

TopNet Quick Reference Sheet

Schedule An Advising Appointment

- ⇒ TopNet
- ⇒ Student Services
- ⇒ Registration
- ⇒ Schedule an Advising Appointment (select the Current Term) **OR**
- ⇒ **Email your PRIMARY advisor for an appointment**

Advisor Information

- ⇒ TopNet
- ⇒ Student Services
- ⇒ Registration
- ⇒ View Advisor Info

Run an iCAP

- ⇒ TopNet
- ⇒ Student Services
- ⇒ iCAP (Interactive Degree Audit)

View your 5th Week Check-In

- ⇒ TopNet
- ⇒ Student Services
- ⇒ Student Records
- ⇒ View 5th Week Check-In Report

View Holds

- ⇒ TopNet
- ⇒ Student Services
- ⇒ Student Records
- ⇒ View Holds

Change your Major/Minor/Concentration/Advisor

- ⇒ TopNet
- ⇒ Student Services
- ⇒ Student Records
- ⇒ Change Major/Minor/Concentration/Advisor

View Financial Balance

- ⇒ TopNet
- ⇒ Student Services
- ⇒ View Account Summary
- ⇒ Shows charges, payments, & balance remaining

Fall 2020 Registration Dates

Seniors, Post-Bac., & Graduate Students

(90 or more earned hours)

O—Z April 6

A—F April 7

G—N April 8

Tier 1 April 9

Tier 2 April 10

Juniors (60-89 hours earned)

A—K April 13

L—Z April 14

Sophomores (30-59 hours earned)

A—K April 15

L—Z April 16

Freshmen (0-29 Hours earned)

A—Z April 17

Register for Courses & Schedule Planner

- ⇒ TopNet—> Student Services—>Registration
- ⇒ **Schedule Planner** (*redirect to site*)—>select Campus—>Add Courses (*you can add breaks*)
- ⇒ Generate Schedules & place in your Cart
- ⇒ **OR**
- ⇒ TopNet—>Student Services—> Registration
- ⇒ Schedule of Classes and Look Up Classes to Add
- ⇒ Select Registration Term—**Fall 2020**
- ⇒ Search courses by selecting the desired subjects then select Show Me Classes—*hit CTRL + Click to select more than one subject*
- ⇒ Write down the CRN number of courses. Go back to the Registration screen and choose “Add or Drop Classes”. Enter in CRN numbers of desired courses and Submit.