

Course Registration Guide

How to register for courses in myCIA

TIP

Use the Back link inside myCIA, not your browser's back button — it can cause errors.

STEP 01

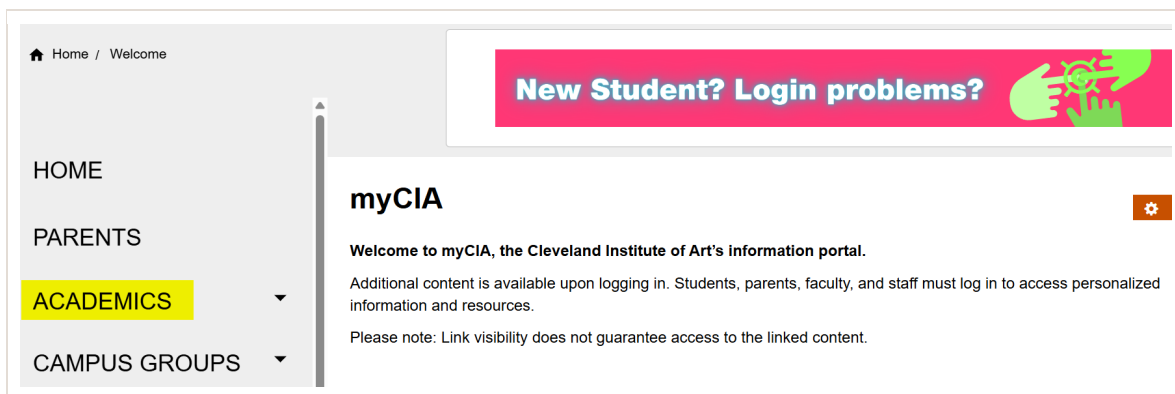
Log In to myCIA

Go to my.cia.edu/ICS and sign in with your student credentials.

STEP 02

Open the Academics Menu

On the left-hand menu, select "Academics."



STEP 03

Select Registrar

In the Academics menu, click "Registrar."

LIBRARY

NORD CENTER FOR
TEACHING +
LEARNING

REGISTRAR

TRANSCRIPT
REQUESTS

STEP 04

Open Course Search

On the Registrar page, select "Course Search."

■ WHAT WE DO

We handle a range of academic and administrative services, including:

Registration & Scheduling

- **Course Registration & Scheduling:** [Course Search](#), [Registration Instructions](#), & [Registration FAQs](#)
- **Transient Form:** Available for Fall, Spring and Summer semesters for students taking 3 or more credit hours as a guest student at a host institution. [Email](#) our office for more details.
- **Cross-Registration Form:** Available during the Fall and Spring semesters only for one course per semester at

STEP 05

Search for Courses

In the Course Search screen, set both term fields to the correct term, then choose a department from the department menu and click Search.

- Search by department, not by course title — title search often won't return the course you're looking for.

ADD/DROP

Term: 2026-2027 - Fall ▼
Add Period Open / Drop Period Open

Course Search

Title: Begins With ▼
Course: Begins With ▼
Code:
Term: 2026-2027 - Fall ▼
Department: CORE ▼
:
Division: Undergraduate ▼

Search
[More Search Options](#)

NOTE

The screenshot above shows an example: the term is set to Fall 2026-2027, and the department is set to CORE. Your own term and department will depend on what you're registering for.

Some departments are grouped together in the dropdown, so the course code prefix won't always match the department name exactly. For example:

- Art History (AH) — course codes start with AH
- Art History (AH) or Humanities — course codes start with AHHC
- Art History (AH) or Social Science — course codes start with AHSS

STEP 06

Review Your Search Results

Each result row shows the course code, title, instructor, seat availability, status, and meeting schedule:

- "Seats Open" shows open seats out of total capacity (e.g., 9/10 means 9 of 10 seats are still open).
- "Status" shows Open or Full.
- Schedule shows meeting days, times, and room. Day codes: M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday.

