



UNIVERSITY OF WEST GEORGIA

Student Guide to Registration Banner 9

Updated January 2023







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STEP 1: Prepare for Registration

Registration

What would you like to do?

 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.
 Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 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.

- 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.
 - You have no holds which prevent registration.

Prepare for Registration

Registration Status

Registration Status

Term: Fall Semester 2020

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ You have no holds which prevent registration.

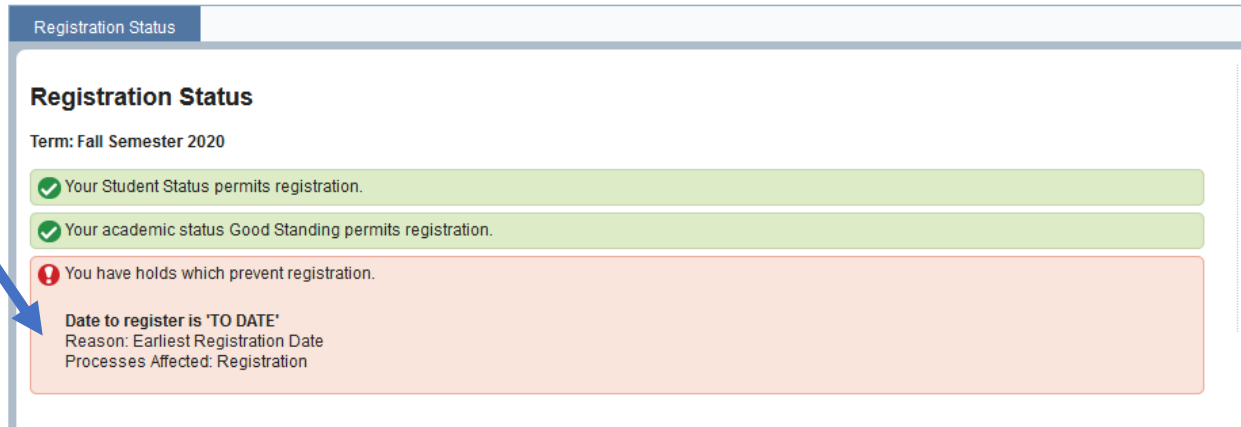
Earned Hours

- i You have Earned Hours for Level: Graduate-Semester System, Institution Hours: 42, Transfer Hours: 0
- i Your class standing for registration purposes is Graduate Student

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:

Prepare for Registration



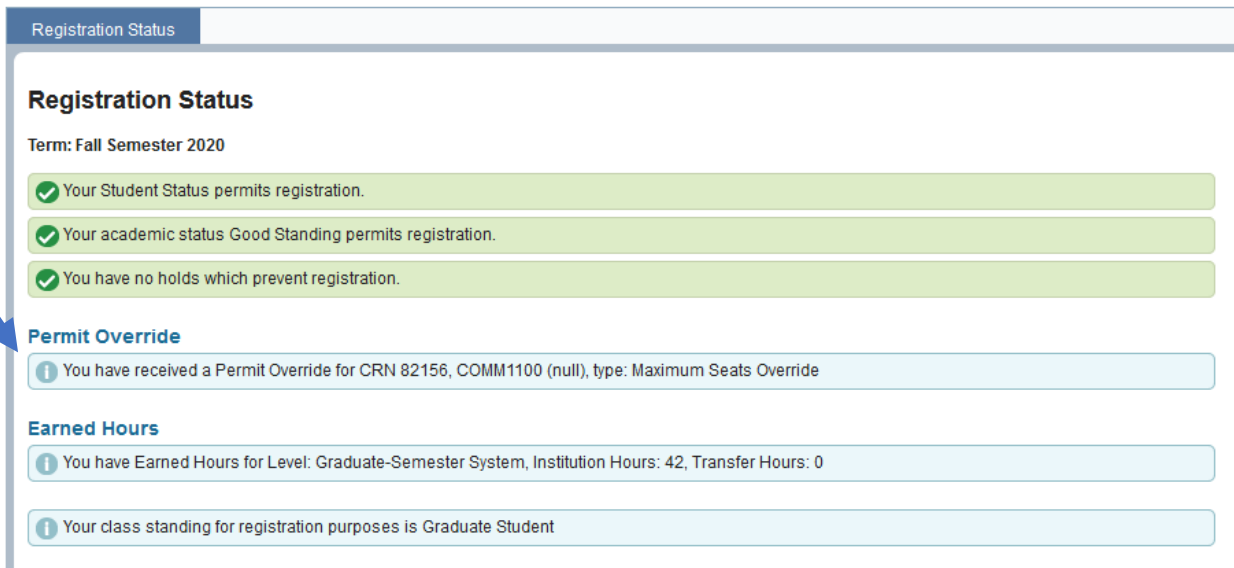
The screenshot shows the 'Registration Status' page for the Fall Semester 2020. It features three status messages: two green bars with checkmarks indicating that student status and academic standing (Good Standing) permit registration, and one red bar with an exclamation mark icon indicating a hold. A blue arrow points to the red bar. The red bar contains the text: 'You have holds which prevent registration.' Below this, it specifies: 'Date to register is 'TO DATE'', 'Reason: Earliest Registration Date', and '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.

