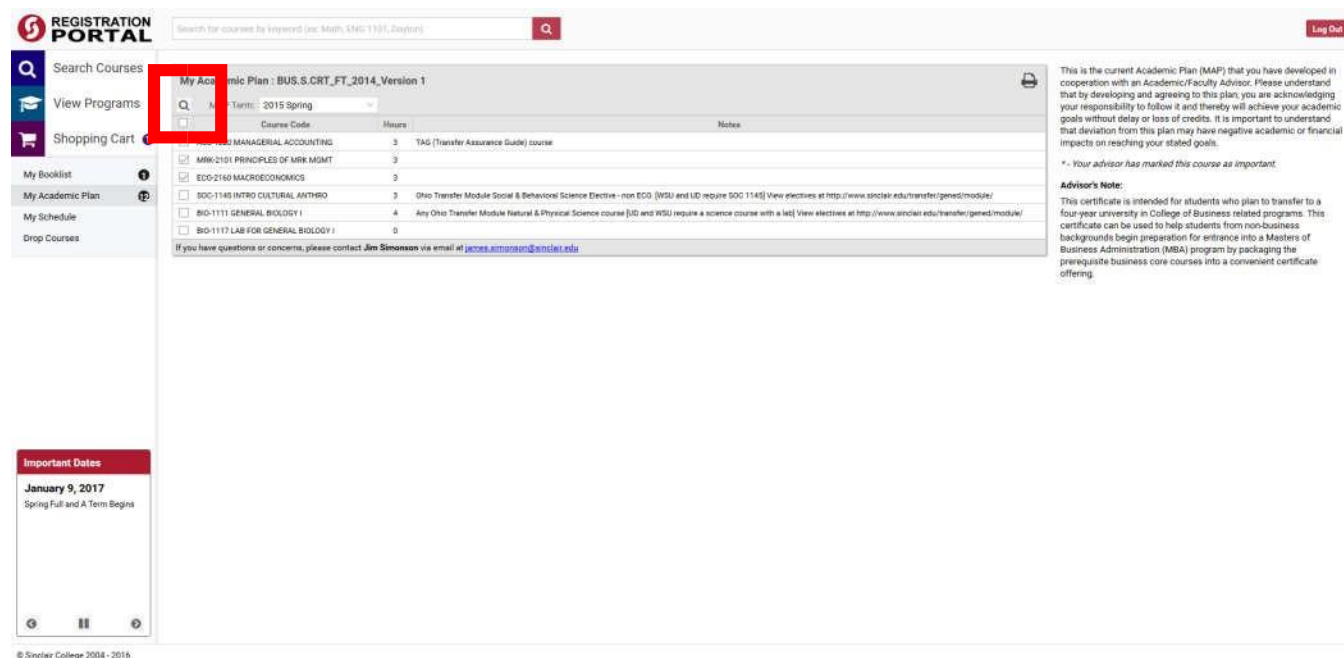
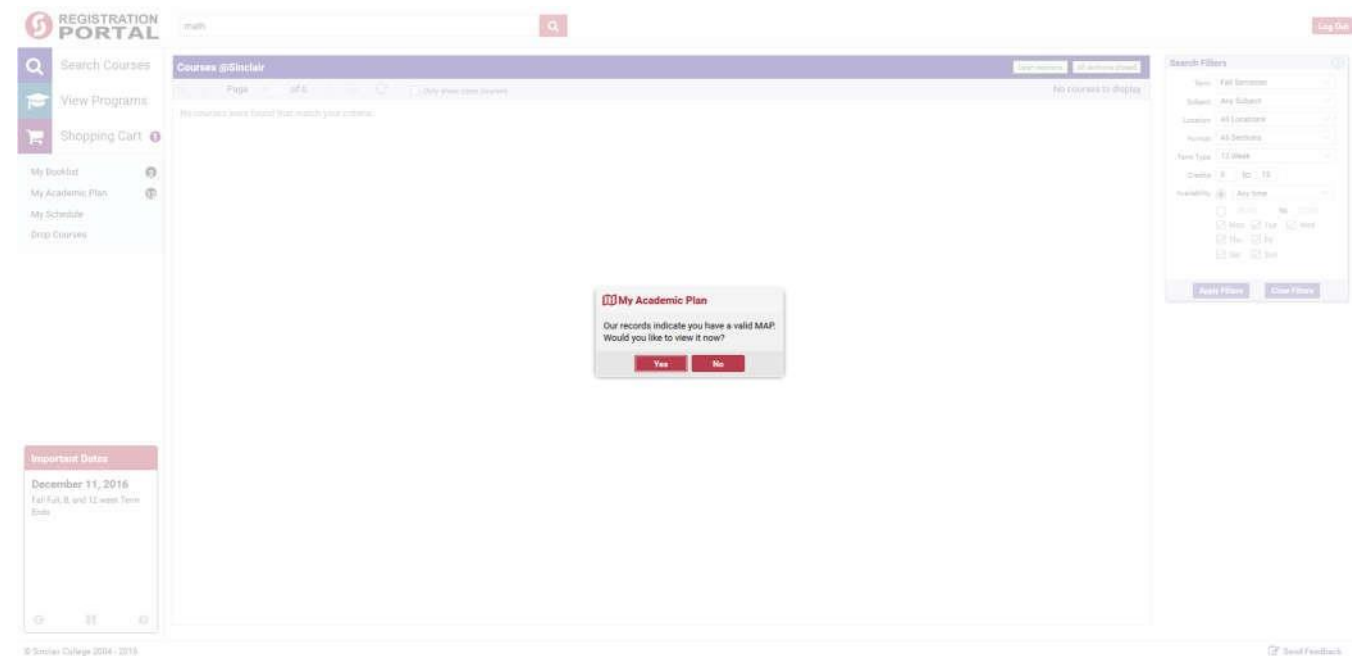


