

Register for Classes

- ✚ In order to register for classes, you must first be logged into My Siena.
- ✚ After you login you should see the **My Tools** portlet on the right-hand side of the page. If you do not see the **My Tools** portlet, click on the **Home** tab at the top of My Siena.
- ✚ Locate the **Registration** section of the **My Tools** portlet and click on the **Register for Courses** link. On the next page click on the **Add/Drop Courses** link to make changes to your student schedule or click on the **Course Search** link to browse the course catalog.
- ✚ On the **Add/Drop Courses** page verify that the correct term (semester) and program are selected at the top of the page.
- ✚ Under the **Add by Course Code** tab enter up to six course codes (example LDR612 or MGT485) and section numbers (example AA). You must enter both a course number and a section number to register for a course.
- ✚ Click the **Add Courses** button.
- ✚ Repeat the steps above as necessary to register for additional classes.
- ✚ To drop a course click on one or more of the check boxes next to a course under the **Your Schedule** section of the **Add/Drop Courses** page and click on the **Drop Selected Courses** button.

Note – You may only register if you have been cleared to register by your academic advisor. Financial holds may also prevent you from registering.

Access Schedule

- ✚ In order to view your schedule of classes, you must first be logged into **My Siena**.
- ✚ After you login you should see the **My Tools** portlet on the right-hand side of the page. If you do not see the **My Tools** portlet, click on the **Home** tab at the top of the **My Siena** page.
- ✚ Locate the **Academic Information** section of the **My Tools** portlet and click on the **Student Schedule** link.

Check Grades/Midterms

- ✚ In order to view grades, you must first be logged into My Siena.
- ✚ After you login you should see the **My Tools** portlet on the **right-hand** side of the page. If you do not see the **My Tools** portlet, click on the **Home** tab at the top of **My Siena**.
- ✚ Locate the **Academic Information** section of the **My Tools** portlet and click on the **Grades and Midterms** link.

Note - **Grades and Midterms** only display recent grade information (generally the previous two years). To view older grades use the **Course History** portlet, which can be found just underneath **Grades and Midterms** in the **My Tools** list.