

Registration Tips

CNU Office of the Registrar

757-594-7155

register@cnu.edu

To begin, click **Registration** in CNU Live under Student Services and Financial Aid

CNU Live

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Student Services & Financial Aid

[Graduate Admission](#)

File an application for all CNU Graduate Programs (e.g. Bachelor's to Master's 5 Year and Traditional Graduate Admission). Re-enter to review information on existing graduate application(s).

Registration

Register for classes; Find Textbooks; Add or drop classes; Display your class schedule. Check your CNU Alternate Pin.

[Student Records](#)

View your holds; Display your grades and web transcripts; Request Official Printed Transcripts; Request Enrollment Verification; View your General Student Information; View Degree Evaluation; View Transfer Coursework.

[Financial Aid](#)

Check the status of your financial aid requirements, awards, and satisfactory academic progress.

[Tuition & Fees](#)

View your tuition and fees online or pay your bill using electronic check (no fee) or your credit card (MC, VISA, AMEX or Discover w/convenience fee).

[Student Forms](#)

Student Forms for submission to the Office of the Registrar.

[CNU CLASSifieds](#)

RELEASE: 8.9

Registration

Select Term

Add/Drop Classes

Student Schedule by Day & Time

Student Detail Schedule

Check Your Registration Status

[Schedule of Classes with Course Information](#)

Active Registration

Find Textbooks

CNU Alternate Pin Verification

RELEASE: 8.9

© 2022 Ellucian Company L.P. and its affiliates.

Make Sure you verify your Alternate PIN Prior to Registration...

Click CNU Alternate PIN Verification, enter your PIN and hit submit.

CNU Alternate Pin Verification

Please enter your CNU Alternate PIN for verification, then click Submit. If you do not know your CNU Alternate PIN, please contact your advisor.

You will have three attempts to enter the correct CNU Alternate PIN for the Spring Semester 2023 term.

Alternate PIN:

Submit

Copyright © 2011 Christopher Newport University

RELEASE: 1.0

© 2022 Ellucian Company L.P. and its affiliates.

If you see:

CNU Alternate Pin Verified

 The CNU Alternate Pin entered for Spring Semester 2023 is correct.

Please remember to use this CNU Alternate Pin for the Spring Semester 2023 registration period.

**You will be
able to
register!**

If you see:

CNU Alternate Pin Verification

 Please enter your CNU Alternate PIN for verification, then click Submit. If you do not know your CNU Alternate PIN, please contact your advisor.

You will have three attempts to enter the correct CNU Alternate PIN for the Spring Semester 2023 term.

 You have entered an incorrect CNU Alternate PIN. Please re-enter your CNU Alternate PIN. If you do not know your CNU Alternate PIN, please contact your advisor.

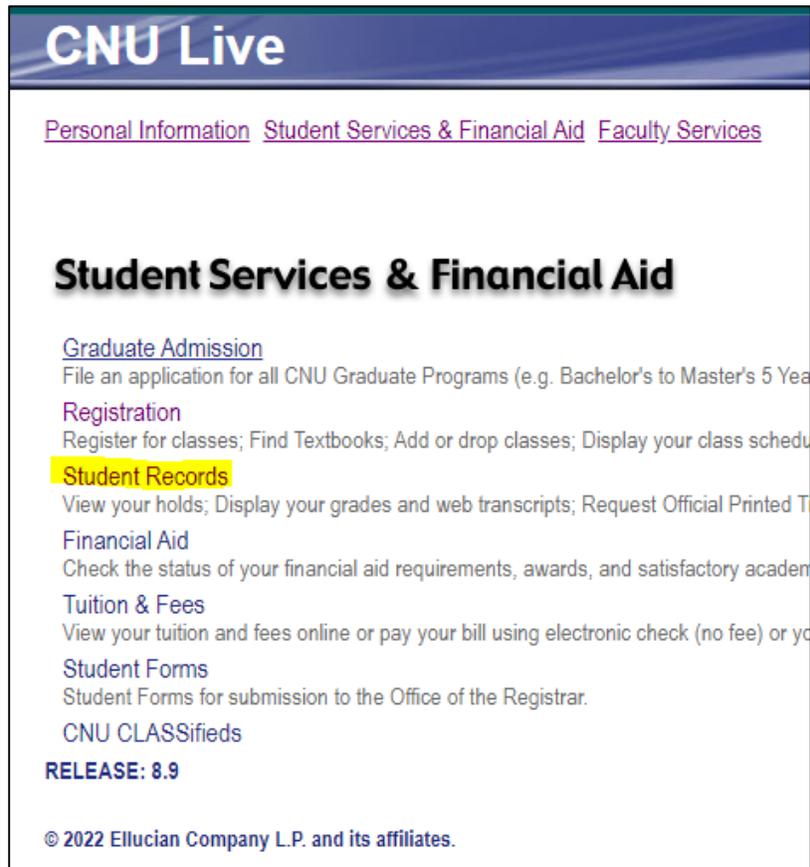
Alternate PIN:

**Contact your
Advisor or
Department Chair
to verify your PIN
for Spring 2023**

Check for holds on your account prior to registration...

Click on **Student Records**
under Student Services &
Financial Aid:

Click on **View Holds**



CNU Live

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Student Services & Financial Aid

[Graduate Admission](#)
File an application for all CNU Graduate Programs (e.g. Bachelor's to Master's 5 Year)

[Registration](#)
Register for classes; Find Textbooks; Add or drop classes; Display your class schedule

Student Records
View your holds; Display your grades and web transcripts; Request Official Printed Transcript

[Financial Aid](#)
Check the status of your financial aid requirements, awards, and satisfactory academic progress

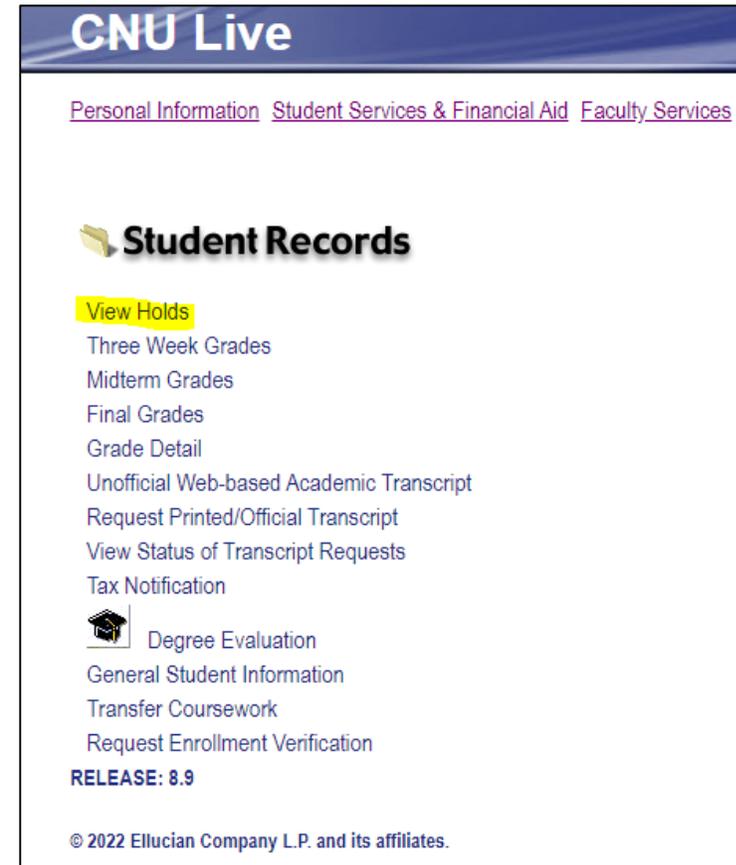
[Tuition & Fees](#)
View your tuition and fees online or pay your bill using electronic check (no fee) or your credit card

[Student Forms](#)
Student Forms for submission to the Office of the Registrar.

[CNU CLASSifieds](#)

RELEASE: 8.9

© 2022 Ellucian Company L.P. and its affiliates.



CNU Live

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Student Records

View Holds
Three Week Grades
Midterm Grades
Final Grades
Grade Detail
Unofficial Web-based Academic Transcript
Request Printed/Official Transcript
View Status of Transcript Requests
Tax Notification

 Degree Evaluation
General Student Information
Transfer Coursework
Request Enrollment Verification

RELEASE: 8.9

© 2022 Ellucian Company L.P. and its affiliates.