# Registration Portal Quick Access Guide

## Logging In

To access the Registration Portal, log in to <http://my.sinclair.edu>. Click **Add/Drop Classes** from the Registration tile. You will automatically be logged in and can immediately begin registering for courses.

On login, you may be prompted to view your MAP. Click **Yes** to view your MAP, or **No** to continue. Clicking **Yes** will return detailed information for your MAP. To register from courses directly from your MAP, select them with the check boxes and click the magnifying glass icon.



## Searching for Courses

To search for available courses, use the search bar at the top. Search criteria may include the course topic, location, etc. For example, for MAT 1445, perform a search for “math”. A more detailed keyword search will return narrower results. You can also view all courses by clicking the **Search Courses** button. Use the arrow buttons to scroll through the results. Check “Only show open courses” to limit results. Use the search filter to apply more granular results.

The screenshot displays the Sinclair College Registration Portal. At the top, a search bar contains the text "math" and is highlighted with a red box. Below the search bar, the "Search Filters" panel is also highlighted with a red box. It includes dropdown menus for Term (Spring Semester), Subject (Any Subject), Location (All Locations), Format (All Sections), and Term Type (All Term Types). There are also input fields for Credits (0 to 15) and Availability (Any time), and checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun). The main content area, titled "Courses @Sinclair", lists 46 courses found. Each course entry includes a course number, title, and credits. For example, "ALH 1122 Pharmacy Technician I" is listed with 5 credits. The left sidebar contains navigation links: Search Courses, View Programs, Shopping Cart, My Booklist, My Academic Plan, My Schedule, and Drop Courses. At the bottom left, an "Important Dates" section indicates that "October 31, 2016" is when "Spring Registration Begins". The bottom of the page shows a pagination bar indicating "Page 1 of 1" and "Results 1 - 46 of 46".

