherer, Terry	10/23	Open	MWF 11:15 AM-12:05 PM;

- Congrats! You have finished registering for courses

To Drop a course

To drop a course just click on the small box in front of the course and click the **Drop Course(s)** button

Your Schedule

Drop	Code	Title
<input type="checkbox"/>	ART 131 001	3-D Desig
<input checked="" type="checkbox"/>	ART 490 001	Web Desi
<input type="checkbox"/>	CSC 330 001	Operatin
<input type="checkbox"/>	ENG 324 001	W: Ameri
<input type="checkbox"/>	TRS 351 001	Feminist

Drop Course(s)