

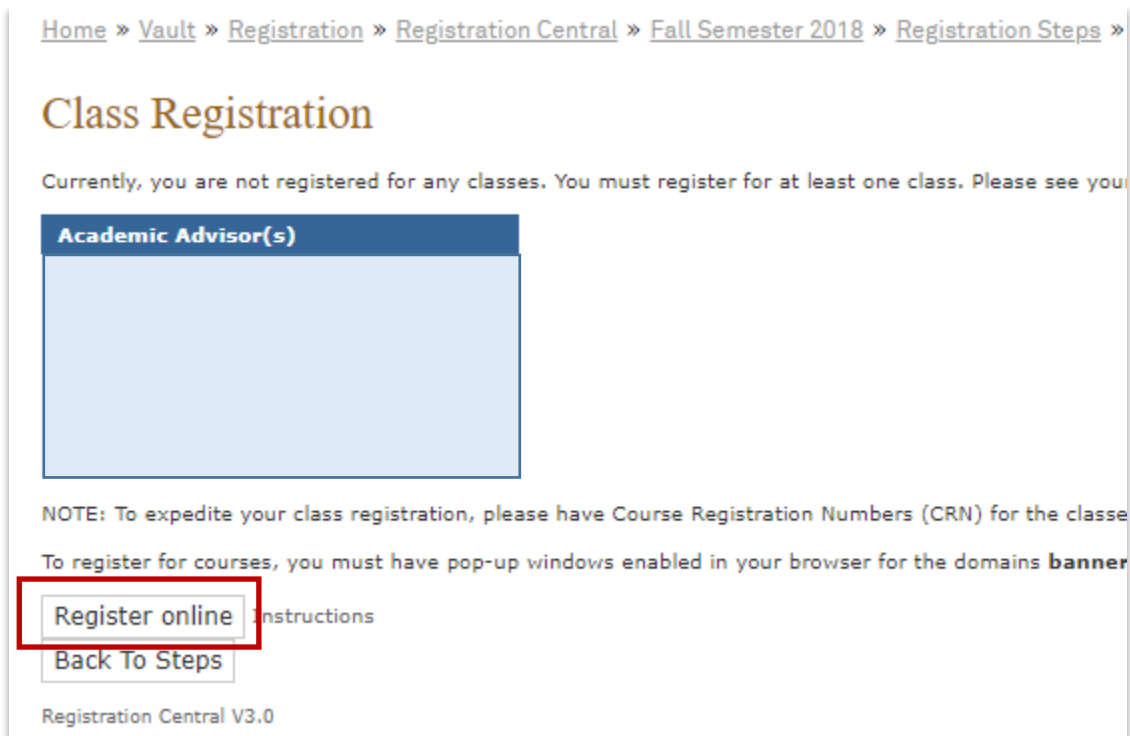
Registration Online NEW

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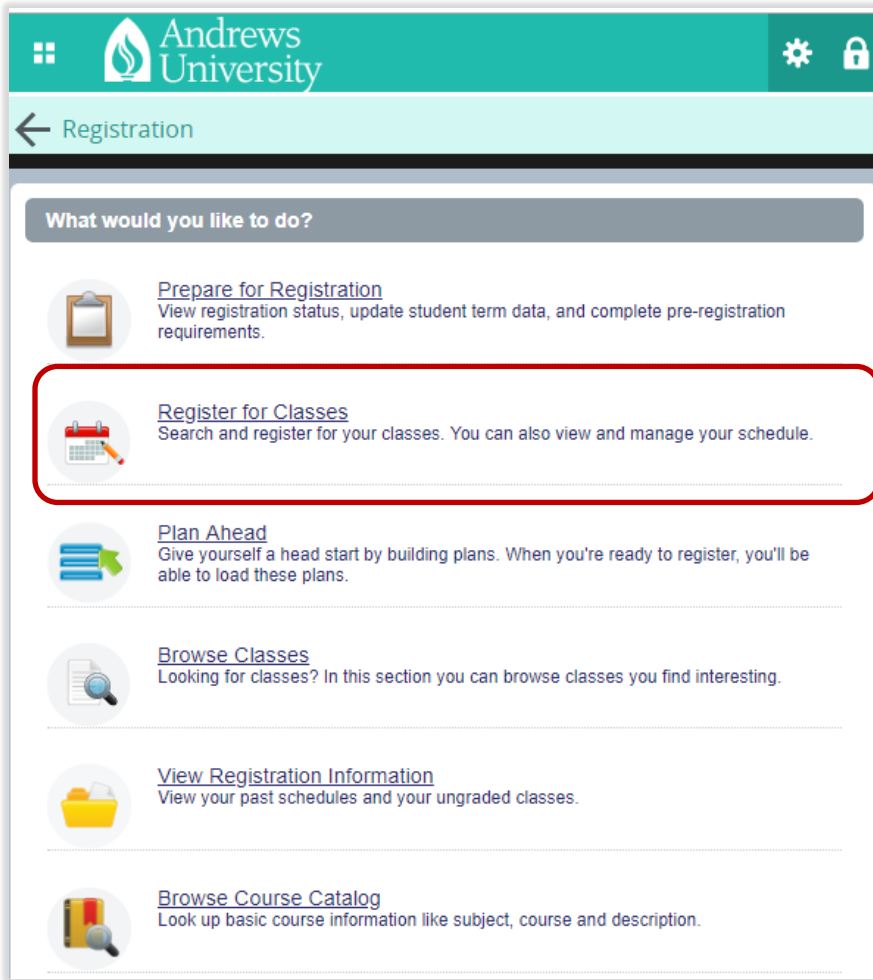
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Course Registration

1. From the Class Registration page with your Academic Advisor's picture, select the "Register online" button.



2. From the pop-up window select the link “Register for Classes.”



3. Select the term you are wanting to register for and select “Continue”



If you see this screen, please contact your Academic Advisor.

The screenshot shows a web interface with a light blue header. The header contains the text "Student • Registration • Select a Term". Below the header, the main title "Select a Term" is displayed in a larger font. The main content area is white and contains the following elements: a section titled "Terms Open for Registration" with a text input field containing "Fall Semester 2018 27-AUG-2018 - 13-DEC-2018"; a section titled "Alternate PIN*" with an empty text input field; and a "Continue" button at the bottom.

4. The landing page is your schedule search page. You can enter any subject or keyword and search the course schedule. The "Advanced Search" function allows you to narrow your search by campus, times, level etc. Then select the "Search" button. If you already know the CRN number of your course, you may select the second tab which is "Enter CRNs" and enter the CRN numbers directly.

The screenshot shows a web interface with a light green header titled "Register for Classes". Below the header is a navigation bar with four tabs: "Find Classes" (selected), "Enter CRNs", "Plans", and "Schedule and Options". The main content area is white and contains the following elements: a section titled "Enter Your Search Criteria" with a help icon; a sub-section titled "Term: Summer Semester 2018"; a "Subject" input field with three tags: "x Physics", "x English", and "x Chemistry"; a "Course Number" input field; a "Keyword" input field; and a "Search" button, a "Clear" button, and a link to "Advanced Search".

- All errors will appear at one time on the screen. If you have multiple classes, the ones without errors will register and the ones with errors will have a status of *“Errors Preventing Registration.”* In this case you can select *“submit”* again and it will remove the course from your summary.

