

Accessing the Registration Menu

To access the Registration Menu, perform these steps:

Instructions

1. On the **Main Menu**, click **Student & Financial Aid Menu**. The **Student & Financial Aid Menu** appears.

The screenshot shows the PantherTracks interface for Prairie View A&M University. The header includes the university logo, name, and year (1876), along with the PantherTracks logo. Below the header, there are two tabs: 'Personal Information' and 'Student and Financial Aid', with the latter being selected. A search bar with a 'Go' button is on the left, and navigation links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main content area is titled 'Student and Financial Aid' and contains a list of links: 'Admissions' (Apply for Admission or Review Existing Applications), 'Registration' (Check your registration status, class schedule and add or drop classes), 'Student Records' (View your holds, grades and transcripts), 'Financial Aid' (Apply for Financial Aid, review status and loans), and 'Student Account' (View your account summaries, statement/payment history and tax information). The footer shows 'RELEASE: 7.4' and 'Powered by SunGard SCT'.

2. On the **Student & Financial Aid Menu**, click **Registration**. The **Registration Menu** appears.

The screenshot shows the PantherTracks interface for Prairie View A&M University, specifically the Registration Menu. The header is identical to the previous screenshot. The 'Student and Financial Aid' tab is selected, and the 'Registration' link from the previous menu is highlighted. The main content area is titled 'Registration' and contains a list of links: 'Select Term', 'Add or Drop Classes', 'Look Up Classes', 'Week at a Glance', 'Student Detail Schedule', 'Registration Fee Assessment', 'Withdrawal Information', 'Registration Status', 'Update Student Term Data', 'Active Registration', and 'Registration History'. The footer shows 'RELEASE: 7.4' and 'Powered by SunGard SCT'.

Dropping a Class

To Drop a Class, perform these steps:

Instructions

1. On the **Registration Menu**, click **Add or Drop Classes**. The **Add or Drop Classes** page appears.

Personal Information Student and Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes P40000000 UG Training Student 1
Fall 2008
Apr 20, 2008 06:50 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 10, 2008	None	10551	BIOL	1113	P02	Undergraduate	3.000	Standard	Letter	College Biology
Web Registered on Apr 10, 2008	None **Web Drop**	11303	BIOL	1111	P02	Undergraduate	1.000	Standard	Letter	College Biology Laboratory

Total Credit Hours: 4.000
Billing Hours: 4.000
Maximum Hours: 18.000
Date: Apr 20, 2008 06:50 pm

Add Classes Worksheet

CRNs

2. In the **Action** drop-down list, to the left of the class you want to drop, select the **Web Drop**.

3. Click **Submit Changes**.