How To Register for Classes or Make Schedule Changes
Log in to the portal with your Samford username and password.
Click on the “Registration” tab on the homepage.
Click on “Look Up Courses” to get started.

Later, you can also use the “Drop and Add” link if you already have the course details.

*Note you will be able to access the “Drop and Add” screen only during your assigned registration window. See “Registration Status” for more information.
Select term for which you are registering and click “Submit.”
Select one or more subjects.

Click “Course Search” or click “Advanced Search” if you wish to select any other criteria, such as a specific day/time, professor, or a course that meets a general education requirement.
Click “View Sections” for desired class.
Check the box to the left of your desired class and click Register.

If there is a “C” in this space, then the class section is closed.

If you are not yet registering, note the CRN (the number in blue) of the class section you wish to take. You can enter that from the add/drop screen if you are dropping a corresponding class.

Once you have selected all the classes you want, click “Register.”
When the Alternate PIN Verification screen appears, enter the six-digit registration PIN given to you by your advisor.

Don’t have a PIN? Check with your advisor or email success@samford.edu for assistance.
Classes that you successfully registered for appear at the top of the screen.

If you were unable to add a requested class to your schedule, the error message appears below.

You can also make changes from this screen by selecting “Web Drop” from the Action menu at the top of the screen and/or entering the CRN of a class you wish to add in one of the boxes under the “Add Classes Worksheet.” Click “Submit Changes.”
To view your schedule, return to the homepage and click on the “Schedules” tab.

Select “Detailed Schedule” for complete course info or “One Week Schedule” for a calendar view.
Still have questions?

Email us at success@samford.edu and let us know how we can help!