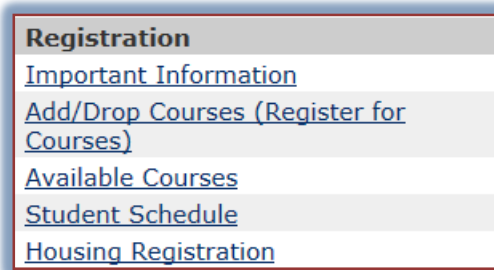


## Registration

This area is used to register for courses, to search for courses, to display your course schedule, or to view your grades.



### Important Information

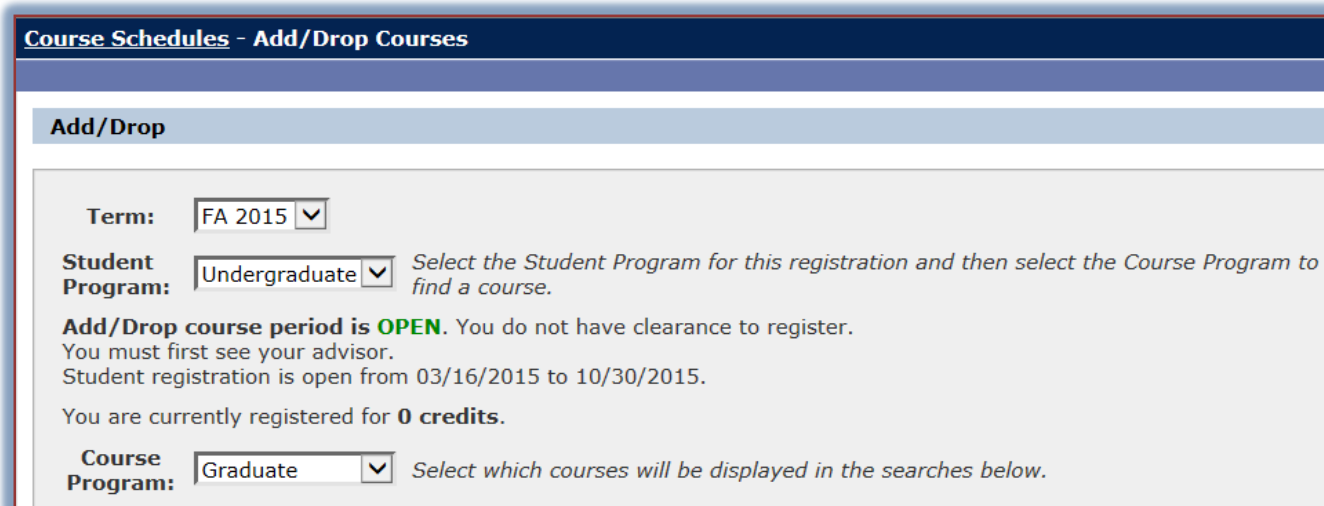
To access information about Graduation, Registration, and Commencement click this link.

### Add/Drop Courses (Register for Courses)

This area is used to add a course to your schedule, to change a course, or to drop a course.

#### Add a Course

- ✦ Click the **Add/Drop Courses (Register for Courses)** link in the **Registration** category under **My Tools**.
- ✦ The **Course Schedule - Add/Drop Courses** window will display (see illustration below).

A screenshot of a web application window titled "Course Schedules - Add/Drop Courses". The window has a dark blue header bar with the title in white. Below the header is a light blue bar with the text "Add/Drop". The main content area is white and contains the following information:

- Term:** FA 2015 (dropdown menu)
- Student Program:** Undergraduate (dropdown menu) with a note: "Select the Student Program for this registration and then select the Course Program to find a course."
- Add/Drop course period is OPEN.** You do not have clearance to register. You must first see your advisor. Student registration is open from 03/16/2015 to 10/30/2015.
- You are currently registered for **0 credits**.
- Course Program:** Graduate (dropdown menu) with a note: "Select which courses will be displayed in the searches below."

- ✦ In the **Term** list, select the term for which you are registering.
- ✦ In the **Program** list, select either **Graduate** or **Undergraduate**.
- ✦ Under **Add by Course Code**, start inputting the **Course Code** that is to be added, such as BAM.
- ✦ When the program code is input, a list of courses that are available for that program will appear.
  - ✦ Click the course that is to be added.
  - ✦ Click the arrow at the bottom of the list to locate additional courses.
- ✦ Continue this process until all the courses have been added.
- ✦ Click the **Add Course(s)** button (see illustration above).
- ✦ The course(s) should appear in the **Your Schedule** list.

**Add by Course Code** Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:  Course Code:

1.  2.

3.  4.

5.  6.

### Search for Courses

If you are not sure of the Course Code, you can search for the course by Title. Other search options are also available through the Course Search tab.

- ✦ Click the **Course Search** tab next to the **Add by Course Code** tab.
- ✦ The **Course Search** window will display (see illustration below).

Add by Course Code **Course Search**

Title:

Course Code:

Term:

Department:

[More Search Options](#)

- ✦ Input information into the appropriate box for the search.
- ✦ The Title and Course Code have four options available for the search. These are:
  - ✦ **Begins with** - The course Title or Course Code must begin with the specified text. For instance, under Course Code you could input EDU.
  - ✦ **Ends with** - The course Title or Course Code must end with the specified information, such as 421.
  - ✦ **Exact Match** - The text input into the box must match exactly the Title or Course Code.
  - ✦ **Contains** - The Title or Course Code information must contain the specified data.
- ✦ Click the **Search** button.
- ✦ Click the **More Search Options** link to apply additional search criteria.
- ✦ Information about the course will appear in the **Results** window.
- ✦ Click the **Add/Drop Courses** link to return to the **Add/Drop Courses** window.
- ✦ Input the **Course Code** into the **Course Code** box to specify the course that is to be added.

