How to Register Using "Look Up Classes"
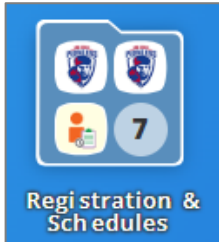
NOTE: It is strongly recommended to register science classes using Schedule Planner instead of this method due to the linked lecture and laboratory sections.

1. Log into your **My Vol State Portal** (https://myapps.classlink.com/home).

2. Select the **Registration & Schedules** folder.

3. Select the **Look Up Classes** icon and log in.

4. In **Search by Term:**, select your desired registration term and click **Submit**.

5. Click **Advanced Search** to filter your results.

6. Select your desired **Subject, Course Number,** and **CAMPUS** filters, then click **Section Search**.

   Tip: To select multiple options within a list, hold your Ctrl button and click multiple options or click and drag.

   If you do not enter a Course Number the results will include all courses within the selected Subject.

   To filter search results further, select a specific Instructional Method, Part of Term, or Instructor.

7. When you find your desired section, select the box in the left column and click **REGISTER**.
   If there is no checkbox: "**C**" means the class is closed, "**SR**" means Student Restrictions, "**NR**" means registration is not open. Pay attention to **Campus** and **Section** codes to ensure you selected your desired location and instruction method.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Date (MM/DD)	Location
☐	80202	ACCT	1010	001	63M	3.000	Prin of Accounting I	TR	09:35 am- 11:00 am	30	9	21	0	0	0	08/25-12/11	MATTO 116
☐	88681	ACCT	1010	003	63M	3.000	Prin of Accounting I	MW	11:10 am- 12:35 pm	30	16	14	0	0	0	08/25-12/11	MATTO 116
☑	87558	ACCT	1010	C04	ZOZ	3.000	Prin of Accounting I		TBA	25	2	23	0	0	0	08/25-12/11	ELEARN
☐	89957	ACCT	1010	H51	VB2	3.000	Prin of Accounting I	R	11:10 am- 12:35 pm	25	3	22	0	0	0	08/25-12/11	HCRST 104
									TBA							08/25-12/11	ELEARN
☐	88481	ACCT	1010	H52	V2J	3.000	Prin of Accounting I	T	04:30 pm- 05:50 pm	25	9	16	0	0	0	08/25-12/11	CHEC 226
									TBA							08/25-12/11	ELEARN
☐	89183	ACCT	1020	001	63M	3.000	Prin of Accounting II	MW	09:35 am- 11:00 am	30	14	16	0	0	0	08/25-12/11	MATTO 116
☐	81557	ACCT	1020	C01	ZOZ	3.000	Prin of Accounting II		TBA	25	7	18	0	0	0	08/25-12/11	ELEARN

8. You have not successfully registered until the course is listed on your Current Schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Register on Jun 02, 2025	None ⌄	90311	ACCT	1010	501	Undergraduate	3.000	Standard Letter	Prin of Accounting I

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jun 02, 2025 04:36 pm

9. On the top right, click **Return to Menu**. Click **Concise Student Schedule** to view your registered class schedule details.

Concise Student Schedule

Fall Term 2025
Jun 02, 2025 04:46 pm

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
90311	ACCT 1010 501	Prin of Accounting I	Vol State Gallatin	3.000	UG	Aug 25, 2025	Dec 11, 2025	T	6:00 pm - 9:00 pm	Mattox Technology 116	TBA
89963	INFS 1010 051	Computer Applications	Vol State Cookeville	3.000	UG	Aug 25, 2025	Dec 11, 2025	MW	9:35 am - 11:00 am	Cookeville Center 202	TBA
89161	MUS 1030 C20	Introduction to Music	Vol State Online	3.000	UG	Oct 15, 2025	Dec 02, 2025		TBA	eLearn.volstate.edu	TBA
90155	PSYC 1030 008	Introduction to Psychology	Vol State Gallatin	3.000	UG	Aug 25, 2025	Dec 11, 2025	TR	12:45 pm - 2:10 pm	Noble Caudill Hall 103	Hoff
			Total Credits:	**12.000**							

Carefully review the schedule to ensure you have registered for the correct course(s), campus, section, etc. It will be easy to spot a different campus than the rest, or classes offered in different parts of term with different start and end dates.