If you see:

View Holds

Christopher Newport
Nov 08, 2022 12:47 pm
Your current Institution is CNU

 **PLEASE SCROLL DOWN** to determine if you have holds. If applicable, holds on your record will be listed below. If you have an 'Administrative' hold on your account impacting your 'Registration,' please consult with the administrative office issuing the hold or warning to have it resolved. You will be unable to register until the 'Holds' are resolved. If you have:

Student Accounts-Balance Due: contact [Student Accounts](#) at (757) 594-7195

Judicial Hold: contact [Center for Honor Enrichment & Community Standards](#) at (757) 594-7190

Library Fine: contact the [Tribble Library](#) at (757) 594-7133

Parking Fine: contact [Parking Services](#) at (757) 594-7129

Immunization Incomplete: contact [Office of the Registrar](#) at (757) 594-7155

Payment Plan: no restrictions, does not impact registration

If you have a hold that affects 'Grades' you will not be able to view your grades; a hold that affects 'Transcripts' will prevent you from viewing or obtaining your transcript. A 'Warning' does not impact registration.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Registrar's Office	Nov 08, 2022	Dec 31, 2099		See Registrar		Registration

[[Financial Aid Holds](#)]

RELEASE: 8.7.1

© 2022 Ellucian Company L.P. and its affiliates.

**Contact the office
that placed the hold
on your account to
determine how to
remove the hold.**

If you see:

View Holds

 Christopher Newport
Nov 08, 2022 12:50 pm
Your current Institution is CNU



PLEASE SCROLL DOWN to determine if you have holds. If applicable, holds on your record will be listed below. If you have an 'Administrative' hold on your account impacting your 'Registration,' please consult with the administrative office issuing the hold or warning to have it resolved. You will be unable to register until the 'Holds' are resolved. If you have:

Student Accounts-Balance Due: contact [Student Accounts](#) at (757) 594-7195

Judicial Hold: contact [Center for Honor Enrichment & Community Standards](#) at (757) 594-7190

Library Fine: contact the [Tribble Library](#) at (757) 594-7133

Parking Fine: contact [Parking Services](#) at (757) 594-7129

Immunization Incomplete: contact [Office of the Registrar](#) at (757) 594-7155

Payment Plan: no restrictions, does not impact registration

If you have a hold that affects 'Grades' you will not be able to view your grades; a hold that affects 'Transcripts' will prevent you from viewing or obtaining your transcript. A 'Warning' does not impact registration.

 **Holds on your record may not be viewed on the web.**

[[Financial Aid Holds](#)]

RELEASE: 8.7.1

© 2022 Ellucian Company L.P. and its affiliates.

**You have no
holds and
will be able
to register!**

Make sure to select the term you're registering for!

CNU Live

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Registration

- Select Term
- Add/Drop Classes
- Student Schedule by Day & Time
- Student Detail Schedule
- Check Your Registration Status
- [Schedule of Classes with Course Information](#)
- Active Registration
- Find Textbooks
- CNU Alternate Pin Verification

RELEASE: 8.9

© 2022 Ellucian Company L.P. and its affiliates.

CNU Live

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Select Term

Select a Term: Spring Semester 2023

Submit

RELEASE: 8.7.1

© 2022 Ellucian Company L.P. and its affiliates.

- **Click Select Term.**
- **Choose the term you're registering for.**
- **Hit submit.**

Once you've selected your registration term, that term will be under your name in your registration page and other pages related to registration.

CNU Live

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add/Drop Classes:

Christopher Newport
Spring Semester 2023
Nov 08, 2022 10:48 am
Your current Institution is CNU

Use this interface to add or drop classes for the selected term. Your **selected term** is displayed at the top of this page. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click [Class Search](#) to review the class schedule.

If you are unsure of which classes to add, click **Class Search**.

Once you have completed the registration process, use the links below to [view/print](#) your schedule.

Contact the **Office of the Registrar** should you have difficulty adding or dropping courses.

For information on open courses and available seats, please consult the [Schedule of Classes](#).

Add Classes Worksheet

CRNs

8927	8081	8673	9008						
------	------	------	------	--	--	--	--	--	--

[View Holds](#) | [Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [Change Class Options](#)

RELEASE: 8.7.1

© 2022 Ellucian Company L.P. and its affiliates.

To Register

- Click Add/Drop Classes.
- Enter your Registration PIN when prompted.
- Put all of the CRNs you want to register for into the boxes at the same time.
- Hit Submit.