REGISTRATION PORTAL

Search Courses

View Programs

Shopping Cart

My Booklist

My Academic Plan

My Schedule

Drop Courses

Important Dates

October 31, 2016  
Spring Registration Begins

Courses @Sinclair

Found 46 courses.

ALH 1122 Pharmacy Technician I 5 Credits

ALH 1123 Pharmacy Technician II 5 Credits

CAT 1501 Fundamentals of Surveying & Mapping 3 Credits

CAT 2561 Route Surveying with Construction Applications 2 Credits

DEV 0020 Basic Arithmetic 2 Credits

DEV 0028 Introduction to Algebra 3 Credits

DEV 0070 Basic Arithmetic Boot Camp 1 Credit

DEV 0078 Introduction to Algebra Boot Camp 1 Credit

ECE 2104 Math, Science & Social Studies 3 Credits

EGR 1101 Introductory Mathematics for Engineering Applications 4 Credits

EMS 2110 Paramedic 1: Laboratory 2 Credits

MAT 0445 Quantitative Reasoning Booster 1 Credit

MAT 0450 Introductory Statistics Booster 1 Credit

MAT 0470 College Algebra Booster 1 Credit

MAT 1110 Math for Technologists 3 Credits

MAT 1120 Business Mathematics 3 Credits

MAT 1130 Allied Health Mathematics 3 Credits

MAT 1270 Beginning Algebra 3 Credits

MAT 1290 Technical Mathematics II 4 Credits

MAT 1355 Intermediate Algebra I 3 Credits

MAT 1365 Intermediate Algebra II 3 Credits

MAT 1370 Intermediate Algebra 3 Credits

MAT 1410 Numerical Concepts for Teachers 4 Credits

MAT 1420 Algebra & Data Analysis for Teachers 4 Credits

MAT 1440 Excursions in Mathematics 3 Credits

Page 1 of 1

Results 1 - 46 of 46

Search Filters

Term: Spring Semester

Subject: Any Subject

Location: All Locations

Format: All Sections

Term Type: All Term Types

Credits: 0 to 15

Availability: Any time

Mon Tue Wed Thu Fri Sat Sun

Apply Filters

Close Filters

## Searching for Programs

To search for a program, click **View Programs** and select a career path from the dropdown. Here, you can view program information in detail, along with the program curriculum. To view the courses from the curriculum, select them with the checkboxes and click the magnifying glass icon.





Sindair College  
444 E. Third St.  
Dayton, OH 45402

## Spring Term 2017 Weekly Schedule



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 am							
:30							
7:00 am							
:30							
8:00 am							
:30							
9:00 am							
:30							
10:00 am							
:30							
11:00 am							
:30							
12:00 pm							
:30			AST 1111 (100)		AST 1111 (100)		
1:00 pm			Bldg. 4 225		Bldg. 4 225		
:30							
2:00 pm							
:30							
3:00 pm							
:30							
4:00 pm							
:30							
5:00 pm							
:30							
6:00 pm							
:30							
7:00 pm							
:30							
8:00 pm							
:30							
9:00 pm							
:30							
10:00 pm							
:30							

**AST 1111 100** **12:30 PM-01:45 PM TTH**  
Traditional course - In-person, normally paced course.

## Adding/Removing from Cart

To add a course to your cart, click the green **Add class** button. This will put the course into your shopping cart only. **You are not yet registered for the course until you go to the shopping cart and click “Register Now”.** Click the red **Remove Class** button to remove it.

The screenshot shows the Sinclair College Registration Portal. On the left is a navigation menu with options: Search Courses, View Programs, Shopping Cart, My Booklist, My Academic Plan, My Schedule, and Drop Courses. The main content area displays details for the course **AST1111 The Solar System**, including its description, prerequisites, and a list of available sections. Two sections are highlighted with red boxes: Section 100 (12:30pm - 1:45pm, TTH) with a red 'Remove Class' button, and Section 101 (Online) with a green 'Add Class' button. A calendar on the right shows the current term as Spring Semester.

