THE REGISTRATION PROCESS BEGINS IN STUDENT CENTRAL
MAY 24TH – JUNE 29TH, 2010

School starts July 6th – Campus courses
July 5th – Online courses
Register between July 6th – 8th = $50 LATE FEE

All students must speak to their Student Finance Consultant before registering for classes. You can either come into Student Central to make an appointment or call 602-749-4545 or 602-749-4546 to schedule an appointment.

CREATE YOUR OWN SCHEDULE!

What classes do I have remaining?

You may view your remaining credits through DEGREE NAVIGATOR at:

(You will need your DSI number and birth date MMYYYY to log in)

Pairing the Degree Navigator with your Program Flowchart is the best way to determine what you have remaining. Program flowcharts are available in Student Central (BSTM students, please refer to your Plan of Study, also available through Student Central).

How do I use DEGREE NAVIGATOR?

Please visit the following website for additional information:

I know what classes I need, how do I create my schedule?

(Note: The practice schedule is for students taking any CAMPUS classes. For students taking any ONLINE classes, please refer to reverse side of document)

1) Go to http://phx.devry.edu/ and select the following: “Academics” > “Registration” > “Practice Scheduler” > “Create Schedule”

2) Under “Course Selection Dialog”, select “Add Course”. There you will find the prefix to all classes such as ACCT, CIS, ECT, GSP, ENGL, MATH, etc.
3) After you select the prefix of the course you would like to take, select the course number such as ACCT212, GSP110, MATH114, etc.

4) After selecting the course number, select the section you would like to add such as ACCT212P, GSP110A, MATH114Y, etc. (Be aware that section codes correspond with specific sessions, see left hand column of practice scheduler)

5) Select “Try it” to view when a class meets and if you approve of the time, select “Add” and then check the box to add the class (Note: Two classes per session is standard full-time status).

6) Select “Print Schedule” and type in your name and DSI number. Print two copies of your practice schedule and attach both copies to your registration form. Next, do one of the following:

   1) Drop your completed schedule at Student Central for review and after it has been reviewed and approved, you may pick up your APPROVED schedule;

   OR

   2) Set up an appointment with your Student Success Coach and bring your practice schedule to your scheduled appointment where your schedule can be reviewed and APPROVED.

I plan to take one or more ONLINE classes, how do I get scheduled?

To view available online classes, please visit: http://www.devry.edu/devry_annual_schedule.html and select “course schedule”. This will bring up a PDF file of all online course options available in the upcoming year.

After you have made your selection(s), please complete an ONLINE COURSE REQUEST FORM, available in Student Central. After completion, please attach to registration form and do one of the following:

   1) Drop your completed schedule at Student Central for review and after it has been reviewed and approved, you may pick up your APPROVED schedule;

   OR

   2) Set up an appointment with your Student Success Coach and bring your online course request form to your scheduled appointment where your schedule can be reviewed and APPROVED.