The screenshot displays the CNU Live registration portal. On the left, a navigation menu under 'Registration' includes links for 'Select Term', 'Add/Drop Classes', 'Student Schedule by Day & Time', 'Student Detail Schedule', 'Check Your Registration Status', 'Schedule of Classes with Course Information', 'Active Registration', 'Find Textbooks', and 'CNU Alternate Pin Verification'. The 'Add/Drop Classes' link is highlighted in yellow, with an arrow pointing to the main content area. The main content area is titled 'Add/Drop Classes:' and shows the user's name 'Christopher Newport', the selected term 'Spring Semester 2023', and the date 'Nov 08, 2022 11:40 am'. Below this, there is a detailed instruction on how to use the interface to add or drop classes, including a note about the 'selected term' and a link to the 'Schedule of Classes'. A section titled 'Add Classes Worksheet' contains a table of input boxes for CRNs, with the first four boxes containing the values 8081, 8673, 8927, and 8508. Below the table are buttons for 'Submit Changes', 'Class Search', and 'Reset'. At the bottom, there are links for 'View Holds', 'Student Schedule by Day & Time', 'Student Detail Schedule', and 'Change Class Options', along with the version number 'RELEASE: 8.7.1' and the copyright notice '© 2022 Ellucian Company L.P. and its affiliates.'

CNU Live

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Registration

- Select Term
- Add/Drop Classes**
- [Student Schedule by Day & Time](#)
- [Student Detail Schedule](#)
- [Check Your Registration Status](#)
- [Schedule of Classes with Course Information](#)
- [Active Registration](#)
- [Find Textbooks](#)
- [CNU Alternate Pin Verification](#)

RELEASE: 8.9

© 2022 Ellucian Company L.P. and its affiliates.

Add/Drop Classes:

Christopher Newport
Spring Semester 2023
Nov 08, 2022 11:40 am
Your current Institution is CNU

Use this interface to add or drop classes for the selected term. Your **selected term** is displayed at the top of this page. If you have already registered for the term, those classes will appear in the Class Register Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped.

If you are unsure of which classes to add, click [Class Search](#) to review the class schedule.

If you are unsure of which classes to add, click **Class Search**.

Once you have completed the registration process, use the links below to view/print your schedule.

Contact the **Office of the Registrar** should you have difficulty adding or dropping courses.

For information on open courses and available seats, please consult the [Schedule of Classes](#).

Add Classes Worksheet

CRNs						
8081	8673	8927	8508			
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>				

[[View Holds](#) | [Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [Change Class Options](#)]

RELEASE: 8.7.1

© 2022 Ellucian Company L.P. and its affiliates.

After submitting,
your schedule will
appear for your
review...

Courses that are successfully
added to your schedule will
appear here. →

Courses with errors will appear
here. →

If you receive an error, enter your
alternate courses into the CRN
boxes and click submit. →

Add/Drop Classes:

 Use this interface to add or drop classes for the selected term. Your **selected term** is displayed at the top of this page. If you have already registered for the term, those classes will be the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field the

If you are unsure of which classes to add, click [Class Search](#) to review the class schedule.

If you are unsure of which classes to add, click **Class Search**.

Once you have completed the registration process, use the links below to view/print your schedule.

Contact the **Office of the Registrar** should you have difficulty adding or dropping courses.

For information on open courses and available seats, please consult the [Schedule of Classes](#).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Créd	Grade Mode	Title
Student Web Registered on Nov 08, 2022	None	8081	ANTH	200	2	Graduate	3.000	Standard	Human Adaptation
Student Web Registered on Nov 08, 2022	None	8673	ARAB	202	1	Graduate	3.000	Standard	Intermediate Arabic II
Student Web Registered on Nov 08, 2022	None	8927	AMST	100	8	Graduate	3.000	Standard	The American Experiment

Total Credit Hours: 9.000

Billing Hours: 9.000

Minimum Hours: 0.000

Maximum Hours: 13.000

Date: Nov 08, 2022 11:42 am

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Créd	Grade Mode	Title
Closed Section	8508	BIOL	113	1	Graduate	3.000	Standard	Topics in Medicine and Health

Add Classes Worksheet

CRNs

<input type="text"/>					
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

If you have questions, don't hesitate to
call or email our office!

Register@cnu.edu

757-594-7155