Registration Instructions

1. See your Advisor to be given access to Online Registration.
2. Go To www.iccms.edu
3. Click on the "Portal Login".
4. Log in using your username and password.
5. Across the top click on the tab "School Services"
6. Click on "Student Services and Financial Aid"
7. Click on "Registration "
8. Then "Add/Drop classes"
9. Next you will Select the term, using the drop down arrow
10. At the bottom, click on Submit term
11. A page will pull up asking you for your class CRN #'s CRN # " example (20521)"
12. After you, enter your first CRN Number, TAB to select that class, and begin entering another CRN number.
13. After you have entered all of them, go to the bottom of the screen and Click Submit Changes.
14. Then complete registration by clicking the (back) button to the registration menu page. After that, click "complete registration." View your fees and schedule. Print a copy for your records. NOTE: To drop a class, complete steps 1 through 13. Then select Drop Web from the action box. After that, click submit changes. Congratulations, you can do it on your own now.

If any problems occur, you will see an error message.

- Time Conflict: two of your classes have the same time or they are overlapping.
- Closed Class: the class has been filled to the max.
- Major Restriction: those classes are for accepted persons only.
- Duplicate CRN: You have already registered for that class.
- Preq And Test Score: You have to have another class before taking this one. 2) A required ACT score or accuplacer score must be submitted before enrolling.
- Maximum hours exceeded: you are already registered for as many hours as you are allowed to take this term.
- Dropping the Classes due to one of these errors. Beside the CRN number there is a drop down arrow, click on "drop web"
- Once you have done this, the class is completely dropped from your schedule.
- After you have made all of your corrections, scroll to the bottom and select Submit Changes.