REGISTRATION WITH FLEX-REG
BEGIN WEB REGISTRATION
opencampus.newschool.edu/courses/

Search for courses using any of the terms in the red box.

Make sure to pick the right Term and Enrollment Type. Use Enrollment Type to choose between credit, non-credit, and certificate registration types.

If you know exactly which course you are looking for, search by course number or title here.
CHOOSE YOUR COURSE

Once you have chosen your course, click Enroll.
BROWSE BY SUBJECT OR ADVANCED SEARCH

Advanced search allows you to quickly and easily search for courses by subject, title and description.

Browse By Subject
Click “Details” to get more course information. Click “Add” to add the course. Once you have selected your desired courses, proceed to view your courses.
Add, remove and review details for registered courses.

Schedule Builder
To add classes to your schedule, first select a term. Then use the search bar above to search for classes. From the Search Results on the left below, drag and drop the class to your schedule, or hover over the class to display the icons to either view the class details or add it to your schedule. If you have previously registered for courses, click the Show Registrations checkbox to make sure there are no time conflicts with the classes you are about to add. If you do not see the course you are looking for, please return to the home page. Forgotten your NetID/password? Go to the Help tab for more info.

Add more courses here

Remove or check details for the course

Save or Register
CREATE OR LOG IN TO YOUR ACCOUNT

Review your selections.

New Student?
New to The New School? Create your account now to complete the registration process.

Login
Taken a class before? Login here:

*NetID (username - e.g. smith123):
lumpysp123

*Password:
*********

Login using your NetID and password. If you are a degree seeking student, please login to your MyNewSchool account.

Create New Account

If this is your first time registering for classes, create a New School account. You will then receive a confirmation email confirming your account creation.

THE NEW SCHOOL
CREATE A NEW ACCOUNT

Enter all account details and hit submit.

Once your account has been created, your new account information will be displayed. Please save this information for future use.
Class Options

Completing registration

If you're taking a course for noncredit, please choose 0.00.

If you're taking a course for credit, please choose the number amount.

Then, click Continue registration.
During the review of your courses, you have the option to web drop. Continue then accept the terms and conditions.
Completing registration

Verify the total amount along with the courses registered before completing payment.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>NARB 1701 A</td>
<td>Arabic Calligraphy I</td>
<td>$250.00</td>
</tr>
<tr>
<td>PCGA 2006 A</td>
<td>Graphic Design Portfolio</td>
<td>$349.00</td>
</tr>
<tr>
<td>PCID 2005 A</td>
<td>Interior Design Portfolio</td>
<td>$349.00</td>
</tr>
<tr>
<td>Fall 2015 activity</td>
<td></td>
<td>$7.00</td>
</tr>
</tbody>
</table>

Total: $855.00

Proceed to payment
You will be taken into the TouchNet system to complete payment.
Registration complete and payment confirmed.
If you decide you would like to drop a course after finalizing payment, please click on Manage Registration where you can then web drop.
CHECK YOUR EMAIL

After finalizing your registration, please remember to review your email for your registration confirmation and other important information.
QUESTIONS?

Email us at reghelp@newschool.edu or call 212.229.5620.