



**CANISIUS**  
UNIVERSITY



## Registration Dates

84+ Completed Credit Hours – Tuesday, October 24

54-83.0 Completed Credit Hours – Tuesday, October 31

24-53.9 Completed Credit Hours – Tuesday, November 7

0-23.0 Completed Credit Hours – Tuesday, November 14

**Check your Griff Audit to verify credits earned.**

**Remember in progress credits DO NOT count towards your credit total!**

***Note: you will receive a reminder email the week prior to your registration date.***



### Check for Holds!

Log into myCanisius -> under the MY Campus heading on the right side select "Student Profile"-> view holds at top right side of your profile

To learn more about the features in your student profile, including registration instructions, click on the "Learn About Student Profile" link on your student portal.

## How to Run Your GriffAudit

- Log in to **myCanisius**
- On the right hand side, under the "My Campus" heading, select the "Student Profile" button or select the Student Profile/Registration link from the Schedule and Registration heading on the left side
- Click on "Griff Audit"
- Your degree audit will automatically load for your review
- Be sure to utilize the "preregistered classes" feature to see how your planned courses will fulfill your degree requirements on your audit

*You can also run a "What-If" audit to see how your courses would fall if you changed your major.*

## To run a "What-If" audit using GriffAudit

- Log in to **myCanisius**
- On the right hand side, under the "My Campus" heading, select the "Student Profile" button or select the Student Profile/Registration link from the Schedule and Registration heading on the left side
- Click on "Griff Audit"
- Your degree audit will automatically load
- Click on the "**what-if**" link located on the menu on the left-hand side of the audit
- Select the appropriate catalog year (year that you started at Canisius)
- Select the program that you are considering
- Select the major and, if applicable minor and or concentration
- Click on the "**Process What-If**" button

## How to Look up Classes using Student Profile

- Go to [www.canisius.edu](http://www.canisius.edu)
- Click on *myCanisius* and login with your username and password
- Under the "MY CAMPUS" heading on the right side, select the "Student Profile" button or select the Student Profile/Registration link from the Schedule and Registration heading on the left side
- Select "Registration and Schedule" on the left side
- Select "Browse Classes"
- Select "Spring 2024" from the drop down list; click "Continue"
- The "Advanced Search" option is available if you want to narrow your search (by attribute, faculty name, online, etc).
- To search for courses in a particular subject, select that subject from the list, or begin typing the subject name in the subject box; enter a course number if appropriate- click "search" or hit enter on your keyboard
- When viewing courses, you can view additional information about that course by clicking on the course title. Use this to check for prerequisites.

## How to create a plan in the Student Profile

Go to [www.canisius.edu](http://www.canisius.edu)

- Under the "MY CAMPUS" heading on the right side, select the "Student Profile" button or select the Student Profile/Registration link from the Schedule and Registration heading on the left side
- Select "Registration and Schedule" on the left side
- Select "Plan Ahead"
- Select "Spring 2024" from the drop down list; click "Continue"
- Click on the create "New Plan" button
- Search for the class section that you want using the instructions above
- Click on the "Add" button for the section that you want- this will move your course section selection to the summary
- Continue this process until you have moved all desired sections into the summary panel
- Click "Save Plan", enter a name and click "Save"

## How to Register Online using Student Profile

- Go to [www.canisius.edu](http://www.canisius.edu)
- Click on *myCanisius* and login with your username and password
- Under the "MY CAMPUS" heading on the right side, select the "Student Profile" button or select the Student Profile/Registration link from the Schedule and Registration heading on the left side
- Select "Registration and Schedule" on the left side
- Select "Register for Classes"
- Select "Spring 2024" from the drop down list; click "Continue"
- Enter but DO NOT submit your Registration PIN which you received from your academic advisor

DO NOT go any further until 7:30am or you will get an error message stating "You are not permitted to register at this time".

- At 7:30am continue with your registration by submitting your Registration PIN
- Continue with registration by searching for courses and add them to your summary OR enter the CRN (Course Registration Numbers) on the "Enter CRN's" tab.

## Registering from a Plan in the Student Profile

The quickest way to register is directly from a plan created ahead of time

- Go to [www.canisius.edu](http://www.canisius.edu)
- Under the "MY CAMPUS" heading on the right side, select the "Student Profile" button or select the Student Profile/Registration link from the Schedule and Registration heading on the left side
- Select "Registration and Schedule" on the left side
- Select "Spring 2024" from the drop down list
- **Enter but DO NOT submit your Registration PIN which you received from your academic major advisor until 7:30am**
- Select "Register for Classes" tab
- Click on "Plans" tab
- Click "Add All" to add courses from a specific plan to your summary
- **YOU MUST CLICK SUBMIT!** If you leave this page without clicking SUBMIT, your registration will NOT be saved

- Review your classes and resolve any registration errors listed in the top right corner

## Core Curriculum Checklist

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### I. Foundation Courses

ENG 111

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ENG 112

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RST 101

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PHI 101

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### II. Fields of Knowledge

Field 1- Religious Studies & Theology

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Field 2- Philosophy

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Field 3- Literature & the Arts

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Field 4- History

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Field 5- Social Sciences

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Field 6- Natural Sciences

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Field 7- Mathematical Sciences

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### III. Attributes

Justice

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Ethics

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Diversity

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Global Awareness

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Writing Intensive

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Oral Communication

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### III. Core Capstone

Capstone Course

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