How to Register for Your First-Year Seminar

Review First-Year Seminar course descriptions at [http://www.du.edu/fsem/descriptions/index.html](http://www.du.edu/fsem/descriptions/index.html). Select two or three possibilities that interest you. Note the CRN (course reference number) or section number. You can find the right seminar with these numbers.

Log into PioneerWeb ([https://pioneerweb.du.edu](https://pioneerweb.du.edu)) using your DU ID and Passcode. Click on the Student tab.

Click “Register for Classes”.

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You will be prompted for the term. Select Autumn Quarter (not Autumn Semester).

You can search for DU classes by many different criteria. For now, begin typing “First-Year Seminar” in the Subject box. The system will guess what you are searching for. Select First-Year Seminar and click “Search” at the bottom of the window.
The FSEM course descriptions are listed in this format:

**Biotechnology & Me**
FSEM 1111-42 | CRN: 3339  
Offered: MW, 2:00PM-3:50PM

FSEM 1111 is the course number  
42 is the section number  
3339 is the course reference number (CRN)

In the search screen, the full title (Biotechnology & Me) will not appear. So you need to make your selection using the CRN or section number.

All First-Year Seminars will show in the top panel, sorted by section number. Find the section for which you want to register. You can hover over the title to see the full course title. You can click on the title for additional details including a complete course description. Meeting times and available seats are shown. When you find the section with available seats to register for, click “Add.”
The class has been placed in the Calendar View and in the Summary View. Since it has not been submitted, the course will be shaded.

Click submit. The course in the calendar view and in the summary will change to green. The status in the summary will state “Registered.” Congratulations! You have registered for your First-Year Seminar. You can sign out.

**Special Notes**

If you have questions about the First-Year Seminars, call the Discoveries Orientation Office at 303-871-3891.

If you have any difficulties or questions about registration, call the Office of the Registrar at 303-871-4095 between 8:00 and 4:30 p.m. MDT. Have your DU ID number handy.

Students are not permitted to drop their last class online. Thus you cannot drop your First-Year Seminar. If you wish to change to a different First-Year Seminar, click Add on the new section from the search results. You can change the Action for the desired section to Registered and the original section to Drop. Check the “Conditional Add and Drop” box. Click Submit. If the new section is available, your sections will be changed. If it is not available, no change will be made.