Student Guide to Registration Banner 9

Updated January 2023
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STEP 1: Prepare for Registration

- Click on Prepare for Registration.
- Select a Term and Continue
- If you are eligible to register, you will see green boxes with checkmarks for the following three items under Registration Status:
  - Your Student Status permits registration.
  - Your academic status (Various standings such as Good Standing) permits registration.
  - Your have no holds which prevent registration.
Holds, Academic Standing, Student Status Issues

If you have holds, an academic standing that prevents registration, or a student status not eligible for registration, the information may appear as follows indicating you are not eligible to register for the term selected:

Registration Status
Term: Fall Semester 2020
- Your Student Status permits registration.
- Your academic status Good Standing permits registration.
- You have holds which prevent registration.

Date to register is: 'TO DATE'  
Reason: Earliest Registration Date  
Processes Affected: Registration

Registration Permits and Overrides

If you have been given an override by the instructor or department to register for a course, this information is located on the ‘Registration Status’ page under Permit Override. The CRN#, course subject & number, and override type will appear.

Please note: YOU MUST ADD this course to your schedule, you are not automatically registered.
Earned Hours
The bottom section on this page shows your earned hours and degree/certificate level.

STEP 2: Plan Ahead
- Click on Plan Ahead
- Select a Term and Continue

Create Course Schedule Plans
- To Create a new plan, click on +Create a New Plan.
- Search courses by subject, course number, or key words and click Search. There is also an Advanced Search available.
• If any of the classes in your search results are listed with the message “NOT OFFERED FOR TERM” you will be unable to add them to your plan as they are not offered in the plan term.

When the results appear, you may view sections offered for the term selected or add the course to your plan, if sections are not yet determined or you are not ready to schedule your classes.

If you click on ‘View Sections’ all sections of the course will appear. Click Add to add this section to your plan. Please note: This does not register you for this class, but only adds it to your plan.

The class will be added to the Schedule Panel grid with a status of “Pending”. Once your plan has been saved it will update to a status of “Planned”.

If you are not ready to select a section, but wish to add a particular course to your plan, select the Add Course button. When you attempt to register from the plan later, you will need to view the available sections and pick one at that time.
The course will then be added to your plan and appear in a new bottom panel.

Continue adding courses by selecting the green ‘Search Again’ button and adding courses to your plan.

SAVE YOUR PLAN: Don’t forget to save your plan by clicking the ‘Save Plan’ button at the bottom of the screen. You will receive a popup to name your Plan. Example: Spring 2021, Afternoon Only Plan, Last Semester!

NOTE: Errors such as time conflicts, pre-requisites, and closed classes are not checked during planning. These will be checked upon registration. Please review this information for each course as you add it to your plan to ensure your eligibility for registration and prevent errors during the registration process.

View Course Schedule Plans

Once you have created your plans, you can view them at any time. From the Registration screen, click Plan Ahead and select a term and continue. Your plans will then appear. To edit, simply click on the edit button and begin searching for courses. To view details for each course, you can select the course title to view course description, fees, prerequisites, etc.
You can add Plan Level comments to your plan. Comments are limited to 80 characters. After selecting the Edit button, click on the “note” icon next to the plan name in the lower right-hand panel. Enter your comments and Save. Example: Job hours in the morning.
You will get a message that the note was saved and the “note” icon will now have a green checkmark on it instead of the +. Click the icon to see your notes.

You can also add course level notes by selecting the “Note” icon on each course. Example: Taking this class in the spring because it is a pre-requisite to my summer class.

Mark a Plan as Preferred

You can register from any of the plans you have created or your advisor has created. The benefit to having a preferred plan is that it will be the first plan displayed in the list at the time of registration. If you only have one plan, it will be your preferred plan by default.

To update your preferred plan or mark a plan as preferred, you must have at least two plans. On the “Select A Plan” tab, select the “Make Preferred” link above the desired plan.
You will receive the message, “Plan made preferred”. This plan will appear first on your list.

**STEP 3: Register for Classes**

- Click on Register for Classes
- Select a Term and Continue
The registration screen has three sections: Search, Class Schedule in Calendar View, and Class Schedule Summary. You can enlarge sections, by clicking on the small arrows between each section.