### Drop Courses

- ✦ Click the check box next to the course that is to be dropped.
- ✦ Click the **Drop Selected Courses** button (see illustration below).
- ✦ The course will be removed from the list.

**NOTE:** Multiple courses may be removed at one time by clicking the check box next to each course before clicking the Drop Selected Courses button.

### Course Availability

- ✚ In the **Registration** category, click **Available Courses**.
- ✚ The **Course Availability** window will display (see illustration below).

**Course Availability**

**Course Search**

Term:

Department:

Course Number Range:  to

Title:

Course Code:

Course Program:

Teaching Format:  (Teaching format - Classroom, Blended or Online)

Course Area

Time: From:  To:

Meets on any day(s)  
 Meets only on the selected days

Days:  Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

Faculty:

Campus:  (For a list of all Totally Online courses, please use Teaching Format)

Building:

Section Status:

Min/Max Hours:  to

- ✚ Fill in one or more of the fields in the window.
- ✚ Click the **Terms** list arrow and select the term in which to search such as Fall 2015.
- ✚ Click the **Department** list arrow and select a department from the list, such as Business Administration.
- ✚ To select a range of course numbers, click the **Course Number Range** list arrows. Leaving the option at **All** will display every course on the schedule for the selected **Term**.
- ✚ Click the **Title** list arrow and select one of the options.
  - ✦ **Begins With** - The title of the course begins with the information that is input into the second Title box.

- ✦ **Ends With** – The title of the course ends with the information that is input into the second Title box.
- ✦ **Exact Match** – The title for the course contains the exact information that is input into the second Title box.
- ✦ **Contains** – The title for the course contains the information that is input into the second Title box. The title doesn't necessarily begin or end with the information.
- ✦ Input the text from the title in the second **Title** box.
- ✦ Click the **Course Code** box list arrow and select from one of the four options.
  - ✦ **Begins With** – The course code begins with the letters that are input into the second Course Code box.
  - ✦ **Ends With** – The course code ends with the letters that are input into the second Course Code box.
  - ✦ **Exact Match** – The course code matches exactly the information that is input into the second Course Code box.
  - ✦ **Contains** – The course code contains the information that is input into the second Course Code box. The course code doesn't necessarily begin or end with the information.
- ✦ In the second box for this option, input the code for the course. An example of a course code is ENG101.
- ✦ In the **Program** list, select from one of the options below.
  - ✦ **All** – All the courses in the schedule that match the previous search options will display.
  - ✦ **Graduate** – Only the graduate courses that match the previous search options will display.
  - ✦ **Undergraduate** – Only the undergraduate courses that match the previous search options will display.
- ✦ In the **Teaching Format** list, select from one of the options. These are:
  - ✦ **All** – When this option is selected, all the available courses will display that match the previous search options.
  - ✦ **Classroom** – All of the instruction is held in the classroom. The course may be Web Enhanced, but the instruction takes place in the classroom.
  - ✦ **Blended** – The course instruction will take place in both the classroom and online.
  - ✦ **Online** – The course instruction will take place totally online. Students will not meet in a classroom situation or will meet only a couple of times during the semester.
- ✦ To search for a class that meets at a specific time:
  - ✦ Click the **Time** list arrow to select the beginning time for a course as shown in the illustration on the next page.
  - ✦ Click the **To** list arrow to select the ending time for a course.
- ✦ In the **Time** section, select from the following options.
  - ✦ **Meets on any day(s)** – Click this option button to display all the classes that meet during the specified times.
  - ✦ **Meets only on the selected days** – This button should be clicked to search by specific days of the week.
- ✦ To search for courses by a specific faculty member, click the **Faculty** list arrow and then select the faculty member's name.
- ✦ Click the **Campus** list arrow to select the campus where the course is being offered.

Time: From:   To:

Meets on any day(s)  
 Meets only on the selected days

Days:  Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

Faculty:

Campus:   (For a list of all Totally Online courses, please use Teaching Format)

Building:

Section Status:

Min/Max Hours:  to

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- ✦ To select from the following options, click the **Section Status** list arrow.
  - ✦ **Open and Full** - When this option is selected, all the classes in the schedule will display that meet the other specified criteria.
  - ✦ **Open** - Select this option if only the classes that have open seats should be displayed.
  - ✦ **Full** - To display only classes that are full, choose this option.
- ✦ Fill in the **Min/Max Hours** boxes to search by number of hours for a course.
- ✦ When all the information has been specified, click the **Search** button.
- ✦ A list of courses matching the selected criteria will display.
- ✦ To reset all the options, click the **Reset** button.

### Student Schedule

This area is used to display your course schedule for the specified semester. To change the current session, click the **Term** list arrow. Click the **Program** list arrow to select from either Graduate or Undergraduate. Click the **View Your Schedule** link to view a copy of your schedule for the specified semester.

### Housing Registration

This link allows students to register for rooms in the Residence Halls. Click the link and follow the instructions in the portlet to register.