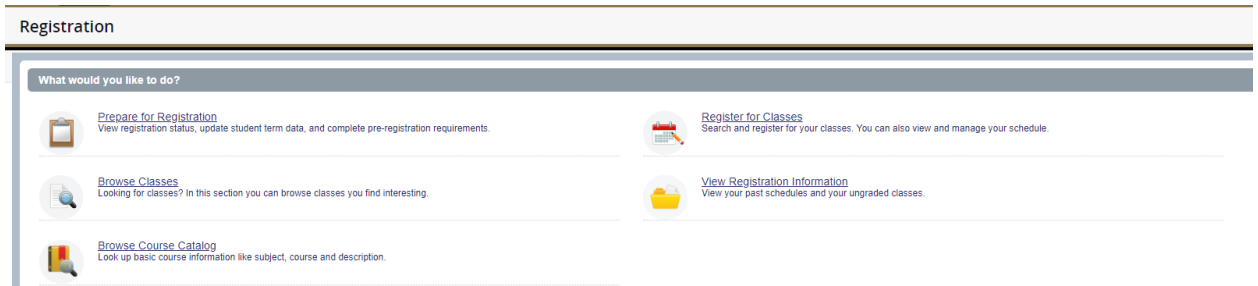


Registration Instructions

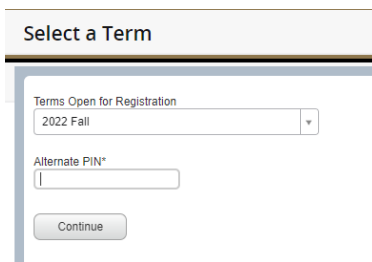
1. Click Registration from the Student Records menu.
2. Click Register for Classes



The screenshot shows the 'Registration' page with a header and a main content area. The header is titled 'Registration'. Below it, there is a section titled 'What would you like to do?' with five options, each with an icon and a brief description:

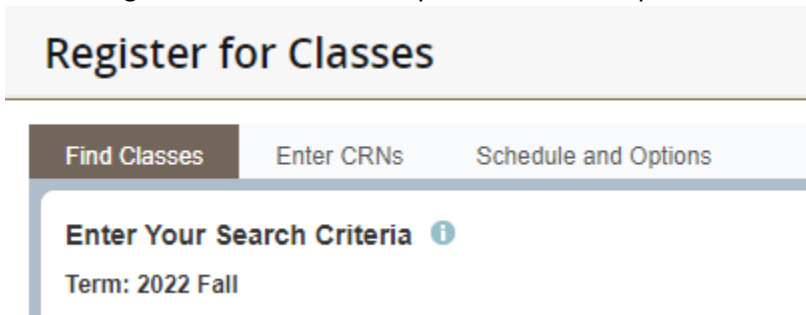
- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

3. Select the term you intend to register for and enter your pin number. (**You will be prompted for your pin number each time you login to register.**)
 - a. If you do not know your pin number, speak with your academic advisor.



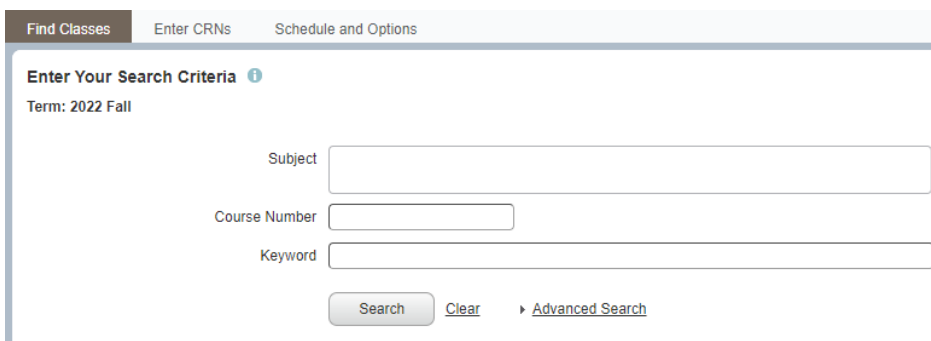
The screenshot shows the 'Select a Term' form. It has a title 'Select a Term' and a section titled 'Terms Open for Registration' with a dropdown menu showing '2022 Fall'. Below that is an 'Alternate PIN*' input field and a 'Continue' button.

