

MyPCA&D Self Service Online Registration Instructions

Login to MyPCA&D Self Service and navigate to the **Register tab --> Traditional Courses.**

1. **Select the Period** to register. If you see a message stating, 'You are not eligible to register at this time', or 'Account is on Stop List', see Figures 1 and 2 at the end of this document.

Welcome Test (teststudent) | Cart | Help | Log Out | Catalog

Pennsylvania College of Art & Design

Home | **Register** | Classes | Finances | Grades | Search | My Profile | Consents & Reports

Traditional Courses | Continuing Education | Academic Plan | What If?

Related Links: Section Search, Academic Plan, View Schedule

Traditional Courses

Select Period | Review Schedule | Finalize | Complete

In order to begin the registration process, please select a registration period.

Period	Status
2023/Fall	OK to register.

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2. Click on **Section Search** to find courses.

Welcome Test (teststudent) | Cart | Help | Log Out | Catalog | Search

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Traditional Courses | Continuing Education | Academic Plan | What If?

Related Links: Section Search, Academic Plan, View Schedule

Traditional Courses - 2023/Fall

Select Period | Review Schedule | Finalize | Complete

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the [Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the [Academic Plan](#).

Previous | Next

3. Refer to your **Academic Plan of Study** (APS) sent to you by the Registrar in your PCA&D email to select ALL of your classes for the term. For the best accuracy in your search results, enter the **Course ID** or the first couple letters as in the example below. The letter portion will be 2-3 letters followed by a number, which are 3 characters long. **Registration Type** should always be **Traditional** and select the correct Year/Term. Click on **Search** to view your results.

The screenshot shows the user interface of the Pennsylvania College of Art & Design registration system. At the top, there is a navigation bar with links for 'Cart', 'Help', and 'Log Out', along with a 'Catalog' dropdown menu. Below this is a main menu with buttons for 'Home', 'Register', 'Classes', 'Finances', 'Grades', 'Search', 'My Profile', and 'Consents & Reports'. Underneath the main menu are sub-links for 'Course Catalog', 'Section Search', and 'Directory'. On the left side, there is a 'Related Links' section with 'Registration' and 'Academic Plan' links. The main content area is titled 'Section Search' and includes a 'Back to Registration' link. There are two tabs: 'Basic Search' and 'Advanced Search'. The search form contains the following fields and options:

- Keywords:** An empty text input field.
- Course Code:** A text input field containing 'FA'.
- Registration Type:** Radio buttons for 'Traditional' (selected), 'Continuing Education', and 'Both'.
- Period:** A dropdown menu showing '2023 Fall'.
- Session:** An empty dropdown menu.
- Buttons:** 'Search' and 'Clear' buttons.

At the bottom right of the search form, there is a 'Results Per Page' dropdown menu set to '10'. Below the search form, there are two important instructions:

- * During the registration process, do not click on the **BACK** button of your browser at anytime.
- * To view all courses, click on the **Search** button.

4. Results from Section Search. Click on the **Add** button of the desired class to add it to your cart. Classes that are closed will appear red and will not have an add button.

Section Search

Found 11 results for Course Code = 'FA' and Registration Type = 'Traditional' and Period = '2023 Fall'.

Showing 1 - 10 of 11

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
Digital Mixed Media FA 216/Studio/1	8/21/2023 - 12/1/2023	2023 Fall Main	1.50		Tuesday 12:30 PM - 3:00 PM; Pennsylvania College of Art and Design, 204 N Prince St, Room 315	15 of 15	Add
Printmaking I FA 288/Studio/1	8/21/2023 - 12/1/2023	2023 Fall Main	3.00		Friday 9:00 AM - 3:00 PM; Pennsylvania College of	15 of 15	Add

Instructors: Troy Holleman

5. After clicking on the add button, a pop-up notification appears stating a course has been added to your cart. If you are done adding classes, click **View Cart** to verify the classes are in your cart, or click on **Proceed to Registration** to finalize submission.

Course Added ▶ Hide

Course **FA 216/Studio/1** was added to your shopping cart for period **2023/FALL/Main**.

[View Cart](#) [Proceed to Registration](#)

6. From your cart, you will have the following options:
1. **Empty Cart** - (start over).
 2. **Add Section** - will direct you back to Step 3 to add more classes.
 3. **View Schedule** - pops-up a grid view of classes added so far.
 4. **Register** - review and finalize class selection.

Click **Register** to confirm your classes (Step 7) and follow this example, or **Add Section** to navigate back to step 3.