To save items in your shopping cart for the next time you log in, be sure to click **Update Cart**. *Courses are not automatically saved to your cart.*

The screenshot shows the 'My Shopping Cart' page. At the top, there are two buttons: 'Register Now' (highlighted with a red box) and 'Update Cart' (also highlighted with a red box). Below these buttons is a table listing the items in the cart:

Course ID	Course Name	Credits	Action
ACC 1510 Section: N01	COMPUTERIZED ACC SYSTEMS Downtown Dayton Campus Term: Spring 2017 Meets: M from 6:00pm to 8:40pm in 5-213.	3 Credits	Add
AST 1111 Section: 100	THE SOLAR SYSTEM Downtown Dayton Campus Term: Spring 2017 Meets: TTH from 12:30pm to 1:45pm in 4-225.	3 Credits	Add
ALH 1140 Section: N20	FUND OF DISEASE PROCESSES Downtown Dayton Campus Term: Spring 2017 Meets: T from 5:30pm to 8:10pm	3 Credits	Add

Upon successful registration, you should see a successful confirmation message. If you do not, there could be several causes, including a prerequisite requirement, hold on your account, etc. If you believe you've encountered an error, please contact the Help Desk at 937-512-HELP.

My Shopping Cart

Please click "Register Now" when you are ready to checkout. Or, you can choose to save the results for later by clicking "Update Cart"

Register Now

Update Cart

AVT

1102

Section: 101

Orientation to Inflight Services

Downtown Dayton Campus

Term: Spring 2017

Meets: F from 8:00am to 9:00am in 12-107

2 Credits

Add

Success!

Your registration was processed successfully. You should receive an email confirmation shortly.

Course Schedule

Term	Spring Semester		
	Sun	Mon	Tu
8:00A			
9:00A			
10:00A			
11:00A			
12:00P			
1:00P			
2:00P			
3:00P			
4:00P			
5:00P			
6:00P			
7:00P			
8:00P			
9:00P			
10:00P			
11:00P			

To print a hard copy of the registration form, click the printer icon in the upper right.

0240390

Yarran I.D./SSN

Indicate Term

Fall

Spring

Summer

Smith

Lance

M

Msiden

Name: Last

First

Mi

Msiden

6042 Ansbury Dr

Street Address

Apartment #

Huber Heights

OH

45424-3814

City

State

Zip

County

Phone #

Is this a name change?

Is this an address or phone number change?

Dept.	Crs.#	Sec.#	Synonym	Cr.Hr.	Audit?
AST	1111	100	0238779	3.000	Y N
					Y N
					Y N
					Y N
					Y N
					Y N
					Y N
					Y N
					Y N
					Y N
Total Credit Hours				3	

Use this section for faculty use only. Indicate reason for signature


By signing on the line below, I accept the consequences of all transactions made:

Signature

Date

## View Schedule

To view a grid of your schedule, click **My Schedule**.

**REGISTRATION  
PORTAL**

Search Courses

View Programs

Shopping Cart

My Booklist

**My Schedule**

My Schedule

Important Dates

January 9, 2017  
Spring Fall and A Term Begins

Search for courses by keyword (ex: Math, ENG 1101, Dayton)

Log Out

My Schedule

Term: Spring Semester

Current Courses

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6:00A							
7:00A							
8:00A							
9:00A							
10:00A							
11:00A							
12:00P							
1:00P			AST 1111		AST 1111		
2:00P							
3:00P							
4:00P							
5:00P							
6:00P							
7:00P							
8:00P							
9:00P							
10:00P							
11:00P							

Online

Color Key: Current, Drop, Confirmed

Summary

Map All

AST 1111, section 100  
Spring 2017  
THE SOLAR SYSTEM  
Map

© Sincier College 2004 - 2016

## Dropping Course(s)

To drop course(s), click **Drop Courses**. Select the course(s) with the check box and click the red **Drop Course(s)** button.