Prepare for Registration



The screenshot shows the 'Registration Status' page for the Fall Semester 2020. It features three green bars with checkmarks indicating that student status, academic standing (Good Standing), and the absence of holds permit registration. Below these is a 'Permit Override' section with a blue bar containing an information icon and the text: 'You have received a Permit Override for CRN 82156, COMM1100 (null), type: Maximum Seats Override'. Below that is an 'Earned Hours' section with two blue bars: one with an information icon and the text 'You have Earned Hours for Level: Graduate-Semester System, Institution Hours: 42, Transfer Hours: 0', and another with an information icon and the text 'Your class standing for registration purposes is Graduate Student'. A blue arrow points to the 'Permit Override' section.

Earned Hours

The bottom section on this page shows your earned hours and degree/certificate level.

Prepare for Registration

Registration Status

Registration Status

Term: Fall Semester 2020

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ You have no holds which prevent registration.

Permit Override

- ⓘ You have received a Permit Override for CRN 82156, COMM1100 (null), type: Maximum Seats Override

Earned Hours







- ⓘ You have Earned Hours for Level: Graduate-Semester System, Institution Hours: 42, Transfer Hours: 0
- ⓘ Your class standing for registration purposes is Graduate Student

STEP 2: Plan Ahead

- Click on Plan Ahead
- Select a Term and Continue

Registration

What would you like to do?

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 Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 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.

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.

The screenshot shows the 'Plan Ahead' interface with search results for Accounting courses. The search criteria are 'Term: Spring Semester 2021' and 'Subject: Accounting'. The results table includes columns for Title, Subject Description, Course Number, Hours, and Description. A blue arrow points to the 'View Sections' button for the first row, 'Principles of Accounting I'.

Title	Subject Description	Course Number	Hours	Description	Actions
Principles of Accounting I	Accounting	2101	3	A study of the underly...	View Sections Add Course
Principles of Accounting II	Accounting	2102	3	A study of underlying t...	View Sections Add Course
Financial Reporting I	Accounting	3212	3	An in-depth study of th...	View Sections Add Course
Financial Reporting II	Accounting	3213	3	A continuation of ACC...	View Sections Add Course
Financial Reporting III	Accounting	3214	3	A continuation of ACC...	View Sections Add Course

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 screenshot shows the 'Plan Ahead' interface with search results for Accounting sections. The search criteria are 'Term: Spring Semester 2021' and 'Subject and Course Number: ACCT2101 Accounting'. The results table includes columns for Title, Subject De, Cours, Sectoi, Hours, CRN, Term, Instructor, Meeting Times, Campi, Status, and Attribute. A blue arrow points to the 'Add' button for the first row, 'Principles of Acc... Lecture'.

