

Priority registration for **graduate** students (Master and Doctoral degrees) is determined by the student's academic college.

Priority registration date and time for **undergraduate students** (Bachelor degrees) is determined by the student's **earned credit hours**. Earned credit hours are based on total completed hours as of the fall 2019 term. **Current** enrolled credit hours this spring semester **do not count** toward your assigned registration date and time for the upcoming fall 2020 priority registration.

How to always know and check your earned hours and group time

*Please note that DegreeWorks adds your earned hours plus current course hours, which is **not** how students are grouped. Groups are by "earned" hours (completed credit hours) prior to the start of the spring term.*

Students can follow these steps to confirm their earned hours and registration date/time:

1. Log on to MyBelmont.
2. Click on the Registration folder on the left side menu.
3. Click on Registration Status.
4. Select the Fall 2020 term on the next screen.

Priority Registration for fall 2020 will CLOSE on July 9, 2020 at 11:00 p.m.

(Note: Priority registration will close temporarily from May 28, 2020 at 11:00 p.m to June 29, 2020 at 8:00 a.m.)

Classfinder

Classfinder is a planning tool only. **Prior** to your registration time search for classes by term and subject <http://classfinder.belmont.edu>. Search for classes in advance and have your CRNs (and back-ups) ready for registration day.

Class Search

Once in registration **DO NOT USE** classfinder to search for open classes, use the **class search** feature to search for available/open sections by subject should you need to find an alternate course section. Once you have identified an available section simply click "register" next to that section and submit.

If there are no schedule restrictions or required pre-requisite courses preventing the course from being added, you will be automatically registered for the course without requiring the entry of a CRN.

Account Holds

View your [MyBelmont](#) account immediately for active holds to avoid possible delays with registration. If a hold exists, contact the appropriate department to resolve BEFORE your registration date. Find contact information: <http://www.belmont.edu/registrar/registration/holds.html>.

Registration Tips:

1. The "My Belmont" app **is not** to be used to register classes or to build a class schedule. This application should be used only for single course drop and add purposes after the first week of priority registration.
2. **REQUIRED:** Select the Fall 2020 term after you log into MyBelmont and before registering/entering classes.

3. Plugging your computer into an Ethernet port (if available) will ensure greater system speed.
4. Do not open multiple windows or sessions during registration.
5. When registering for interdisciplinary learning community courses and classes with a lab, both CRN's must be submitted at the same time.

How to register for classes:

1. Log into [MyBelmont](#) account.
2. Select 'Registration and Drop-Add' under the Registration folder (left side of screen).
3. **Select the Fall 2020 term** in the drop-down menu.
4. Enter a course reference number (CRN) in each box at the bottom of the screen.
5. Click the submit button to register for the classes.
6. Use class search to search for open sections as needed.
7. When finished with registration, log out of [MyBelmont](#). Don't just close (X) the window.

Frequently Asked Questions:

[Registration Checklist](#)

[Class Registration](#)

[Registration Policies and Class Overrides](#)

[Registration Errors](#)

Questions about registration- contact the Registrar's Office registrar@belmont.edu or 615-460-6619.

Questions about classes- contact the respective academic department