**REGISTRATION PORTAL**

Search Courses  
View Programs  
Shopping Cart  
My Booklist  
My Academic Plan  
**Drop Courses**

Important Dates  
December 11, 2016  
Fall Full B, and 12 week Term Ends

Drop Courses  
Place a checkmark next to any course you would like to drop and click "Drop Course(s)" below.

<input type="checkbox"/>	Spring 2017	AVT 1214 CABIN ATMOSPHERIC CONTROL	2 Credits
--------------------------	-------------	------------------------------------	-----------

Drop Course(s)

© Sinclair College 2004 - 2016

You will see the following confirmation. If you do not, please contact the Help Desk at 937-512-HELP.

**REGISTRATION PORTAL**

Search Courses  
View Programs  
Shopping Cart  
My Booklist  
My Academic Plan  
My Schedule  
Drop Courses

Important Dates  
February 6, 2017  
Spring 12 Week Term Begins

Drop Courses  
Place a checkmark next to any course you would like to drop and click "Drop Course(s)" below.

<input checked="" type="checkbox"/>	Spring 2017	AVT 1214 CABIN ATMOSPHERIC CONTROL	2 Credits
-------------------------------------	-------------	------------------------------------	-----------

Drop Course(s)

**Success!**  
Your deregistration was processed successfully.  
You should receive an email confirmation shortly.

© Sinclair College 2004 - 2016



## Using the Schedule Builder

The Registration Portal now allows you to build multiple schedules to see what best fits your life. Simply select the course(s) you plan to take, add them to your schedule, and the Schedule Builder will automatically generate all of the available schedule options. *The Schedule Builder is limited to the desktop view at this time. It is unavailable on mobile devices.*

The Schedule Builder includes three easy steps. Click **Schedule Builder** to begin. You can choose by Course, Program, or from your MAP (My Academic Plan).

The screenshot shows the Registration Portal interface. On the left is a sidebar with navigation links: Search Courses, Schedule Builder (highlighted with a red box), View Programs, and Shopping Cart. Below these are links for My Booklist, My Academic Plan (MAP), My Schedule, Drop Courses, and Manage Waitlists. At the bottom left is an 'Important Dates' section for July 4, 2019, noting that all campuses are closed. The main content area is titled 'Build your schedule in 3 easy steps' and includes three tabs: Step 1: Courses (active), Step 2: Availability, and Step 3: Build Schedule. Below the tabs, instructions for Step 1 are provided: 'Select the appropriate tab to search for courses for your Auto Schedule.' and a list of actions: 'Select courses by using the dropdowns below', 'Click the green "right arrow" to add a course', and 'Repeat for each course'. A message states 'You must add at least one course to continue.' Below this is a search form with dropdowns for Division, Term (set to Fall Semester), Format (set to All Sections), Department, Location (set to All Locations), and Term Type (set to All Term Types). A Credits range from 0 to 15 is also shown, along with a Reset button. A list of courses is displayed, including ACC-1100 through ACC-2510 and ALH-1100 through ALH-1121. Each course has a green right arrow icon to its right, with the arrow for ACC-2101 highlighted by a red box.

**REGISTRATION PORTAL**

Search for courses by keyword (ex: Math, ENG1101, Dayton)

**Build your schedule in 3 easy steps**

Step 1: Courses | Step 2: Availability | Step 3: Build Schedule

Step 1: Select the appropriate tab to search for courses for your Auto Schedule.

- Select courses by using the dropdowns below
- Click the green "right arrow" to add a course
- Repeat for each course

You must add at least one course to continue.

