Helpful Hints for Class Scheduling & Registration

Log into your myMemphis account to:
• Check University Announcements, financial aid/scholarship information, academic holds, unofficial transcripts
• Pay tuition and fees
• Access your UMDegree and Navigate
• Look up and register for classes
• Check & confirm your class schedule
• Access CANVAS

Registration Quick Guide:
• Login to your myMemphis account
• Select Student tab, then look for Register for Classes under Registration/Records
• Select desired classes, plan your schedule and register for classes using one of the following methods:
  1. Look Up class (use if you have not selected a specific day/time)
     a. Select term
     b. Search for course
     c. click the open box next to the section
     d. Scroll to bottom of page, click Register
  2. Add/Drop classes (use if you have the CRNs already)
     a. Select term
     b. Find “CRN” with empty boxes towards bottom
     c. Enter the 5-digit CRN # for each specific course
     d. Click Register
  3. Navigate Planner
     a. Plan all courses looking at the full week
     b. Click Registration Portal
     c. Will then use CRN numbers and follow #2

**if you have a permit, you must enter the CRN in the Add/Drop screen. **
• Click Class Schedule: Review/Print to view, confirm and print your class schedule.

Course section numbers for fall and spring semesters:
• 001-0XX- regular course sections
• 101-1XX- lab sections
• 301-3XX- stand-alone honors courses
• 350-351- embedded honors courses
• 4XX, MXX, RXX- online courses, which may result in additional fees
• 5XX- sections that DO NOT meet on the main campus (i.e. Collierville, Millington, Lambuth, etc.)

Days of the week for class scheduling (the letter in BOLD for that day):
(M)onday/(T)uesday/(W)ednesday/Thu(R)sday/(F)riday/(S)aturday/S(U)nday

Building Codes:
EA- Engineering Administration/ ES- Engineering Sciences/ ET- Engineering Technology

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