4. On the Register for Classes screen you have several options.



The screenshot shows the 'Register for Classes' screen. It has a title 'Register for Classes' and a navigation bar with three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below the navigation bar is a section titled 'Enter Your Search Criteria' with an information icon. The term is set to '2022 Fall'.

- a. Find Classes – You can select the subject, course number, or keyword to find the courses.
 - i. You can search for all courses within a subject
 - ii. You can search for a specific course



The screenshot shows the 'Find Classes' search form. It has a title 'Find Classes' and a navigation bar with three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below the navigation bar is a section titled 'Enter Your Search Criteria' with an information icon. The term is set to '2022 Fall'. There are three input fields: 'Subject', 'Course Number', and 'Keyword'. Below the input fields are buttons for 'Search', 'Clear', and 'Advanced Search'.

- b. Enter CRNS – If you know the 5-digit CRN number associated with the course you can enter it here.

Find Classes | **Enter CRNs** | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: 2022 Fall

CRN Contemp Iss Of Amer Ind ICC AIS 4050, 800

CRN

[+ Add Another CRN](#) [Add to Summary](#)

- c. Schedule and Options – View your currently registered courses and course information.

Find Classes | Enter CRNs | **Schedule and Options**

Summary

Term: 2022 Fall

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message
Contemp Iss Of Amer Ind ICC	AIS 4050, 800	3	10001	Lecture	Standard Letter	Undergraduate	08/29/2022	Registered	**Registered**08/29/2022
Elem Of Design	ART 1010, 001	3	10059	Studio	Standard Letter	Undergraduate	11/03/2022	Registered	**Web Registered**11/03/2022
Managerial Accounting	ACC 5500, 001	3	11949	Lecture	Standard Letter	Graduate	09/30/2022	Registered	**Registered**09/30/2022
Prin Of Biology	BIO 1000, 800	3	10169	Lecture	Standard Letter	Undergraduate	11/03/2022	Registered	**Registered**11/03/2022

Total Hours | Registered: 12 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

5. Once you've found the course that you intend to register for, click the Add icon to add it to the Registration Summary at the bottom right of the screen (**Only courses with available seating or waitlists will have the Add icon available**).

Find Classes | Enter CRNs | Schedule and Options

Search Results — 72 Classes

Term: 2022 Fall Subject: Art

Title	Subject Descr	Course No	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Elem Of Design Studio	Art	1010	001	3	10059	2022	Hart, Jo Ann (Primary)	Su Tu W Th F Sa 09:30 AM - 12:15 PM	Main	6 of 20 seats re...			Add
Elem Of Design-ART MAJOR Studio	Art	1010	002	3	10200	2022	Rinconosa, Colleen (Prim...	Su Tu W Th F Sa 10:10 AM - 12:50 PM	Main	18 of 20 seats re...			Add
Three Dim Design Studio	Art	1020	001	3	10061	2022	Walls, Adam (Primary)	Su Tu W Th F Sa 08:00 AM - 10:45 AM	Main	2 of 12 seats re... Time Conflict			Add
Intro To Sculpture Studio	Art	1050	001	3	10063	2022	Walls, Adam (Primary)	Su Tu W Th F Sa 11:15 AM - 02:00 PM	Main	FULL: 0 of 1...			Add
Intro To Sculpture Studio	Art	1050	002	3	11921	2022	Sheppard, Justin (Prima...	Su Tu W Th F Sa 03:30 PM - 05:45 PM	Main	6 of 12 seats re...			Add
Ceramics 1 Intro to Handbldg Studio	Art	1110	001	3	10293	2022	Dupuis, Jessica (Primary)	Su Tu W Th F Sa 09:05 AM - 11:50 AM	Main	1 of 10 seats re... 5 of 5 waitlist sea...			Add

6. Once you've added all your courses to the Summary, click the Submit icon.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Elem Of Design- ART MAJOR...	ART 1010, 002	3	10200	Studio	Pending	**Web Registered**
Contemp Iss Of Amer Ind ICC	AIS 4050, 800	3	10001	Lecture	Registered	None
Elem Of Design	ART 1010, 001	3	10059	Studio	Registered	None
Managerial Accounting	ACC 5500, 001	3	11949	Lecture	Registered	None
Prin Of Biology	BIO 1000, 800	3	10169	Lecture	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