Title	Subject De	Cours	Sectoi	Hours	CRN	Term	Instructor	Meeting Times	Campi	Status	Attribute	Actions
Principles of Acc... Lecture	Accou...	21...	01	3	10...	S...	Sutherland, J...	S M T W T F S 11:00 AM - 12:00 PM	C...	40 of 40 ... Restriction!		Add
Principles of Acc... Lecture	Accou...	21...	02	3	10...	S...	Yu, Dong (Pri...	S M T W T F S 02:00 PM - 03:00 PM	C...	40 of 40 ... Restriction!		Add
Principles of Acc... Lecture	Accou...	21...	03	3	10...	S...	Cheng, Yun (...)	S M T W T F S 03:30 PM - 04:30 PM	C...	40 of 40 ... Restriction!		Add

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.

Plan Ahead

Find Classes Degree Works Plans

Search Results — 42 Courses
Term: Spring Semester 2021 Subject: Accounting Search Again

Title	Subject Description	Course Number	Hours	Description	
Principles of Accounting I	Accounting	2101	3	A study of the underlyi...	View Sections Add Course
Principles of Accounting II	Accounting	2102	3	A study of underlying t...	View Sections Add Course
Financial Reporting I	Accounting	3212	3	An in-depth study of th...	View Sections Add Course
Financial Reporting II	Accounting	3213	3	A continuation of ACC...	View Sections Add Course
Financial Reporting III	Accounting	3214	3	A continuation of ACC...	View Sections Add Course

The course will then be added to your plan and appear in a new bottom panel.

Plan Ahead

Find Classes Degree Works Plans

Search Results — 42 Courses
Term: Spring Semester 2021 Subject: Accounting Search Again

Title	Subject Description	Course Number	Hours	Description	
Principles of Accounting I	Accounting	2101	3	A study of the underlyi...	View Sections Add Course
Principles of Accounting II	Accounting	2102	3	A study of underlying t...	View Sections Add Course
Financial Reporting I	Accounting	3212	3	An in-depth study of th...	View Sections Add Course
Financial Reporting II	Accounting	3213	3	A continuation of ACC...	View Sections Add Course

Schedule Details

Class Schedule for Spring Semester 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							

Spring Semester 2021Untitled Plan

Title	Details	Hou	CRN	Schedul	Note	Status	Action
Principles of Accou...	ACCT 2101	3				Pending	Add

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.

Select A Plan

Plans you have created for this term: 1
 Term: Spring Semester 2021
 You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan](#)

Plan: Spring 2021 | Created by: You | Preferred [Delete](#) [Edit](#)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	⚙️
Principles of Accounting I	ACCT 2101	3						

Total Planned Hours: 3 Records: 1

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.

The screenshot shows a detailed view of the plan for Spring 2021. A blue arrow points to a yellow note icon with a plus sign located in the top right corner of the plan's header bar. Below this, a table displays the plan details:

Title	Details	Hour	CRN	Schedule	Note	Status
Principles of Accounting I	ACCT 2101	3				Planned

You will get a message that the note was save and the “note” icon will now have a green checkmark on it instead of the +. Click the icon to see your notes.

Spring 2021							
	Title	Details	Hour:	CRN	Schedule	Note	Status
Saturday	<u>Principles of Accounting I</u>	ACCT 2101	3				Planned

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.

Spring 2021							
	Title	Details	Hour:	CRN	Schedule	Note	Status
Saturday	<u>Design I (2D)</u>	ART 1006	3				Planned
	<u>Principles of Accounting I</u>	ACCT 2101	3				Planned

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.

Select A Plan

Plans you have created for this term: 2

Term: Spring Semester 2021

You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan](#)

Plan: Spring 2021 | **Created by:** You | **Preferred**

Title	Details	Hours	C
Design I (2D)	ART 1006	3	
Principles of Accounting I	ACCT 2101	3	
Total Planned Hours: 6			

Plan: Finance Major Change | **Created by:** You | [Make Preferred](#)

Title	Details	Hours	C
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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

Registration

What would you like to do?

