Register for Courses

This job aid provides students with instructions on how to register for courses from the Academic Plan, from their Saved Schedules, and from the Find Course Sections search, as well as how to troubleshoot registration issues.

JOB AID CONTENTS:

REGISTER FROM ACADEMIC PLAN
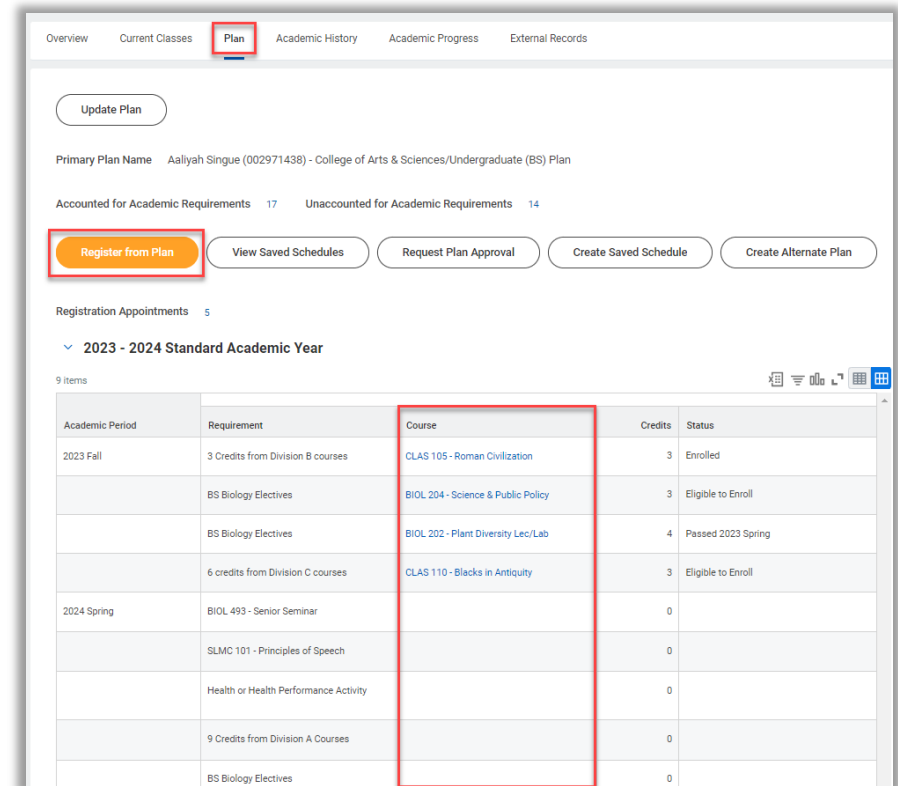
Follow the steps below to register for courses from the selected semester's Academic Plan.

Note: To use this option for registration, students must have their plan updated with specific courses for each Academic Requirement. Students can populate these themselves as necessary, but it is recommended they meet with their Academic Advisor to determine these courses. Note the difference between a semester with courses selected and one without in the image on this page to determine if this has already been completed for the selected semester.

From the Home page:

1. Click 👤, then select [View Profile].

2. Select **Academics** from the left menu panel.

3. Select **Plan** from the internal sections. The Academic Plan displays.

Academic Plan page, Register from Plan highlighted

4. Click [Register from Plan] to begin registering for courses. The

Register from Academic Plan page displays, with all courses planned for the Academic Period listed on the left pane

Register from Academic Plan page

5. Select a course from the left course panel to view all available course sections. Review the *Delivery Mode*, *Meeting Patterns*, *Instructor*, and any other information needed to make a selection.

6. Click the **checkbox** next to a course to select it.

7. Select the next course on the left course panel and repeat steps 4 and 5 to find and select a course section for that planned course.

8. Continue this process until a course section has been selected for all courses on the plan.

Note: If you need to skip enrollment for one of the planned courses for any reason, select ⊖ on the top-right corner of the course to remove it from the current registration.

If a course you select overlaps with another selected course section, an error message displays to prevent registration. In this case, click the checkbox again to deselect and select a different course section.

9. When finished selecting all courses, click **Register**.

The planned courses have been successfully registered.

REGISTER FROM A SAVED SCHEDULE

Follow the steps below to register for courses from a previously created saved schedule. For details on how to manage saved schedules, refer to the *Create, View, and Update Saved Schedules* Job Aid.

From the Home page:

1. Click 👤, then select **View Profile**.

2. Select **Academics** from the left menu panel.

3. Select **Plan** from the internal sections and click **View Saved Schedules**. The *View My Saved Schedules* page displays.

4. Click ≔ to select the academic semester or begin typing the semester in the field (e.g., 2024 Fall).

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5. Click **OK**. All saved schedules the student has created for the selected semester display.

6. Click [Start Registration] under the intended saved schedule.

7. As required, click to select each course on the left course panel to review and confirm the selection. Students can make any necessary changes here, such as selecting a different course section.

