

REGISTRATION INSTRUCTIONS

For every semester you are at IUP, you need to register for classes one semester in advance. Here's a step-by-step guide to what you need to do.

Step 1: Visit [MyIUP](#)

Sign in to [MyIUP](#), where you'll want to do two things:

Check for Registration Hours

In MyIUP, go to **Discover** and search for "holds." On the **Course Registration and Holds** card, scroll down and click on "**Check before registration to see if you have holds on your account.**"

Holds on your account can stop you from registering on time and prevent you from getting the courses you need. If you have a hold, follow the directions on the hold to resolve it as soon as possible.

Find Your Time Appointment and Put It on Your Calendar

In **MyIUP**, on the **Course Registration and Holds** card, click on **Registration toolbox**. Within the toolbox, click **Prepare for Registration**. Choose the **term for registration** in the dropdown and click **Continue**.

Your registration window can also be found in the MyIUP portal in the **Your Registration Time** card.

Step 2: Advising Meeting

- Actively Enrolled in Coursework: meet with your FRP
- Inactive Student: contact Monica Murdoch for next steps

Step 3: Ready, Set, Register!

When your appointment time arrives, go to [MyIUP](#) and in Discover search "registration." On the Course Registration and Holds card, click Course Registration and Textbooks, and get started. We have [detailed instructions on how to register](#).

See the [Office of Student Billing](#) for more information on [additional fees](#).

If you have any course advisement questions, please contact Monica by e-mail at Monica.Murdoch@iup.edu or by phone at 724-357-5669.