Self-Service Registration

Adding, Dropping, and Waitlisting

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Accessing Self-Service Registration
Self-service registration can be accessed by choosing Registration and Planning from the Student Profile menu.

To add or drop classes from your registration, choose Register for Classes.

Registration Overview
Choosing the Term
You will be prompted to select a term for registration. Choose the appropriate term from the drop-down box and click CONTINUE.
Registration Panels
When you are not yet registered for any classes in the term, the registration page will open with the Schedule grid and Summary panels minimized. You can open the Schedule and Summary panels by clicking on the PANELS button as directed by the informational message. You can close this message by clicking on the X. If you choose not to expand your panels at this time, they will expand automatically when you add your first class to your registration summary.

The registration panels are:

- **Top panel**: This panel gives you the various options to begin the registration process and is also where you can print your schedule and change credit hours for variable credit classes.
- **Schedule panel** (bottom left): This displays a weekly grid view or a list view of the classes you are either registered for or are pending registration.
- **Summary panel** (bottom right): This panel is where the registration transactions occur. Use the ACTION drop-down list to register, drop, and waitlist class sections followed by SUBMIT.
The process of registering for classes consists of:

- Using the tabs on the top panel to add each class as a pending registration to your Summary panel
- Submitting the pending registrations shown in the Summary panel

Adding Classes
Build your schedule by choosing classes using one of the methods in the top panel, adding them to the Summary panel, and clicking SUBMIT. **Classes will be in a pending registration status until you successfully submit your registration.** Details on the methods of choosing your classes and submitting your registration follow.

Find Classes
Use the **Find Classes** tab of the top panel if you have not already made a note of the specific CRNs of the classes you want to register for and have not created a registration plan.

You can use the **PANELS** button to minimize the Schedule and Summary panels to have more room to view the search options.

See the **Searching for Classes** manual or video for more details on searching for classes.

From your search results, click the **ADD** button to the right of the class you want to register for to add the class to the registration Summary panel. To perform a new search, click the green **SEARCH AGAIN** button to return to the search options.
Enter CRNs
Use the **Enter CRNs** tab of the top panel if you have already made a note of the CRNs of the classes you wish to take.

Enter the first CRN in the CRN box. You can then either click **ADD TO SUMMARY**, or continue to add more CRNs by pressing the Tab key on your keyboard or clicking **ADD ANOTHER CRN**. When done entering CRNs, click **ADD TO SUMMARY**.

### Plans
If you created any registration plans before registering, you can access them on the **Plans** tab. (See the *Planning Your Schedule* manual for details on creating registration plans). Your preferred plan will appear first, followed next by any plans approved by your advisor, and then any other plans created for the term. Your preferred plan will be expanded to view all the classes in the plan. To expand a different plan, click on its title.
To add all the classes from your plan to the summary, click the **ADD ALL** button that is displayed on the same line as the plan title.

To add individual classes from the plan, click the **ADD** button displayed on the same line as the class.

Clicking **VIEW SECTIONS** will display all sections of the class offered in the term, so that you can add a different section of the class than the one on your plan if desired.

**Submitting Your Registration**

When a class is added to your Summary panel, it is in a pending registration status. You will also see it in gray on the Schedule grid panel. You may have to scroll down to the appropriate time block to see it. Be certain to check the grid for overlapping meeting times as you add sections. Overlapping meeting times result in errors and will prevent registration.

You can now click **SUBMIT** in the Summary panel to submit the registration or continue building your schedule.

**You are not registered for the class until you have successfully submitted your registrations in the Summary panel and the status changes to “Registered”**.
When you submit your registrations, your schedule will be checked for errors, such as whether the class is still open, there are any time conflicts, whether you have met all pre-requisites, and so on. If your registration is successful, you will receive a green “Save Successful” message at the top of the page, and the status will change to “Registered.” The class will be shown in the Schedule panel grid as a solid color other than gray with a green checkmark.

If you receive any errors, all classes with errors will be shown at the top of the page. If at least one class saved successfully, you will still see the green “Save Successful” message.

Any classes that submitted successfully will have the status changed to “Registered” and will be shown in the Schedule panel with a solid color and green checkmark.

Any classes that had errors will have the status changed to “Errors Preventing Registration” and the value in the Action column will change to “Remove”. In the Schedule panel grid, the class will be shown in a light red color.
If you hover your mouse over the error status, you can see the error displayed in the Summary panel.

Leaving “Remove” in the Action column and clicking on **Submit** again will remove the error-producing class from your Summary panel.

**Dropping Classes**

To drop a class from your schedule, find it in the Summary panel, change the value in the Action column to “Drop,” and then click **Submit**.
**Note:** You cannot drop your last class using Self-Service. You must see your academic advisor.

**Conditional Add and Drop**

If you would like to drop a class on your schedule at the same time as adding a different class, use of Conditional Add and Drop will ensure that you have successfully been added to the new class before you are dropped from your existing class. This protects your place in the enrolled class in the event that adding the new class generates an error and prohibits registration. To use Conditional Add and Drop, click on the Conditional Add and Drop check box before hitting **Submit**.

If you cannot be successfully added to the new class, you will receive a message that your schedule was not changed. The class you attempted to drop will remain in a Registered status; the class you attempted to Add will have a status of “Errors Preventing Registration” and an Action of “Remove”. If you hover over the error status, you can see why the class was unable to be added. Leaving “Remove” in the Action column and clicking on **Submit** again will remove the error-producing class from your Summary panel.
Warning: Conditional Add and Drop does not function properly when the class you are adding is a waitlisted class that has become available. If you plan to drop a class on your schedule to replace it with the waitlisted class, it is recommended that you submit the registration for the waitlisted class by itself first to ensure that you are able to successfully register and then drop the other class.

Waitlisting Classes

When a class is closed but allows a wait list, you will receive a message telling you the class is closed and showing you how many students are already on the wait list. The status in the Summary panel will change to “Errors Preventing Registration,” and the Action column will change to “Remove”. To add yourself to the wait list, click the dropdown and choose “Wait List,” and click Submit. If you do not want to add yourself to the wait list, keep the Action column set to “Remove” and click Submit.
If the class is closed with a wait list, and the first person on the wait list has been notified that a seat is available, the error message you will receive is “Open – Reserved for Wait List”. This means that although it may look like there is an available seat, that seat has been offered to a student on the wait list and is reserved for them until their notification window expires. In this circumstance, you may add yourself to the wait list through the above procedure.

Changing credit hours for variable credit classes

If you register for a variable-credit class, by default you will be registered for the minimum credit hours for the class. Note below that the Hours column contains the minimum hours allowed for the class.
After submitting your registration, if you need to change the registered hours for that class, go to the **Schedule and Options** tab in the top panel.

Note that the number in the Hours column for a variable credit class is a clickable link:

When you click on the number, it will change to allow you to enter a new number. The allowable credit-hour range for the class will also be displayed.
After entering your change, click **Submit** to save the change. The changed credit hours will not be saved until you submit the change.

**Printing your schedule**

You can view a printer-friendly view of your schedule by clicking on the printer icon on the **Schedule and Options** tab of the top panel.