T e x t b o o k s	Add	Course code	Name	Faculty	Seats Open	Stat us	Schedule	Cred its	Begin Date	End Date
☐	☐	CORE 100.01	CO/RE I Topics: Layers of Looking	Kazama, Mei	9/10	Open	M 9:00 AM-11:00 AM; Main Campus, Cleveland Institute of Art, 302 M 12:00 PM-2:30 PM; Main Campus, Cleveland Institute of Art, 302	3.00	8/24/2026	12/16/2026
☒	☐	CORE 100.02	CO/RE I Topics: Strange Encounters	Ferber, Rachel M	10/10	Open	M 12:00 PM-2:00 PM; Main Campus, Cleveland Institute of Art, 200 M 2:30 PM-5:00 PM; Main Campus, Cleveland Institute of Art, 200	3.00	8/24/2026	12/16/2026
☐	☐	CORE 100.03	CO/RE I Topics: Cause & Effect	Ligon, Scott A	10/10	Open	T 12:00 PM-2:00 PM; Main Campus, Cleveland Institute of Art, 202 T 2:30 PM-5:00 PM; Main Campus, Cleveland Institute of	3.00	8/24/2026	12/16/2026

STEP 07

View Course Details (Optional)

Click a course code link to see more details about that specific section.

COURSE DETAILS		
CO/RE I Topics: Layers of Looking (CORE 100 01)		
Instructor(s): Kazama, Mei 		
2026-2027 - Fall, Undergraduate		
Dept: CORE		
Status: Open (9 out of 10 seats)		
Clock Hours: 0.00		
Note: No note is available for this course.		
Course Schedules		
Day & Time	Date(s)	Location
M 9:00 AM-11:00 AM	8/24/2026 - 12/16/2026	Main Campus, Cleveland Institute of Art, 302
M 12:00 PM-2:30 PM	8/24/2026 - 12/16/2026	Main Campus, Cleveland Institute of Art, 302

STEP 08

Add a Course to Your Schedule

Click the Back link to return to your results (do not use your browser's back button). Check the box next to the course you want, then click "Add Courses" at the bottom of the page.

T e x t b o o k s	Add	Course code	Name	Faculty	Seats Open	Stat us	Schedule	Cred its	Begin Date	End Date
☒	☐	CORE 100.01	CO/RE I Topics: Layers of Looking	Kazama, Mei	9/10	Open	M 9:00 AM-11:00 AM; Main Campus, Cleveland Institute of Art, 302 M 12:00 PM-2:30 PM; Main Campus, Cleveland Institute of Art, 302	3.00	8/24/2026	12/16/2026
☐	☐	CORE 100.02	CO/RE I Topics:	Ferber, Rachel	10/10	Open	M 12:00 PM-2:00 PM; Main Campus, Cleveland Institute	3.00	8/24/2	12/16/

STEP 09

Confirm the Course Was Added

You'll see a success message once the course is added, or an error message if something went wrong. Use Course Search again on the same page to keep adding courses.

ADD/DROP

Term: 2026-2027 - Fall

Add Period Open / Drop Period Open

You are currently registered for **3 credits**.

Messages

CORE 100 01 - Successfully added with warnings: An Admissions stage allowing registration has not been reached

STEP 10

Continue Adding Courses

Repeat the search steps above for any other courses you need. When you're ready to add them, you can check the box next to multiple courses at once, then click the "Add Courses" button a single time to add them all together.

STEP 11

Review Your Full Schedule

Your complete class schedule appears on the Student Records and Registration page, below the Add/Drop section.

YOUR SCHEDULE							
DROP	CODE	TITLE	SCHEDULE	LOCATION	CREDITS	CREDIT TYPE	DIVISION
☐	AH 150.06	Critical Issues in Visual Culture	MW 2:45 PM - 4:00	Main Campus Cleveland Institute of Art 111	3.00	Credit	Undergraduate
☐	CORE 100.01	CO/RE I Topics: Layers of Looking	M 9:00 - 11:00 AM	Main Campus Cleveland Institute of Art 302	3.00	Credit	Undergraduate
			M 12:00 PM - 2:30	Main Campus Cleveland Institute of Art 302			
☐	CORE 125.02	Field Guide	T 12:00 PM - 2:00	Main Campus Cleveland Institute of Art 302	3.00	Credit	Undergraduate
			T 2:30 PM - 5:00	Main Campus Cleveland Institute of Art 302			
☐	CORE 150.02	Labs	F 9:30 - 11:45 AM	Main Campus Cleveland Institute of Art 200	3.00	Credit	Undergraduate
			F 2:00 PM - 4:15	Main Campus Cleveland Institute of Art 200			
☐	WR 101.06	Writing I	MW 5:45 PM - 7:00	Main Campus Cleveland Institute of Art 112	3.00	Credit	Undergraduate