> Note: If you no longer want to enroll in a course on the current saved schedule, select ⊖ on the top-right corner of the course to remove it from the current registration.

8. Click [Register].

That's it! The courses from the saved schedule have been successfully registered.

REGISTER FROM FIND COURSE SECTIONS

Follow the instructions below to search for and register for courses using Find Course Sections. Students may use this option when registering for a single specific course section, or when adding/making changes to an existing enrollment. Students should not use this option when initially registering for their full schedule of courses for the semester. For more details on using Find Course Sections, see the *Find Course Sections* job aid.

From the Search at the top of the Home page:

1. Enter and select **Find Course Sections**. The *Find Course Section* page displays.

2. Complete the following fields:

   a. **Start Date within**: Select ☰ to browse options for the registration semester by category or begin typing the semester details (e.g., 2024 Fall) and select **Enter** to populate the field.

   Find Course Sections

Institution	*	× Howard University ☰
Start Date within	*	× 2024 Fall(08/19/2024-12/13/2024) ☰
		Search
		College of Dentistry Calendar >
		College of Medicine Calendar >
		College of Pharmacy Calendar >
Academic Level	*	
		School of Law Calendar >
Campus Locations		
		Standard Academic Calendar >

   Find Course Sections dialogue box

   > Note: Calendars that display here include those specific to Professional Schools, along with the Standard Academic Calendar. If you do not belong to one of the professional schools listed, select **Standard Academic Calendar**. If typing the semester (eg., 2024 Fall), options for Professional Schools display with the name of that school. The Standard Academic Calendar option includes only the semester, year, and date range.

   b. **Academic Level**: Select your current Academic Level from the options of *Undergraduate*, *Graduate*, and *Professional*.

c. **Campus Locations**: (Optional) select the desired Campus Location(s) for registration from the drop down.

3. Click **OK**. The course sections that meet the criteria from the previous form fields display.

> Note: Refer to the *Find Course Sections* job aid for details on searching and filtering results further from within this report.
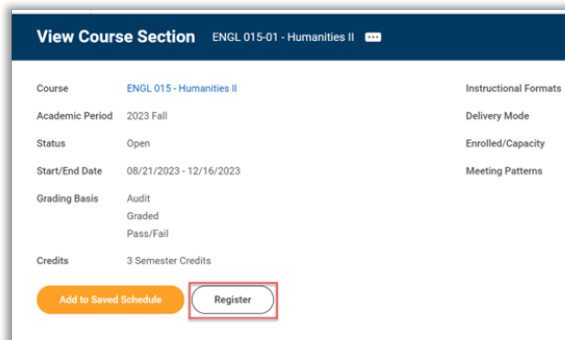
4. Select a course to view the full details.

PSYC 004-01 - Statistics II (Lec/Lab)
Statistics II (Lec/Lab) | Open
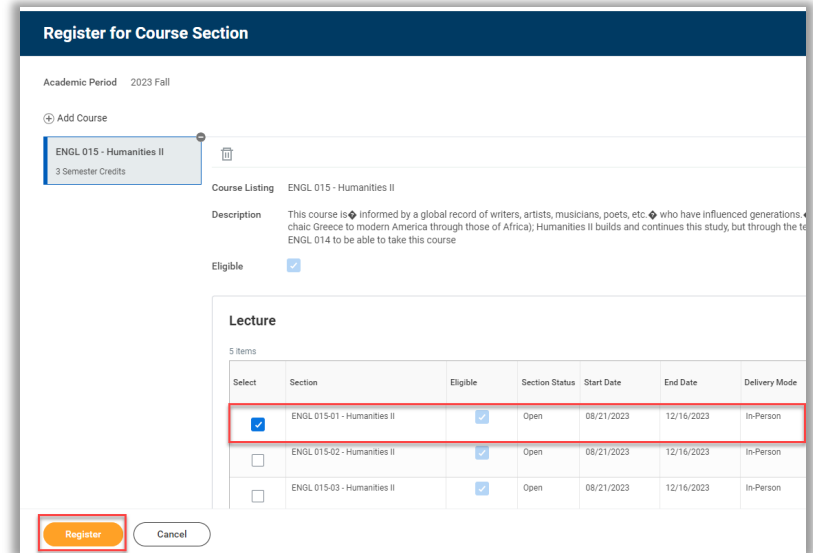Section Details (empty)
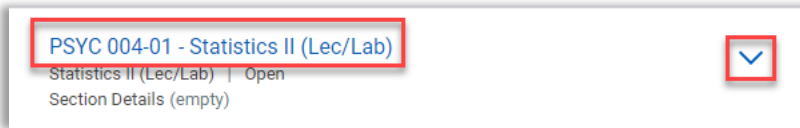
Course section title

> Note: To view a snapshot of the course without leaving the current page, select the carrot to expand the section details.

