Self-Certification of Dependents Step-by-Step

Self-Certification of Dependents must be completed by **Wednesday, October 25th** to receive an early registration appointment for the Spring 2024 semester. If you miss this deadline, you can still submit your self-certification so you can receive early registration for Fall 2024.

1. Log into your Student Center on [Gateway](#)  

2. Under the “Personal Information” section click on the “Other Profile Information” drop down menu and select “Dependents”
3. Click on the “Dependents Tab” and self-certify if you have dependents and age of youngest child, then hit “Submit”

![Dependents Tab Image]

4. Once completed you should get a confirmation message.

![Confirmation Message Image]

5. When priority registration appointments are assigned, you will receive an email from the Registrar with your appointment information. Appointment assignments will be sent out for **Spring 2023 priority registration on November 3\textsuperscript{rd}, 2023**.