How do I find my Registration PIN/Alternate PIN?

- 1. Go to DegreeWorks on your Student Portal
- 2. Click on the "Plans" tab

	University	Degree Works Advising and Degree Audit System	n	
	Help		Template Management	
2	It I Name Stephens, Mary E Plans Forma Student Information	H Degree Major V MBA Business (MBA) Notes Petitions GPA Calc View Save as PDF	Level Classification Attribute Last Audit Last Refresh) GN Graduate EMP Today Today at 2:34 am Process New Class History Major & Minor Codes Course Attributes	0
			Save Save this audit with this ne	(not frozen) w description and freeze status

3. Click on the notepad next to the Semester you are trying to register for or add/drop classes for*

Pre-Business	Active: Yes
Degree: Master of Business Admin (MBA) Level: Graduate Nine Weeks	Status: NOT LOCKED
2019-2020	
Fall 2019, Total Credits: 6.0	
BUSA 100	
BUSA 200 3.	D
degree or certificate requirements. Please conta degree/certificate completion status, or to obtain	ct the Registrar's Office regarding this degree plan, your a copy of your academic transcript

4. Your PIN should be displayed as shown.

Notes attached to: Fall 2019	
Note	Author
Registration Date: June 2030 PIN: 123456 4	Stephens, Mary E

If the PIN is not displayed please contact your advisor

*if you trying to find your PIN for Spring 2020, click the notepad next to Spring 2020, not the notepad next to Fall 2019