The screenshot shows the 'Register for Classes' page. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. Below this is a search bar and a 'Find Classes' button. The search results show 31 classes for the Summer Semester 2018. A table lists the following classes:

Class Name	Subject	CRN	Section	Days	CRN	Instructor	Building	Room	Start Date	Seats	Action
Independent Research II Independent	Chemistry	295	101	0 TO 3	432	Hayas, Ryan (Primary)	-	None	None	999 of 999 seats re...	Add
Independent Research II Independent	Chemistry	295	102	0 TO 3	433	Meroz, Gelatun (Primary)	-	None	None	999 of 999 seats re...	Add
Independent Research II Independent	Chemistry	295	103	0 TO 3	434	Murray, Desmond (Primary)	-	None	None	999 of 999 seats re...	Add
Independent Research II Independent	Chemistry	295	104	0 TO 3	435	Nowack, D David (Primary)	-	None	None	999 of 999 seats re...	Add
Independent Research II Independent	Chemistry	295	105	0 TO 3	436	Randall, David (Primary)	-	None	None	999 of 999 seats re...	Add
Independent Research II Independent	Chemistry	295	106	0 TO 3	437	Ahberg, Lisa (Primary)	-	None	None	999 of 999 seats re...	Add
Advanced Independent Research Independent	Chemistry	495	101	0 TO 4	438	Hayas, Ryan (Primary)	-	None	None	999 of 999 seats re...	Add
Advanced Independent Research Independent	Chemistry	495	102	0 TO 4	439	Meroz, Gelatun (Primary)	-	None	None	999 of 999 seats re...	Add

A warning message is displayed: 'CHEM 295 CRN 433: You have not met the required pre-requisite(s) for enrolling in this course. Please contact the course instructor if you wish to enroll in this course.' Below the table is a 'Summary' section with a table:

Title	Details	Hours	CRN	Schedule Type	Status	Action
Independent Research II	CHEM 295, 102	0	433	Independent	Errors Preventing Regist.	Remove
Intro TESOL Theor. Mthd&Iss	ENGL 456, 001	4	138	Lecture	Registered	None
General Physics I	PHYS 141, L01	0	280	Lab	Registered	None
General Physics I	PHYS 141, 001	4	279	Lecture	Registered	None

At the bottom, there is a 'Conditional Add and Drop' checkbox and a 'Submit' button.

- When dropping a course, select the *“Web Drop/Delete”* under the *“Action”* column and then **select “submit”** again to complete the action. When you are wanting to add one course and drop another course at the same time but want to know if you can get into the added course before you finalize your drop, check the *“Conditional Add and Drop”* box. The drop will not take place unless the add goes through.

This is a close-up of the 'Summary' table from the previous screenshot. The 'Action' column has a dropdown menu open, showing the following options: 'None', 'None', 'Web Drop/Delete', and 'None'. The 'Web Drop/Delete' option is highlighted in blue. Below the table, the 'Conditional Add and Drop' checkbox is checked, and the 'Submit' button is visible.

- Right now we are not using the *“Plans”* tab, but plan to use this in the future

Wait-listing Courses

1. If a course has reached its capacity and allows for wait-listing, you will receive an error. In order to waitlist a course, select the *“Wait List”* option under *“Action”* and then the *“Submit”* button again and the course status will change to *“Waitlisted.”*

The screenshot shows a course schedule for Summer Semester 2019. The schedule is displayed as a grid with days of the week (Sunday to Saturday) and time slots (8am to 2pm). Courses are listed in colored blocks: green for General Physics I, blue for Intro TESOL Theor, and purple for General Physics I. To the right, a 'Summary' table lists the courses with their details, hours, CRN, schedule type, and status. The 'Topics in' course (PHYS 280, 001) has a status of 'Errors Preventing Registration'. A red box highlights the 'Action' dropdown menu for this course, which includes options: 'Remove', '**Web Registered**', 'Wait List', and 'None'.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Topics in	PHYS 280, 001	0	285	Seminar	Errors Preventing Registration	Remove **Web Registered** Wait List None
Intro TESOL Theor, Mthd&Iss	ENGL 456, 001	4	138	Lecture	Registered	
General Physics I	PHYS 141, L01	0	280	Lab	Registered	
General Physics I	PHYS 141, 001	4	279	Lecture	Registered	

2. When your turn comes to register for the course, simply choose the ***Web Registered*** *“Action,”* and select the submit button to finalize the registration.