[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.

[Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

[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.

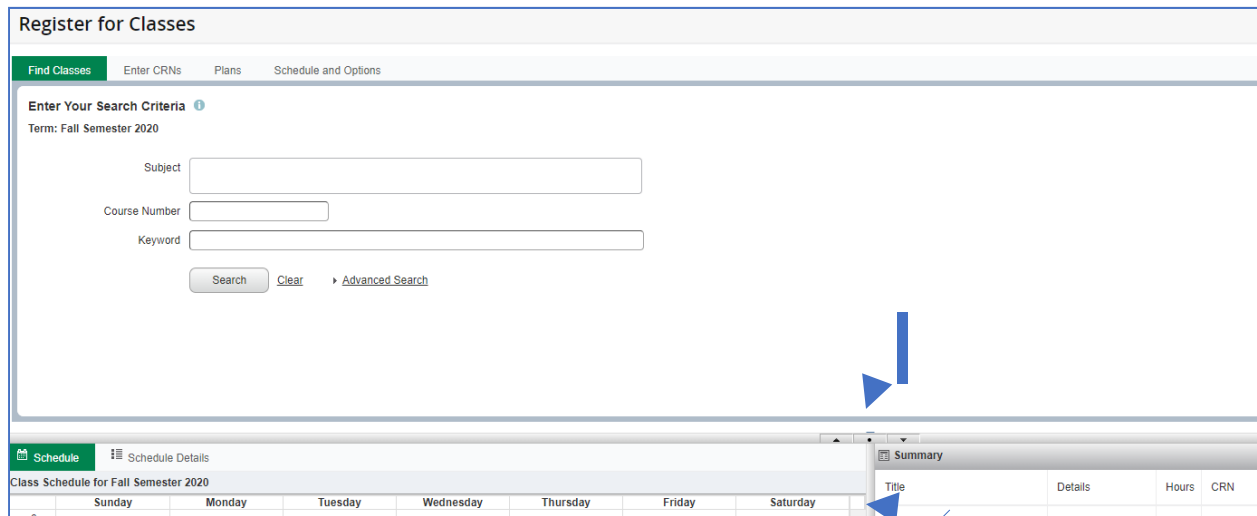
[Browse Course Catalog](#)
Look up basic course information like subject, course and description.

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."

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Spring Semester 2021

Subject:

Course Number:

Keyword:

Search Clear Advanced Search

Schedule | Schedule Details

Class Schedule for Spring Semester 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Capstone Seminar: Student Aff	HESA 6179, 01	3	12875	Lecture	Registered	DROP via WEB

Withdrawing 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.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Fall Semester 2020

Subject:

Course Number:

Keyword:

Search Clear Advanced Search

Schedule | Schedule Details

Class Schedule for Fall Semester 2020

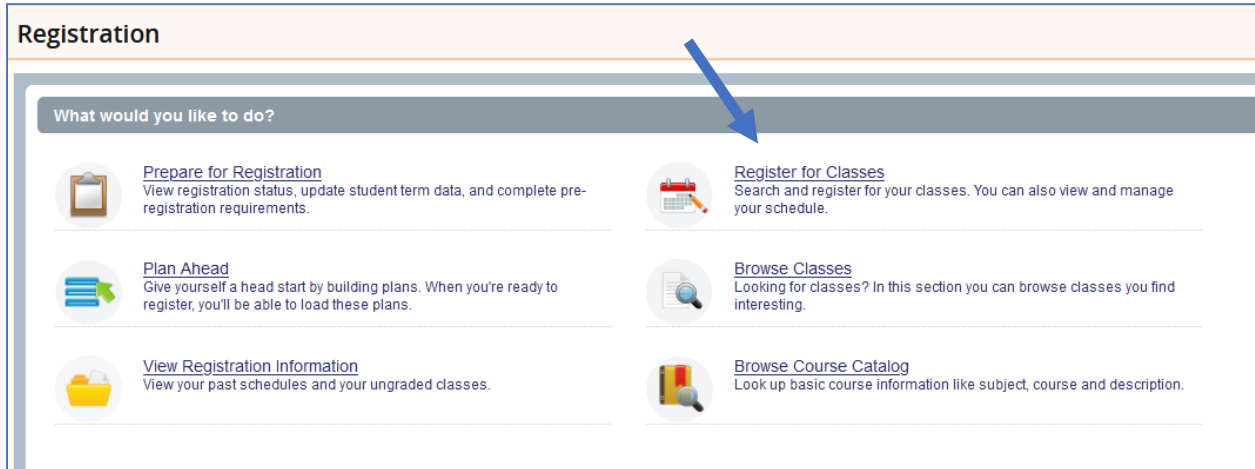
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Disertation	HESA 9999, E05	1	83143	Asynchron...	Registered	Web Withdrawal Be...
English Composition I	ENGL 1101, E13	0	81256	Asynchron...	Dropped	None
Faces of Culture	ANTH 1100, E01	2	80201	Asynchron...	Registered	None

Print, Email, & Download Schedule to Calendar

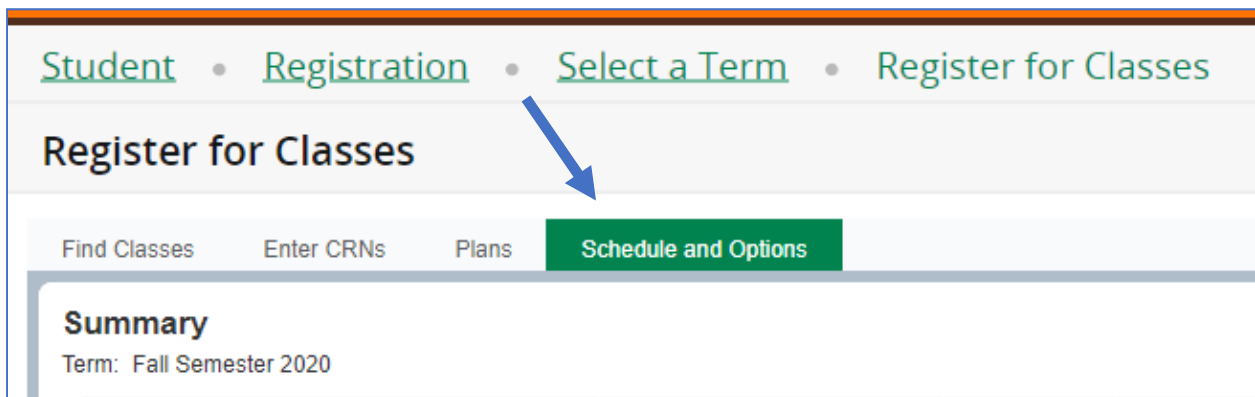
Under the registration Link, Click on the Schedule and Options Tab to print or email your schedule.



The screenshot shows the 'Registration' page with a header 'Registration' and a sub-header 'What would you like to do?'. Below this are six options, each with an icon and a description. A blue arrow points to the 'Register for Classes' option.

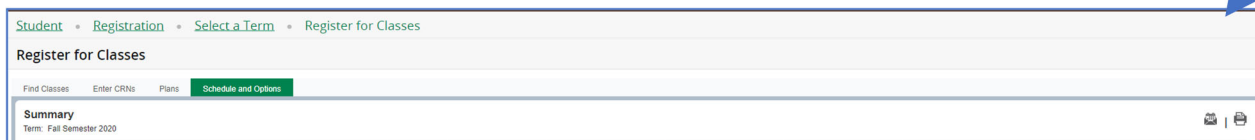
- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- 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.