[Submit](#)

7. If your registration was successful, you will see **Registered** in the status column.

- a. If not, you will receive error messages instructing you on how to proceed with registering.
- b. You will need to click Submit again to remove the course(s) with registration errors from your Registration Summary.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 72 Classes
Term: 2022 Fall | Subject: Art

Course	CRN	Section	Days	Time	Instructor	Seats	Waitlist	Errors	Action
Intro To Sculpture Studio	1050	002	3	11921	2022	Sherecord_Austin (Primary)	03:30 PM - 05:45 PM	6 of 12 seats re...	
Ceramics 1 Intro to Handbldg Studio	1110	001	3	10203	2022	Dubois_Jessica (Primary)	09:05 AM - 11:50 AM	1 of 10 seats re... 5 of 5 waitlist sea...	
Ceramics 1 Intro to Handbldg Studio	1110	002	3	10204	2022	Dubois_Jessica (Primary)	12:20 PM - 03:05 PM	FULL 0 of 1... 5 of 5 waitlist...	Add
Ceramics Intro to the Wheel Studio	1120	001	3	10205	2022	Dubois_Jessica (Primary)	12:20 PM - 03:05 PM	FULL 0 of 1... 5 of 5 waitlist...	Add
Intro To Drawing Studio	1320	001	3	10055	2022	Mohsan_Abig (Primary)	08:00 AM - 10:45 AM	FULL 0 of 1... Time Conflict	Add
Intro To Drawing Studio	1320	002	3	11920	2022		12:20 PM - 03:05 PM	9 of 15 seats re...	Add

ART 1010 CRN 10200: Duplicate Course with Section 10059

ART 1010 CRN 10200: Field of Study Restriction - Major

Schedule | Schedule Details

Class Schedule for 2022 Fall

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		Elemental Sculpture	Elemental Sculpture				
9am			Elem. Of Design	Elem. Of Design			
10am		Elem. Of Design	Elem. Of Design	Elem. Of Design			
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Elem. Of Design-ART MAJOR	ART 1010, 002, 3	10200	Studio	Errors Preventing Basis...	Remove	
Contemp. Iss. Of Amer. Ind. IJCC	AIIS 4050, 800, 3	10001	Lecture	Registered	None	
Elem. Of Design	ART 1010, 001, 3	10059	Studio	Registered	None	
Managerial Accounting	ACC 5500, 001, 3	11949	Lecture	Registered	None	
Elem. Of Biology	BIO 1000, 800, 3	10169	Lecture	Registered	None	

Total Hours | Registered: 12 | Billing: 12 | CRN: 0 | Min: 0 | Max: 18

Submit

8. A weekly view of your schedule for the term will be available to the left of your registration Summary.

Dropping Courses

1. In Action column of your Registration Summary, click None in the drop-down menu.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Contemp Iss Of Amer Ind ICC	AIS 4050, 800	3	10001	Lecture	Registered	None
Elem Of Design	ART 1010, 001	3	10059	Studio	Registered	None
Managerial Accounting	ACC 5500, 001	3	11949	Lecture	Registered	None
Prin Of Biology	BIO 1000, 800	3	10169	Lecture	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Submit

2. From the drop-down menu select Web Drop (this can be done for multiple courses at once).

Contemp Iss Of Amer Ind ICC	AIS 4050, 800	3	10001	Lecture	Registered	None
Elem Of Design	ART 1010, 001	3	10059	Studio	Registered	** Web Drop**

3. Once all the intended courses have been changed to Web Drop, click Submit.
 - a. If done properly, the course will fade, and the status will change to Deleted.
 - b. Students are not permitted to drop the last course on their schedule.**

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Contemp Iss Of Amer Ind ICC	AIS 4050, 800	3	10001	Lecture	Registered	None
Elem Of Design	ART 1010, 001	0	10059	Studio	Deleted	None
Managerial Accounting	ACC 5500, 001	3	11949	Lecture	Registered	None
Prin Of Biology	BIO 1000, 800	3	10169	Lecture	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

Submit