If you only see one section such as the Search Criteria box, click on the middle dot between the arrows at the bottom of the page to bring up the other two sections. You may also click on the Panels button in the lower left.

You may need to use the arrows to enlarge each section as you use it or use the scroll bars to view all information.

Adding Classes
Build your schedule by choosing courses using one of the three methods in the top panel, adding them to your summary panel and clicking submit. Options include the following: Search courses under Find Classes Tab, Enter CRNs, or from your preferred plan under the Schedule and Options Tab.

Dropping Classes
During the add/drop period, you may drop courses without penalty. To drop a course, select the ‘Register for Classes’ link, and Select your Term. In the summary box in the lower right, you will see your schedule. Simply choose the action you wish to take. ***If the drop/add period has ended, the DROP via WEB option will not be available. Please review the next section titled, “Withdrawing from Classes.”
Withdrawning from Classes

After the add/drop period, you may withdraw from classes. Depending on the date you are withdrawing you may receive a ‘W’ grade or a ‘WF’ grade. To withdraw from a course, select the ‘Register for Classes’ link, and Select your Term. In the summary box in the lower right, you will see your schedule. Simply choose the action you wish to take.
Print, Email, & Download Schedule to Calendar

Under the registration Link, Click on the Schedule and Options Tab to print or email your schedule.

Select the Term you want to view. Then click on the Schedule and Options Tab.

Next, use the options to the right of your screen to print or email your schedule. The first icon will allow you to email your schedule or download it to your calendar. The second icon will allow you to print your schedule.
View Registration Information

View Current Term Schedule & Prior Term Schedules.

There are two tabs under the View Registration Information link: Look up a Schedule and Active Registrations. The Look up a schedule tab allows you to view prior term and current term schedules. The Active Registrations tab shows all courses that you have not yet received a final grade in. ***Please note that you may see your grades in CourseDen before your grades are finalized in this view.

Browse Classes

Browse Classes: provides you with the available courses for registration by term.

Begin by entering the subject of a course of interest in the Subject box or a keyword such as ‘civilization’ in the Keyword box. There is also an Advanced Search option available. This will allow you to search by part of term, campus, instructional method, or days of the week.

**Campus Options**: Distance Learning/Online; Douglasville; eCore; eMajor; Study Abroad; Newnan; WebMBA
Instructional Methods: 51-94% Online; 95-99% Online Carrollton, Douglasville, or Newnan; Entirely at a Distance; Hybrid; or Lecture/Face-to-Face

Once you click ‘Search’ you will see your results for the semester you selected. Results will include the basic course information, instructor, seat availability, and attributes such as whether this course fulfills a core area for your degree.

Click on the Title of a course to view more information such as pre-requisites, course fees, course description, etc.

Click on the Instructor Name to see the instructor and instructor’s email address (active link)
Browse Course Catalog

Browse Course Catalog: provides you with course information such as subject, number, description, credit hours, and sections available by term.

Begin by entering the subject of a course of interest in the Subject box or a keyword such as ‘civilization’ in the Keyword box. There is also an Advanced Search option available. This will allow you to search by title, undergraduate or graduate level, college, or department.

Your results will display the title of courses fitting your search criteria, the course description, and other basic course information. Click on the title of each course to view the full course description and other course details. To view sections for a specific term, click on ‘View Sections.’
<table>
<thead>
<tr>
<th>Title</th>
<th>Subject Description</th>
<th>Course Number</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Communication</td>
<td>Communications</td>
<td>1106</td>
<td>3</td>
<td>This course is a broad approach to oral commun...</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>Communications</td>
<td>1110</td>
<td>3</td>
<td>A study of the principles and practice of public sp...</td>
</tr>
<tr>
<td>Ethics Priniciples</td>
<td>Communications</td>
<td>1115</td>
<td>2</td>
<td>Instruction and practica in competitive etx...</td>
</tr>
<tr>
<td>Introduction to Mass Communic</td>
<td>Communications</td>
<td>1154</td>
<td>3</td>
<td>An introduction to critical examination of the inte...</td>
</tr>
</tbody>
</table>