Cart

2023/Fall Empty Cart Add Section View Schedule Register

Session - Main Delete Session

Course	Date	Credits	Credit Type	Schedule	
Dig Mixed Media FA 216/Studio/1	8/21/2023 - 12/1/2023	1.50	Credit	Tuesday 12:30 PM - 3:00 PM; PCAD, 204 N Prince St, Room 315	Remove
Instructors:	Troy Holleman				

7. Review your schedule and click **Next**, or click **Remove** button to remove the class from your cart.

Traditional Courses - 2023/Fall

Select Period
 Review Schedule
 Finalize
 Complete

Courses to Add

	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
<input checked="" type="checkbox"/>	Dig Mixed Media - FA 216 / Studio / 1	8/21/2023 - 12/1/2023	Main	1.50	Credit	Tuesday, 12:30 PM - 3:00 PM;	Pennsylvania College of Art and Design, 204 N Prince St, Room 315	In Cart	Remove
Instructors:	Troy Holleman								

Previous Next

8. You have now registered a class and may click next to finalize your registration.

Traditional Courses - 2023/Fall

✓ Select Period
✓ Review Schedule
▶ Finalize
Complete

Updated Schedule							
Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Dig Mixed Media - FA 216 /Studio /	8/21/2023 - 12/1/2023	Main	1.50	Credit	Tuesday, 12:30 PM - 3:00 PM	Pennsylvania College of Art and Design, 204 N Prince St, Room 315	Registered

Instructor: Troy Holleman

Previous
Next

9. Your submission is finalized

Traditional Courses - 2023/Fall

✓ Select Period
✓ Review Schedule
✓ Finalize
✓ Complete

Congratulations! You have completed your Registration for: 2023/Fall

10. To confirm the registration of classes:
 Navigate to the Register tab-->Traditional Courses-->Select Period.

Classes that have been successfully registered will appear in the **Registered Courses** section.

Traditional Courses - 2023/Fall

✓ Select Period
▶ Review Schedule
Finalize
Complete

Courses to Add								
Your cart is empty.								
You must add courses to your cart before proceeding with registration.								
Use the Section Search to find courses to add to your cart.								
You can review your degree requirements and find required courses using the Academic Plan .								
Registered Courses								
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Dig Mixed Media - FA 216 / Studio /	8/21/2023 - 12/1/2023	Main	1.50	Credit	Tuesday, 12:30 PM - 3:00 PM;	Pennsylvania College of Art and Design, 204 N Prince St, Room 315	Registered

Instructor: Troy Holleman

Please note above, there is the option to 'Drop' the class if you want to change your schedule.

The following are examples of issues that need to be cleared before registering:

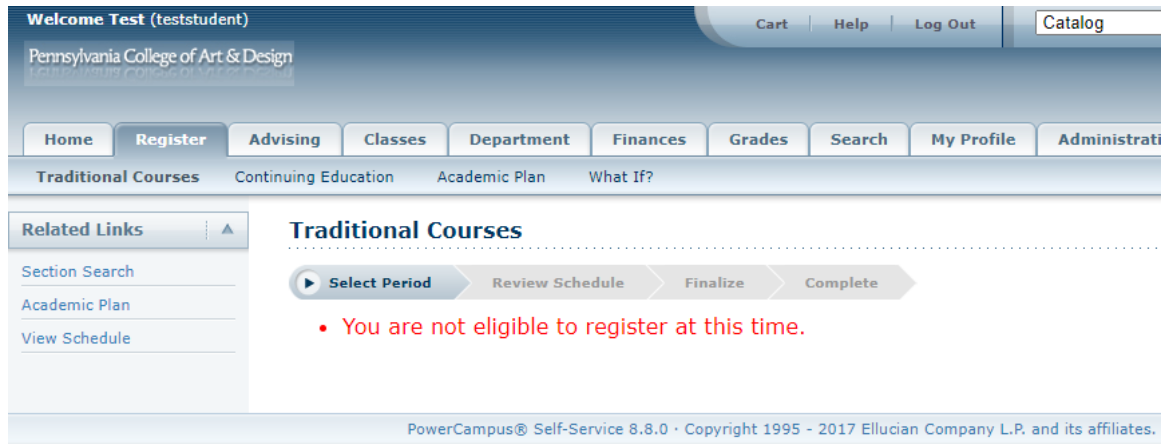


Fig. 1 Check with Registrar



Fig. 2 Depending on the message, check with the Registrar, Business Office, or Library.