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



The screenshot shows the 'Register for Classes' page. The breadcrumb trail is 'Student • Registration • Select a Term • Register for Classes'. Below the breadcrumb is the title 'Register for Classes'. A blue arrow points to the 'Schedule and Options' tab in the navigation bar. Below the navigation bar is a 'Summary' section with the text 'Term: Fall Semester 2020'.

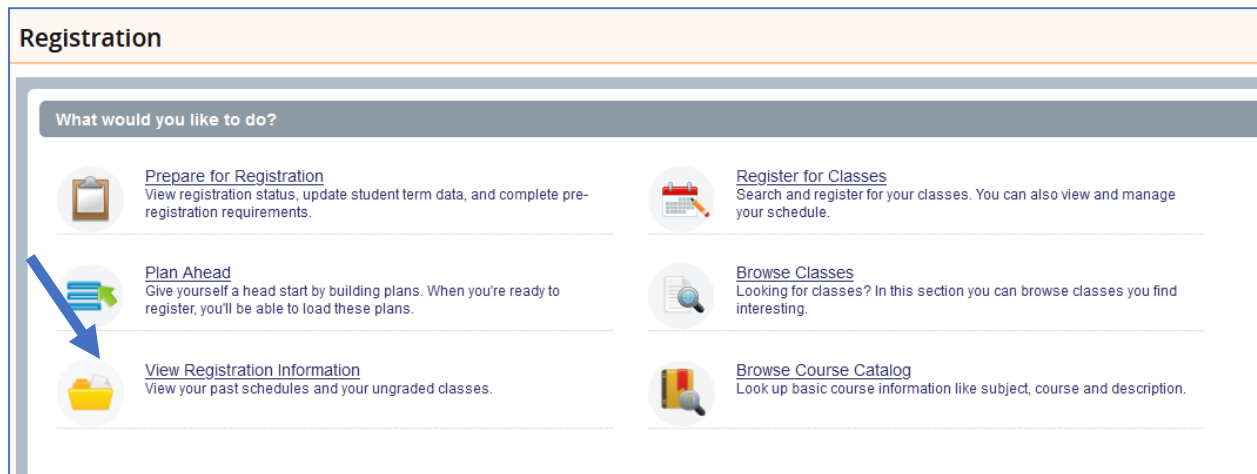
Next, use the options to the right of your screen to print or email your schedule. The first icon will allow you to email your schedule or download it to your calendar. The second icon will allow you to print your schedule.



The screenshot shows the 'Register for Classes' page with the 'Schedule and Options' tab selected. In the bottom right corner, there are two icons: a printer icon and an email icon. A blue arrow points to these icons.

View Registration Information

View Current Term Schedule & Prior Term Schedules.



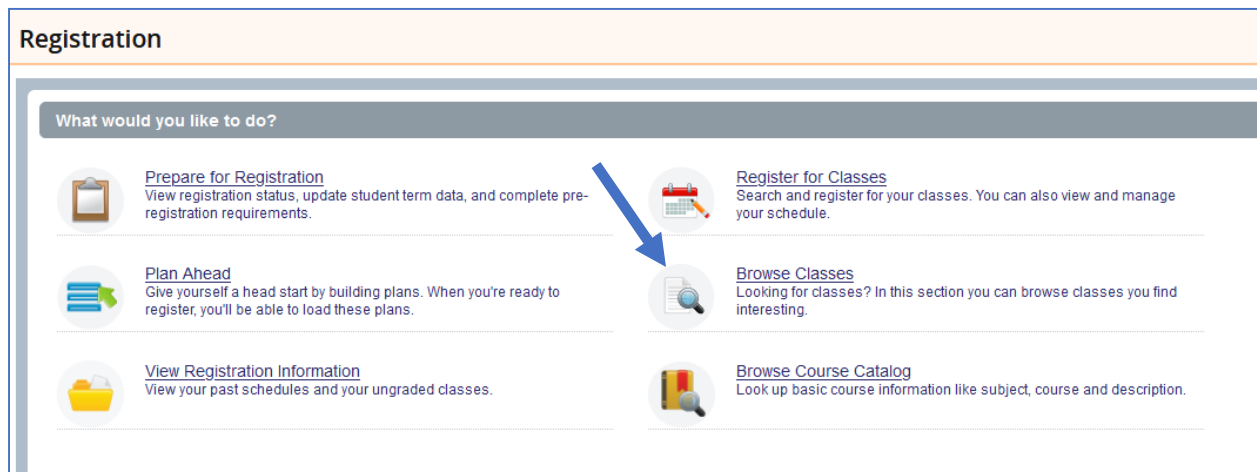
The screenshot shows the 'Registration' page with a header 'What would you like to do?'. It contains six options arranged in a 3x2 grid:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**: View your past schedules and your ungraded classes. (A blue arrow points to this link.)
- 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.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

