

Registration Tip Sheet

NOTE:

Course Counts is the search engine outside the drop/add process and can be used anytime. This allows you to search in many more ways. You have three options/tabs in the search.

1. Basic search - to search by department for all courses offered.
- 2) Core Search – to search for courses that fulfill specific Core requirements
- 3) Advanced Search – to search for courses by day and/or time, instructor, etc

1) You will need your registration PIN only. This is a six digit pin given to you by your advisor. The Registrar's Office will not release the PIN to students who have not registered yet. You must get this PIN from your advisor. The PIN letter also has your day and time of registration. You will not be able to register for classes until your assigned time. You will be able to access the add/drop anytime from that time on through the last day to add classes in the spring semester.

2) Course Search within the "Add/Drop" process – You can search for multiple departments by highlighting more than one department or all for searching all courses and departments if you like. Once a list of courses is found you can click on the course (CRN) link for more information and to see the course description

3) Once you have found the courses you want to register for, click on the check box to the left of the course and click on Register at the bottom of the page. You can check multiple boxes as well. If the course is OK you will see it at the top of the registration page otherwise you will see errors for adding the class.

4) A much faster way to register is to add courses using the CRN (a four digit computer generated number) within the registration process.

5) To add yourself to a waitlist, you will need to copy the CRN (4 digit course identifier) go back to the registration worksheet and add the CRN in the box. The registration error will appear with a pull down action box. Select "Waitlist Via Web" to add yourself to the waitlist for the class.

6) Courses linked together (lecture and lab for example) will need to be added at the same time. You will receive an error if you try to register for the lecture without the lab. If you need to drop linked classes you need to drop both at the same time as well.

7) Some courses have reserved seats for new students. These reserved seats do not show on the course limit and enrolled counts so a course that appears to be open may in fact be closed. You will receive an error message indicating the course is closed in these cases.

8) You may look at your schedule in three different modes:

- a) Concise Schedule – Listing of courses with days/times
- b) detail Schedule – listing of courses with all detail information on each course
- c) Weekly Schedule – The schedule in a weekly grid for the entire semester.

9) If you obtain an override from an instructor to enter a class, you need to go into the online Add/Drop process and add the CRN for that class into the registration worksheet to register for the class. The system will see the override placed for you by the instructor and allow you to register for the class. The class will then show on your class registered and your schedule.