Register for Classes on the Campus Portal

1. Go to www.uaptc.edu and click on the Campus Portal link on the top right corner of the page.

2. Use your Campus Portal username and password to login.

   To create or reset your password, click HERE.

3. Click on the Students tab.

4. Click on the Add/Drop link under Add/Drop Courses.

5. Go to the Course Search box to search for classes to add to your schedule.

   1. Select the term (semester)
   2. Choose the department for the class you want to take
   3. Click Search
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Add a Class

Once you find a course that fits your needs, click the checkbox to the left, scroll down to the bottom and click “Add Courses”

Add a Class

If successfully added, the class will appear at the bottom of the screen.

Why Can’t I Add That Class?

- Class is already full and have no open seats available.
- Class has a prerequisite that you have not yet taken.
- Class requires permission from the instructor, department, and/or an academic advisor.
- There is a HOLD on your account that will not allow you to add classes.
- The deadline to add classes has passed and registration is closed.
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Drop a Class

Click the checkbox to the left, scroll down to the bottom and click “Drop Courses”

If successfully dropped, the class will disappear at the bottom of the screen.

Why Can’t I Drop That Class?

- The deadline to drop a class has already passed and the registration period is closed.

**NOTE:** If you must drop a class after the deadline, see an Academic Advisor to withdraw from the class. You will complete a Course Change Form to withdraw. Be sure to bring a photo ID.