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.



The screenshot shows the 'Registration' page with a header 'What would you like to do?'. It contains six options arranged in a 3x2 grid:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
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- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting. (A blue arrow points to this link.)
- Browse Course Catalog**: Look up basic course information like subject, course and description.

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

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Enter Your Search Criteria

Term: Fall Semester 2020

Subject

Course Number

Keyword

[Clear](#) [Advanced Search](#)

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.

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Search Results — 37 Classes
Term: Fall Semester 2020 Subject: Mathematics Course Number: 1111

Title	Subject Description	Course Nu	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
College Algebra Lecture	Mathematics	1111	01	3	80048	Fall Se...	Brodsky, Brian (Primary)	S M T W T F S 08:00 AM - 09:15 AM Type: Class Bu	Carroll...	FULL: 0 of 33 ... 33 of 33 waitli...	Meets Core Area A-MAT Reqmnt
College Algebra Lecture	Mathematics	1111	02	3	80049	Fall Se...	Boumenir, Amin (Primary)	S M T W T F S 12:30 PM - 01:45 PM Type: Class Bk	Carroll...	FULL: 0 of 33 ... 33 of 33 waitli...	Meets Core Area A-MAT Reqmnt
College Algebra Lecture	Mathematics	1111	03	3	80051	Fall Se...	Vu, Tuan (Primary)	S M T W T F S 02:00 PM - 03:15 PM Type: Class Bk	Carroll...	FULL: 0 of 33 ... 33 of 33 waitli...	Meets Core Area A-MAT Reqmnt
College Algebra Lecture	Mathematics	1111	04	3	80050	Fall Se...	Carmack, Carrie (Primary)	S M T W T F S 12:05 PM - 12:55 PM Type: Class Bk	Carroll...	1 of 33 seats rem... 33 of 33 waitlist s...	Meets Core Area A-MAT Reqmnt
College Algebra Lecture	Mathematics	1111	05	3	82299	Fall Se...	Patel, Sonal (Primary)	S M T W T F S 11:00 AM - 12:15 PM Type: Class Bu	Carroll...	FULL: 0 of 11 ...	Meets Core Area A-MAT Reqmnt

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.

Registration

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 View Registration Information View your past schedules and your ungraded classes.	 Browse Course Catalog Look up basic course information like subject, course and description.

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.

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Courses](#)

Browse Courses

Enter Your Search Criteria
Term: Fall Semester 2020

Subject

Course Number

Keyword

[Advanced Search](#)

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.'

Browse Courses

Search Results — 56 Courses
Term: Fall Semester 2020 Subject: Communications

Title	Subject Description	Course Number	Hours	Description	
Human Communication	Communications	1100	3	This course is a broad approach to oral commu...	Q View Sections
Public Speaking	Communications	1110	3	A study of the principles and practice of public sp...	Q View Sections
Debate Practicum	Communications	1115	2	Instruction and practice in competitive debate. E...	Q View Sections
Introduction to Mass Communications	Communications	1154	3	An introductory, yet critical examination of the hist...	Q View Sections