The screenshot shows the 'Summary' table from the previous image. The 'Topics in' course (PHYS 280, 001) now has a status of 'Waitlisted'. A red box highlights the 'Action' dropdown menu for this course, which includes options: 'None', '**Web Registered**', and 'Web Drop/Delete'.

Title	Details	Hours	CRN	Schedule Type	Status	Action
General Physics I	PHYS 141, 001	4	279	Lecture	Registered	None
General Physics I	PHYS 141, L01	0	280	Lab	Registered	None
Intro TESOL Theor, Mthd&Iss	ENGL 456, 001	4	138	Lecture	Registered	None
Topics in	PHYS 280, 001	0	285	Seminar	Waitlisted	**Web Registered** None Web Drop/Delete

Changing the Number of Credits

1. In order to change the number of credits you are taking for a course, select the “*Schedule and Options*” tab. Then, in the course where you want to make the change, you will see that the number of credits are underlined.

Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary

Term: Summer Semester 2018

Title	Details	Hours	CRN	Schedule Type
<u>General Physics I</u>	PHYS 141, 001	4	279	Lecture
<u>General Physics I</u>	PHYS 141, L01	0	280	Lab
<u>Intro TESOL Theor, Mthd&Iss</u>	ENGL 456, 001	4	138	Lecture
<u>Topics in _____</u>	PHYS 280, 001	<u>0</u>	285	Seminar

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 12

2. Select the underlined number of credits and a box will populate. Enter the number of credits you need the course for and then **select the submit button in the lower right corner finalizing your registration change.**

Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary

Term: Summer Semester 2018

Title	Details	Hours	CRN	Schedule Type	Grade Mode
<u>General Physics I</u>	PHYS 141, 001	4	279	Lecture	Normal (A-F,I,W)
<u>General Physics I</u>	PHYS 141, L01	0	280	Lab	Normal (A-F,I,W)
<u>Intro TESOL Theor, Mthd&Iss</u>	ENGL 456, 001	4	138	Lecture	Normal (A-F,I,W)
<u>Topics in _____</u>	PHYS 280, 001	<input type="text" value="2"/> Must be from 0 to 3	285	Seminar	Normal with DG (A-F,I,W,D...)

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 12

Printing, e-mailing or sending an outlook appointment to your calendar

1. From the "Schedule and Options" tab, select the printer icon in the upper right hand corner for a printable class schedule. By selecting the e-mail icon, you may e-mail your personal schedule to whomever you wish, as well as, send an .ics file to your personal calendar.

Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary
Term: Summer Semester 2018

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
General Physics I	PHYS 141, 001	4	279	Lecture	Normal (A-F),W	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...
General Physics I	PHYS 141, L01	0	280	Lab	Normal (A-F),W	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...
Intro TESOL Theor Mthdskiss	ENGL 456, 001	4	138	Lecture	Normal (A-F),W	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...
Topics In	PHYS 280, 001	2	285	Seminar	Normal with DG (A-F),W,D...	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...

Records: 4

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 12

Schedule | Schedule Details

Class Schedule for Summer Semester 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		General Physics I	General Physics I	General Physics I	General Physics I	General Physics I	
9am							
10am							
11am		Intro TESOL Theor Mthdskiss	Intro TESOL Theor Mthdskiss	Intro TESOL Theor Mthdskiss	Intro TESOL Theor Mthdskiss	Intro TESOL Theor Mthdskiss	
12pm							
1pm		General Physics I	General Physics I	General Physics I	General Physics I	General Physics I	
2pm		Intro TESOL Theor Mthdskiss	Intro TESOL Theor Mthdskiss	Intro TESOL Theor Mthdskiss	Intro TESOL Theor Mthdskiss	Intro TESOL Theor Mthdskiss	

Submit