Courses | Programs | My Academic Plan

Division: Select a division | Department: Select a department

Term: Fall Semester | Location: All Locations

Format: All Sections | Term Type: All Term Types | Credits: 0 to 15 | Reset

ACC-1100	Small Business Accounting	➔
ACC-1210	Introduction to Financial Accounting	➔
ACC-1220	Introduction to Managerial Accounting	➔
ACC-1510	Computerized Accounting Systems	➔
ACC-2101	Intermediate Accounting I	➔
ACC-2102	Intermediate Accounting II	➔
ACC-2211	Cost Accounting	➔
ACC-2212	Managerial Accounting & Finance	➔
ACC-2321	Federal Taxation	➔
ACC-2435	Auditing	➔
ACC-2510	Advanced Accounting	➔
AFR-1100	African-American Studies	➔
ALH-1001	Introduction to Simulation in Healthcare	➔
ALH-1101	Introduction to Healthcare Delivery	➔
ALH-1102	Basic Healthcare Practices & Medical Scribe	➔
ALH-1105	Overview of Holistic Health	➔
ALH-1110	Principles of Electrocardiography	➔
ALH-1113	Clinical Phlebotomy	➔
ALH-1114	Clinical Phlebotomy Practice	➔
ALH-1120	Nurse Aide Training	➔
ALH-1121	Acute Care Nurse Aide	➔

**Important Dates**

**July 4, 2019**  
Independence Day Holiday All Campuses Closed

The default tab will be course. Select at least one course from the drop down menu to generate a schedule. To add a course to the schedule, click the green arrow to the right of the course. Repeat this process for every course you would like to add to your schedule. Click **Reset** to start over.

**Courses** Programs My Academic Plan

**Division:** Select a division **Department:** Mathematics

**Term:** Fall Semester **Location:** All Locations

**Format:** All Sections **Term Type:** All Term Types **Credits:** 0 to 15 **Reset**

+	MAT-1130	Mathematics in Health Sciences	→
+	MAT-1420	Algebra & Data Analysis for Teachers	→
+	MAT-1430	Geometry & Measurement for Teachers	→
+	MAT-1445	Quantitative Reasoning	→
+	MAT-1450	Introductory Statistics	→
+	MAT-1460	Mathematics for Business Analysis	→
+	MAT-1470	College Algebra	→
+	MAT-1510	Numerical Concepts & Algebra for Teachers	→
+	MAT-1570	Analytic Geometry & Trigonometry	→
+	MAT-1580	Precalculus	→
+	MAT-2160	Calculus for Business & Economics	→
+	MAT-2170	Business Statistics I	→
+	MAT-2180	Business Statistics II	→
+	MAT-2240	Calculus for the Life Sciences	→
+	MAT-2270	Calculus & Analytic Geometry I	→

To search by program, click the Programs tab. Choose a career and program from the drop down menus.

Courses **Programs** My Academic Plan

**Career:** Creative Arts

**Program:** Interior Design (AAS)

+	CAT-1101	Architectural Graphics I	→
+	COM-2206	Interpersonal Communication	→
+	COM-2206	Interpersonal Communication	→
+	ENG-1101	English Composition I	→
+	ENG-1101	English Composition I	→
+	IND-1180	History of Interior Design	→
+	IND-2130	Non-Residential Design	→
+	IND-2135	Rendering	→
+	IND-2140	Sustainable Design	→
+	PSY-1100	General Psychology	→
+	PSY-1100	General Psychology	→
+	VIS-1100	Design Foundations	→
+	VIS-1110	Design Drawing	→
+	VIS-1140	Design Processes I	→

To search based off of your academic plan (MAP), click the My Academic Plan tab. Change terms by selecting a term from the “MAP Term” drop down menu.

Courses Programs **My Academic Plan**
















**MAP Term:** 2016 Fall

+	ENG-1101	ENGLISH COMPOSITION I	→
+	MAT-1460	FINITE MATH BUS ANALYSIS	→
+	ACC-1210	FINANCIAL ACCOUNTING	→
+	BIS-1120	INTRO TO SOFTWARE APPS	→

As you select courses by clicking the green arrow, the “My Courses” area will populate. Courses can be dragged up or down to order by preference. Top courses will take precedence. Click the red arrow to remove unwanted courses. When done, click **Next** to build the schedules.

