How to Register Yourself for Classes

Student Portal
(fastest)

1. View the Schedule of Classes
   a. Write down the course code, section#, day/time class meets
2. Login to your Student Portal: https://centralaz.edu/academics/my-cac/
   a. Select Academics, then Registration
   b. Select Term, scroll down and click Register
   c. Add all courses to “Selected Courses” area at the bottom of the page
   d. Click “Register/Drop” button, Click Register again
   e. Make sure all courses show yellow “Registered” status

OR

Paper Registration
(only use if unable to register through Student Portal)

1. View the Schedule of Classes
   a. Write down the course code, section#, days/times meet
2. Complete the attached Registration Form
3. Email form to admissions@centralaz.edu
   a. Sample Email Wording:
      i. I, student first & last name, CAC student ID#....... give you permission to enroll me in the classes listed in the attached registration form.