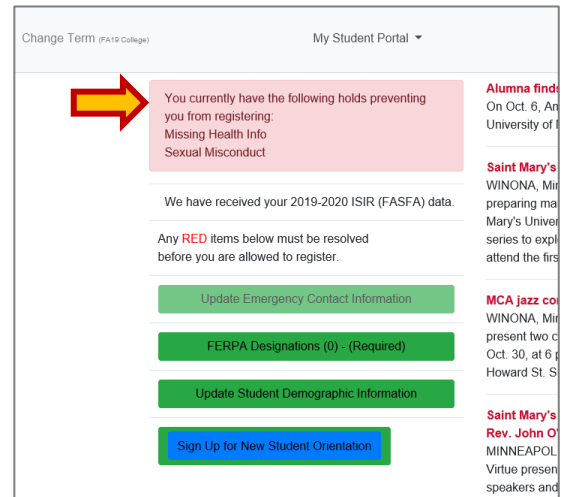


Steps to Check for Registration Holds

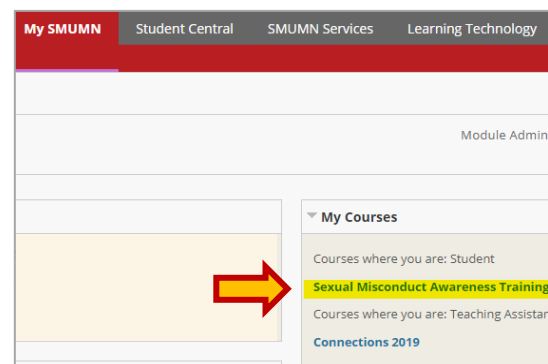
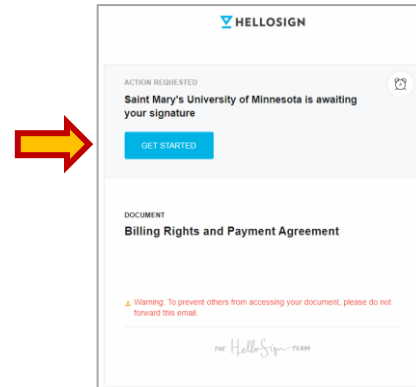
- Log in to your student portal using your SMU ID and password.
- Look at the upper left side of the screen. If you see a red box, you have one or more holds.



Clear the Way for Registration

Hold checklist:

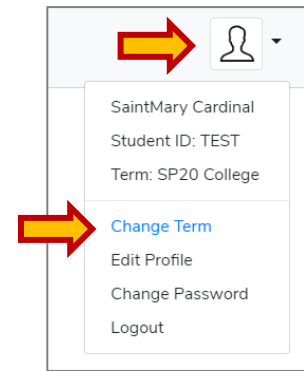
- ❑ **Pay remaining balance**
 - Check "My Bill" in your student portal
- ❑ **Complete payment agreement**
 - Check your SMUMN email for a payment agreement link
- ❑ **Submit all health records**
 - Check your student health portal
- ❑ **Watch the sexual misconduct awareness training video**
 - Check Blackboard under "My SMUMN" → "My Courses"
- ❑ **Declare a major**
 - Juniors and seniors: Pick up a declaration form from the Registrar's Office
- ❑ **Complete financial aid**
 - Check SMUMN email for financial aid emails



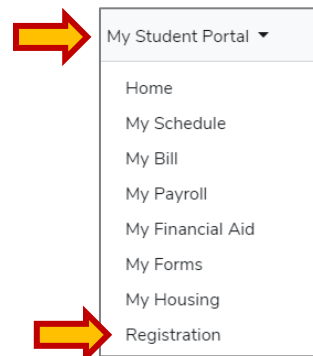
How to Find Your Registration Time

➤ Log in to your student portal using your SMU ID and password.

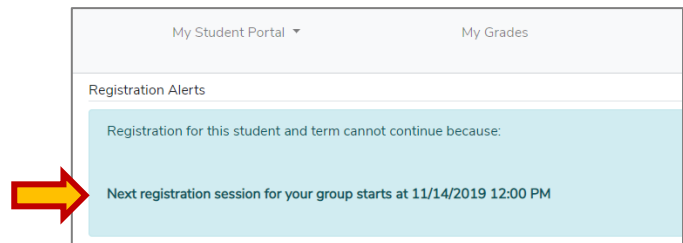
➤ In your student portal, click on your photo in the upper right corner. Change the term to fall 2020 by clicking **"Change Term"** and selecting **"FA20 College."**



➤ In the upper left side of the screen, click on the **"My Student Portal"** link and select **"Registration"** from the drop-down menu.



➤ Under **"Registration Alerts,"** you will see a blue banner. The banner will show you when your registration session starts.



Registration windows open by class as follows:

| Class | Window Opens |
|------------|----------------------------------|
| Seniors | Monday, March 30 th |
| Juniors | Tuesday, March 31 st |
| Sophomores | Wednesday, April 1 st |
| Freshmen | Thursday, April 2 nd |

If you have any questions, contact Cardinal Central in the Business Office in lower Saint Mary's Hall. You may also email cardinalcentral@smumn.edu or call 507-457-6655.