My Courses

Drag courses up or down to order by preference

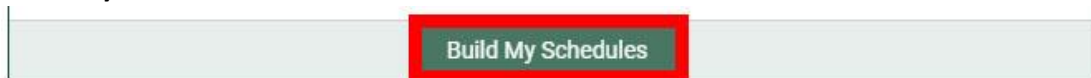
ACC-1210	Introduction to Financial Accounting	  
EDU-1103	Educational Technology	  
MAT-0460	Booster for Mathematics for Business Analysis	  
MAT-1580	Precalculus	  
MAT-2280	Calculus & Analytic Geometry II	  

Next

Use the Availability grid to select available time slots. Choose specific time periods from the drop down, or check “Weekdays Only” to exclude weekends.

Availability							
	Any time						Weekdays Only
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
06:00 AM							
07:00 AM							
08:00 AM							
09:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							
03:00 PM							
04:00 PM							
05:00 PM							
06:00 PM							
07:00 PM							
08:00 PM							
09:00 PM							
10:00 PM							

Then click **Build My Schedules** to build schedules.



If possible, the Schedule Builder will generate all available options based on the courses you have chosen. There may be several schedule options. Click the lock icon to “lock in” a specific preferred course.

Generated schedules are ordered based off of preferences. Click **Save to Cart** to add the course for later registration, or click **Register Now!** to immediately register.

Build your schedule in 3 easy steps

Step 1: Courses Step 2: Availability Step 3: Build Schedule

Success! We were able to create 709 schedules for you.

- Click any row to view the result on the Schedule Grid.
- Click the + to view the details.
- You can then Register Now! or click the "Save to Cart" button to place these course sections in your Shopping Cart and continue adding other courses.

If you would like to refine your results, click one of the Step buttons above.

Schedule Details

ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-310, MAT-2280-320 (Dayton and Online)

Course/Section	Dates	Times	Bldg. Room
ACC-1210-111	08/26/2019 - 12/15/2019	MW, 9:30AM - 10:45AM	
EDU-1103-500	08/26/2019 - 12/15/2019		Online
MAT-0460-300	08/26/2019 - 12/15/2019	TTH, 8:00AM - 9:15AM	1 133
Restrictions: Not Eligible for CCP Program Comments: Must register for MAT-1460-300			
MAT-1580-310	08/26/2019 - 12/15/2019	TTH, 10:30AM - 12:45PM	1 332
MAT-2280-320	08/26/2019 - 12/15/2019	TTH, 1:00PM - 3:15PM	1 335

Save to Cart

Register Now!

- ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-310, MAT-2280-N10 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-220, MAT-2280-310 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-220, MAT-2280-320 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-220, MAT-2280-N10 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-320, MAT-2280-310 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-320, MAT-2280-N10 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-N10, MAT-2280-310 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-N10, MAT-2280-320 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-500, MAT-2280-310 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-500, MAT-2280-320 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-300, MAT-1580-500, MAT-2280-N10 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-210, MAT-1580-300, MAT-2280-310 (Dayton and Online)
- ACC-1210-111, EDU-1103-500, MAT-0460-210, MAT-1580-300, MAT-2280-320 (Dayton and Online)

My Schedule Builder

Term: Fall Semester

Current courses

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6:00A							
7:00A							
8:00A			MAT 0400		MAT 0400		
9:00A							
10:00A		ACC 1210		ACC 1210			
11:00A			MAT 1580		MAT 1580		
12:00P							
1:00P			MAT 2280		MAT 2280		
2:00P							
3:00P							
4:00P							
5:00P							
6:00P							
7:00P							
8:00P							
9:00P							
10:00P							
11:00P							
EDU 1103							

Color Key

Builder

Current

Cart

Conflict

Color Key Builder Current Cart Conflicted

## Logging Out

When you are complete with your course registration, click the **Log Out** button and close your browser window.