

## HOW TO REGISTER ON THE WEB

### Preferred Sections

You can select sections BEFORE your registration day and hold them in your Preferred Sections list. You can place as many courses as you like in your Preferred Sections list, and then at your registration time, you select the ones you want and submit them for registration. There is no guarantee that you will be able to register for courses that appear in your Preferred Sections list. The Preferred Sections feature simply allows you to register faster. If you place courses in the Preferred section List, you simply select REGISTER FOR PREVIOUSLY SELECTED SECTIONS from the menu to start registration.

### Registration

The first step is to review the course offerings and identify the sections you are interested AND ELIGIBLE to take. Next, you select Register for sections and select either Search and register or Express registration. Select or Enter all of the course sections you would like to place on your Preferred Selections list. Click Submit.

The Preferred Sections screen displays your choices. THERE IS NO CHECK FOR TIME CONFLICTS, PREREQUISITES OR RESTRICTIONS AT THIS POINT. Be sure you have checked these factors yourself.

If you are selecting courses BEFORE your registration day, you can logout and your Preferred Section choices will be saved. If you are selecting courses at your registration day/time, proceed to the next step.

There are 2 ways to Register from the Preferred Section screen:

1.If you want to register for ALL courses on your list, you can select the pull down box at the top of the screen Action for ALL Pref. Sections (or choose below)

2. If you want to select only some of the courses from you list, use the ACTION box next to each course. You must select a specific action for each of the courses (REGISTER, REMOVE FROM LIST, WAITLIST), or leave the action box BLANK

**IMPORTANT:** You can not have items selected in BOTH action boxes. The registration will NOT process. You will have to go back and clear one of the action boxes before the system will allow you to proceed.

Before you finish, you can select how you want your courses to be processed. Right before the Submit Button, the following selection appears. If you want the system to process the Registration for each course that passes all criteria, use the pull down menu to display PART. If you do not want any of your courses to process if one of them fails registration, then keep the pull down box as ALL. The ALL selection will return you to the page with a list of the errors or problems displayed.

If one of my choices is not available

When you are ready to register, you click the SUBMIT button at the bottom of the screen.

If you selected ALL in the selection Box, you will be returned to the page to fix your errors. Once you have corrected your list, you can select submit again:

If a course is closed, change the action for that course to BLANK, REMOVE FROM LIST or WAITLIST.

If you fail a registration rule, change the action for that course to BLANK or REMOVE FROM LIST.

If there is a time conflict, change the action on ONE of the courses to BLANK or REMOVE FROM LIST.

### Completing Your Registration

When your registration has been processed a confirmation screen will display. There are 3 boxes of information

1. Registration Request Processed – This box displays the sections you selected from your list, and tells you the action that occurred.

2. Current Section Registrations – This box will display all of the courses that you are officially registered for. This will include current AND future semester courses
3. Waitlisted, but not Registered – this box will display any sections for which you asked to be placed on the registrar's waitlist. These courses will only display while the waitlist feature is active.

To confirm your term registration, we recommend that you select My Schedule from the link at the bottom of this page, select the term you registered for, and review the courses for that term alone.

### **Drop Sections**

This selection from the menu or a button at the bottom of several screens will display your current registrations AND any sections which still remain on your preferred sections list.

If you are within the registration dates, you can select courses to drop from you schedule.

Select the check box next to the section(s) you want to drop and then click submit.

Your registration screen will display. The top box will show if the actions was successful, and the second box will display your current registrations.

### **Manage My Waitlist**

This selection allows you to remove courses from your waitlist. There are several items listed in the Action box, but ONLY REMOVE will work. You can not register for a course that you are on the waitlist for. You will need to get permission from the instructor on a course change form and submit it to the Registrar's Office OR wait until the waitlist is removed at the end of registration and a seat opens in the course. Then you will need to go through the registration process from the beginning.

- A Note on Waitlists – First, note that the waitlists created at registration are for the information of the faculty only. There is no guarantee that putting yourself on the waitlist will get you a seat in the course. Only the faculty member teaching the section can sign you into a course that has a waitlist, with a course change form. Remember that the waitlist information may be incomplete or missing during certain periods of registration. During a registration window, the waitlist for that class will be maintained and displayed. When the next window starts, the previous waitlist is removed and a new one started. After all the classes have registered, a complete waitlist is created and returned to the schedule information. When referencing Waitlist information, be aware of where we are in the Registration process.