View Course Section ENGL 015-01 - Humanities II •••

Course	ENGL 015 - Humanities II	Instructional Formats
Academic Period	2023 Fall	Delivery Mode
Status	Open	Enrolled/Capacity
Start/End Date	08/21/2023 - 12/16/2023	Meeting Patterns
Grading Basis	Audit Graded Pass/Fail	
Credits	3 Semester Credits	

Add to Saved Schedule   Register

Course Section Details

5. Select [Register] at the bottom of the course details page. The *Register for Course Section* page displays.

Register for Course Section

Academic Period   2023 Fall
⊕ Add Course
ENGL 015 - Humanities II
3 Semester Credits

Course Listing	ENGL 015 - Humanities II
Description	This course is⬥ informed by a global record of writers, artists, musicians, poets, etc.⬥ who have influenced generations.⬥ chaic Greece to modern America through those of Africa); Humanities II builds and continues this study, but through the te ENGL 014 to be able to take this course
Eligible	☑

Lecture
5 items

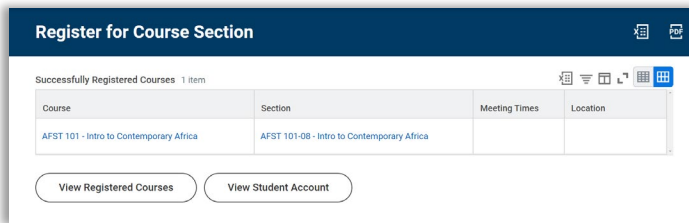| Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode
☑	ENGL 015-01 - Humanities II	☑	Open	08/21/2023	12/16/2023	In-Person
☐	ENGL 015-02 - Humanities II	☑	Open	08/21/2023	12/16/2023	In-Person
☐	ENGL 015-03 - Humanities II	☑	Open	08/21/2023	12/16/2023	In-Person

Register   Cancel

Register for Course Sections page

6. Verify the details of the selected course, including *Delivery Mode*, *Instructor*, *Meeting Patterns*, and any other relevant information to confirm the selection.

7. Click [Register].

The course has been successfully registered.

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Successfully Registered Course page

TROUBLESHOOTING REGISTRATION ISSUES

REGISTRATION OPTIONS DO NOT DISPLAY

If registration options do not display on the screens mentioned in this job aid, students can troubleshoot the issue in a few ways:

- Check to see if there are any holds on the student account preventing registration.
- Check the date to make sure the enrollment window is open.
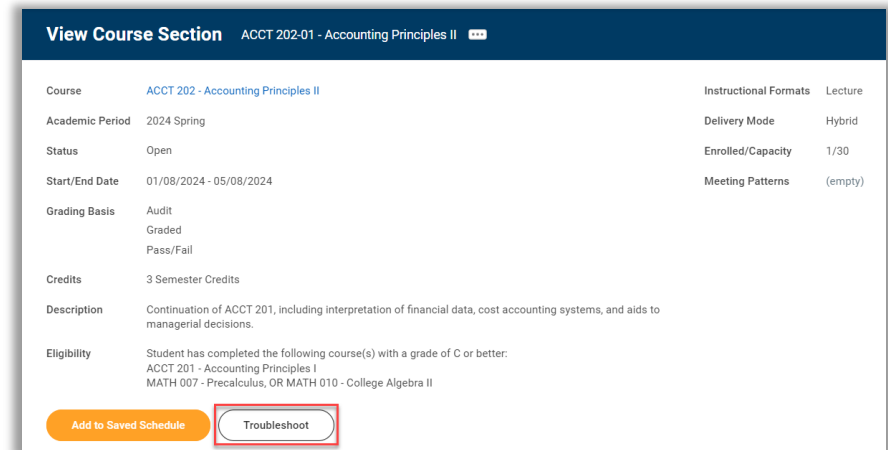- Check to see that you are eligible to take the course.

If none of these options resolve the issue, students should contact their Academic Advisor to troubleshoot the issue further.

TROUBLESHOOT BUTTON DISPLAYS INSTEAD OF REGISTER

This option may be available to assist students in determining why they are unable to register for a course.

From the *View Course Section* page:

- Review the *Eligibility* notes for the course where applicable. If the student does not meet the eligibility requirements, they will

not be able to register for this course.

Note: Eligibility only displays for course sections with specified eligibility criteria. If this is not applicable for the course that the student is attempting to register for, proceed to the next bullet to continue troubleshooting.

View Course Section page with Troubleshoot highlighted

- Select (Troubleshoot) to review the details on the *Troubleshoot Registration* page. Students can review any course or course section eligibility criteria on this page, as well as whether they are at the maximum number of credits, whether they have any holds, and whether the enrollment window is currently open.

- For more detailed information on troubleshooting issues with registration, including how to interpret the *Troubleshoot Registration* page, students should refer to the *Troubleshoot Registration* Quick Reference Guide and/or contact their Academic Advisor for assistance.