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.

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REGISTER FROM ACADEMIC PLAN

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



<u>Note</u>: 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 ^A, then select ^{View Profile}
- 2. Select Academics from the left menu panel.
- **3.** Select **Plan** from the internal sections. The Academic Plan displays.

verview Current Cla	sses Plan Academic History	Academic Progress External Records		
Update Plan				
Primary Plan Name	Aaliyah Singue (002971438) - College of Arts	& Sciences/Undergraduate (BS) Plan		
Accounted for Academ	c Requirements 17 Unaccounted for	Academic Requirements 14		
Register from Plar	View Saved Schedules	Request Plan Approval Crea	ite Saved Schedu	le Create Alternate Plan
Registration Appointme	ents 5			
× 2023 - 2024 S	tandard Academic Year			
9 items				X⊞ ≡ DD ⊾⊓ 🏢
Academic Period	Requirement	Course	Credits	Status
2023 Fall	3 Credits from Division B courses	CLAS 105 - Roman Civilization	3	Enrolled
	BS Biology Electives	BIOL 204 - Science & Public Policy	3	Eligible to Enroll
	BS Biology Electives	BIOL 202 - Plant Diversity Lec/Lab	4	Passed 2023 Spring
	6 credits from Division C courses	CLAS 110 - Blacks in Antiquity	3	Eligible to Enroll
2024 Spring	6 credits from Division C courses BIOL 493 - Senior Seminar	CLAS 110 - Blacks in Antiquity	3	
2024 Spring		CLAS 110 - Blacks in Antiquity		
2024 Spring	BIOL 493 - Senior Seminar	CLAS 110 - Blacks in Antiquity	0	
2024 Spring	BIOL 493 - Senior Seminar SLMC 101 - Principles of Speech	CLAS 110 - Blacks in Antiquity	0	

Academic Plan page, Register from Plan highlighted



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

+) Add Course								
Click here to sort	a M							
ENGW 102 - Expository Wrtg & Literacy Stu 3 Semester Credits	Course Listing	. , ,						
FRSM 001 - Freshman Seminar 1 Semester Credits	Description	The first course of the two-sen cific principles and convention gage in discussion of contemp this First Year Writing course of	s of expository orary issues th	/ writing. Engl	ish Writing 102 s discussion and th	tresses critical thi	inking, the explor	a
CLAS 014 - Humanities I	Eligible							
3 Semester Credits								
PSYC 001 - Foundations of Psyc Science	Lecture							
PSYC 001 - Foundations of								
PSYC 001 - Foundations of Psyc Science 4 Semester Credits PSYC 016 - Psy New Student Orient. Hybrid	Lecture	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	
PSYC 001 - Foundations of Psyc Science 4 Semester Credits PSYC 016 - Psy New Student	Lecture 92 items		Eligible		Start Date 08/21/2023	End Date 12/16/2023	Delivery Mode	
PSYC 001 - Foundations of Psyc Science 4 Semester Credits PSYC 016 - Psy New Student Orient. Hybrid	Lecture 92 items	Section ENGW 102-01 - Expository Wrtg &	Eligible	Status				

Register from Academic Plan page

- 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.



<u>Note</u>: If you need to skip enrollment for one of the planned courses for any reason, select \blacklozenge 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



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 ^A, 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 ⁱ≡ to select the academic semester or begin typing the semester in the field (e.g., 2024 Fall).



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

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.



<u>Note</u>: If you no longer want to enroll in a course on the current saved schedule, select \bigcirc 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.

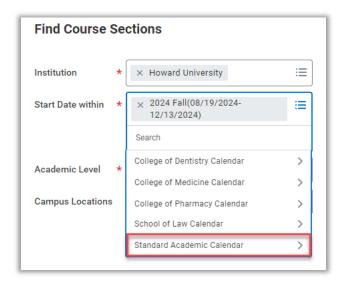
REGISTER FROM FIND COURSE SECTIONS

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 ^{IIII} 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 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*.

^{6.} Click



- **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.



<u>Note</u>: 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.

Course section title



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

Course	ENGL 015 - Humanities II	Instructional Format
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	

Course Section Details

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

Register for Course S	ection						
Academic Period 2023 Fall							
(+) Add Course							
ENGL 015 - Humanities II	Ū						
3 Semester Credits	Course Listing	ENGL 015 - Humanities II					
	Description	This course is informed by a glo chaic Greece to modern America ENGL 014 to be able to take this c	hrough those of .	ters, artists, music Africa); Humanitie	cians, poets, etc. es II builds and c	who have influe ontinues this study	nced generations. ; but through the te
	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)						

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 Registe

The course has been successfully registered.



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		1 = 🗆 r 🎟 🖽
Section	Meeting Times	Location
AFST 101-08 - Intro to Contemporary Africa		
	Section	Section Meeting Times

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.



<u>Note</u>: 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 ACCT 202-01 - Accounting Principles II ACCT 202 - Accounting Principles II Instructional Formats Lecture Course Academic Period 2024 Spring Delivery Mode Hybrid 1/30 Open Status Enrolled/Capacity Start/End Date 01/08/2024 - 05/08/2024 Meeting Patterns (empty) Audit Grading Basis Graded Pass/Fail Credits 3 Semester Credits Continuation of ACCT 201, including interpretation of financial data, cost accounting systems, and aids to Description managerial decisions Student has completed the following course(s) with a grade of C or better Eligibility ACCT 201 - Accounting Principles MATH 007 - Precalculus, OR MATH 010 - College Algebra II Troubleshoot

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* <u>Registration Quick Reference Guide</u> and/or contact their Academic Advisor for assistance.