

Instructions for Online Registration

(These instructions are very detailed, but the process is really quite simple!)

- **From Judith A. Dygdon, PhD**
- **Director, Clinical Psych MA Programs**

- 1.) Visit www.roosevelt.edu/CAS/Programs/Psychology/MAClinicalPrgms.aspx and click on the “Recommended Schedules” tab on the left. Look at my recommendations for courses you should take, during various semesters, based on the specific program in which you are enrolled.
- 2.) Now that you have an idea about courses that are right for you, visit www.roosevelt.edu. Click on “Current Students” (at the top) and then on “Class Schedule” (in the text on the left). (If you have remaining questions about appropriate courses, please email me at jdYGdon@roosevelt.edu.)
- 3.) If you are a newly admitted student, when you feel ready to register, email Ms. Michelle Parker, at mrparker@roosevelt.edu for your REGISTRATION CODE. (Continuing students receive their REGISTRATION CODES at the “All MAC” meetings.)
- 4.) Go to <http://ruaccess.roosevelt.edu/> and Login (if you have never logged in before, you can [view instructions here](#)).
- 5.) Click on the **Registration & Other Student Services** tag or link.
- 6.) Select **Registration**.
- 7.) Select the **Term** for which you want to register.
- 8.) Select **Add/Drop Classes**.
- 9.) Click **Continue** after reading the information on the screen.
- 10.) Accept the [Registration Agreement](#). Students who do not accept it will not be able to register.
- 11.) Enter your REGISTRATION CODE.
- 12.) In the **Add Course** table, enter the five-digit Course Reference Number(s)-CRN for each class you want to take.
- 13.) When you have listed all CRNs, click **Submit Changes**.
- 14.) If the course you would like to register for is closed, you may [add your name to a wait list](#). **This is really important. It is the only way the Department knows that we might need additional sections of courses.**

- 15.) Click the **Registration Fee Assessment** link.
- 16.) Verify credit hours and tuition/fee totals.
- 17.) Click **Select Payment Option** and choose your preferred payment method.
- 18.) Confirm the Term and click **Submit Info**.
- 19.) Read the message on the screen and click **Agree**.
- 20.) Print two copies of your Promissory Note, sign it, and submit it to the Student Accounts Office by fax: (312) 341-6395 or (847) 619-8461, mail, or in person. Keep one copy for your records.
- 21.) Click **Finalize Registration**.
- 22.) If paying by credit card, click **Credit Card Payment**; if not, click **View/Print Your Schedule**.