

# Registration:

## A Guide for Students

# General Information

- Online registration is available to CNU students through [CNU Live](#) on MyCNU

COVID-19 INFORMATION →

# MYCNU

What are you looking for? Search myCNU

DEPARTMENT LISTING

## SINGLE SIGN-ON SERVICES

REQUIRES CNU ACCOUNT

LOG OUT →

As of July 1, 2022 users will need to use their @cnu.edu email address for logging into Google service (Gmail, Google Docs, Google Calendar) and myLinks. Starting July 18, 2022, users will be prompted to **configure two factor authentication**.

 CNU Live

 Scholar

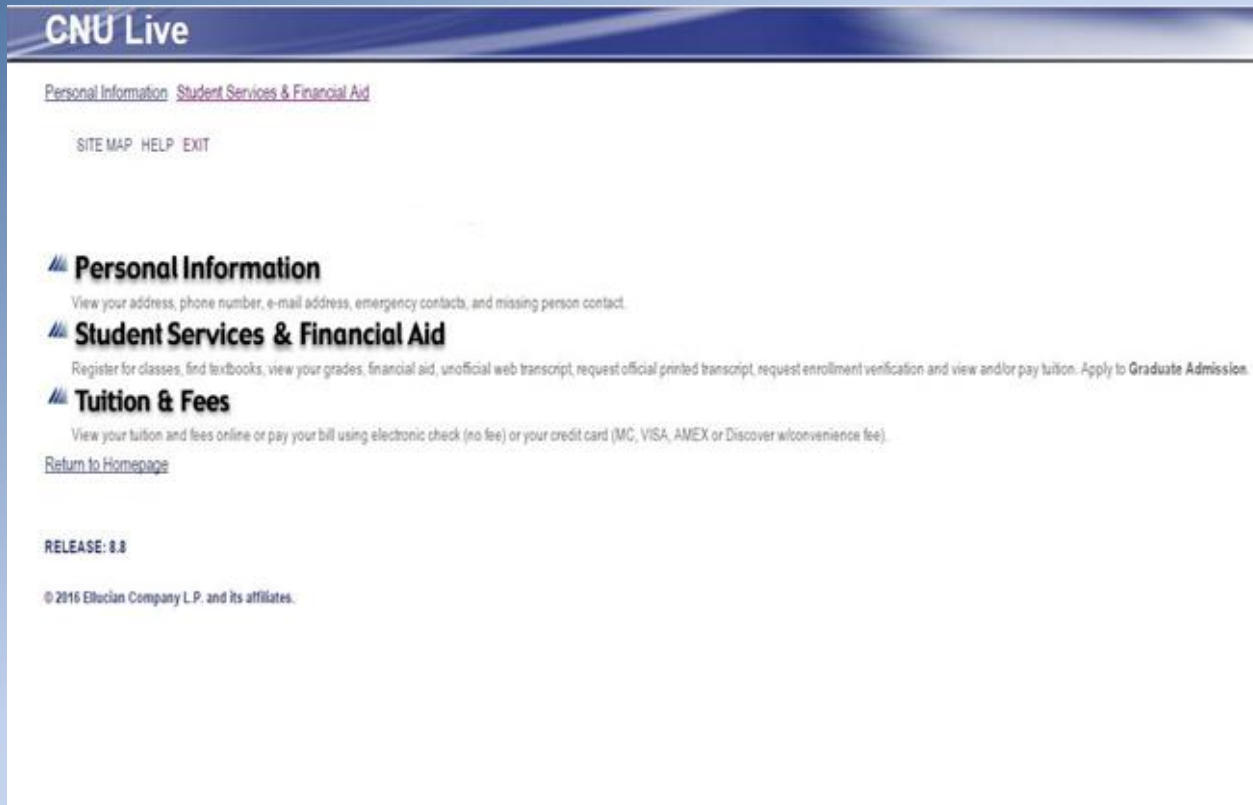
 Mail

 Calendar

 Drive

 myLinks  
(gold bar)

# Step by Step: Navigating CNU Live



**CNU Live**

[Personal Information](#) [Student Services & Financial Aid](#)

[SITE MAP](#) [HELP](#) [EXIT](#)

**Personal Information**  
View your address, phone number, e-mail address, emergency contacts, and missing person contact.

**Student Services & Financial Aid**  
Register for classes, find textbooks, view your grades, financial aid, unofficial web transcript, request official printed transcript, request enrollment verification and view and/or pay tuition. Apply to Graduate Admission.

**Tuition & Fees**  
View your tuition and fees online or pay your bill using electronic check (no fee) or your credit card (MC, VISA, AMEX or Discover w/convenience fee).

[Return to Homepage](#)

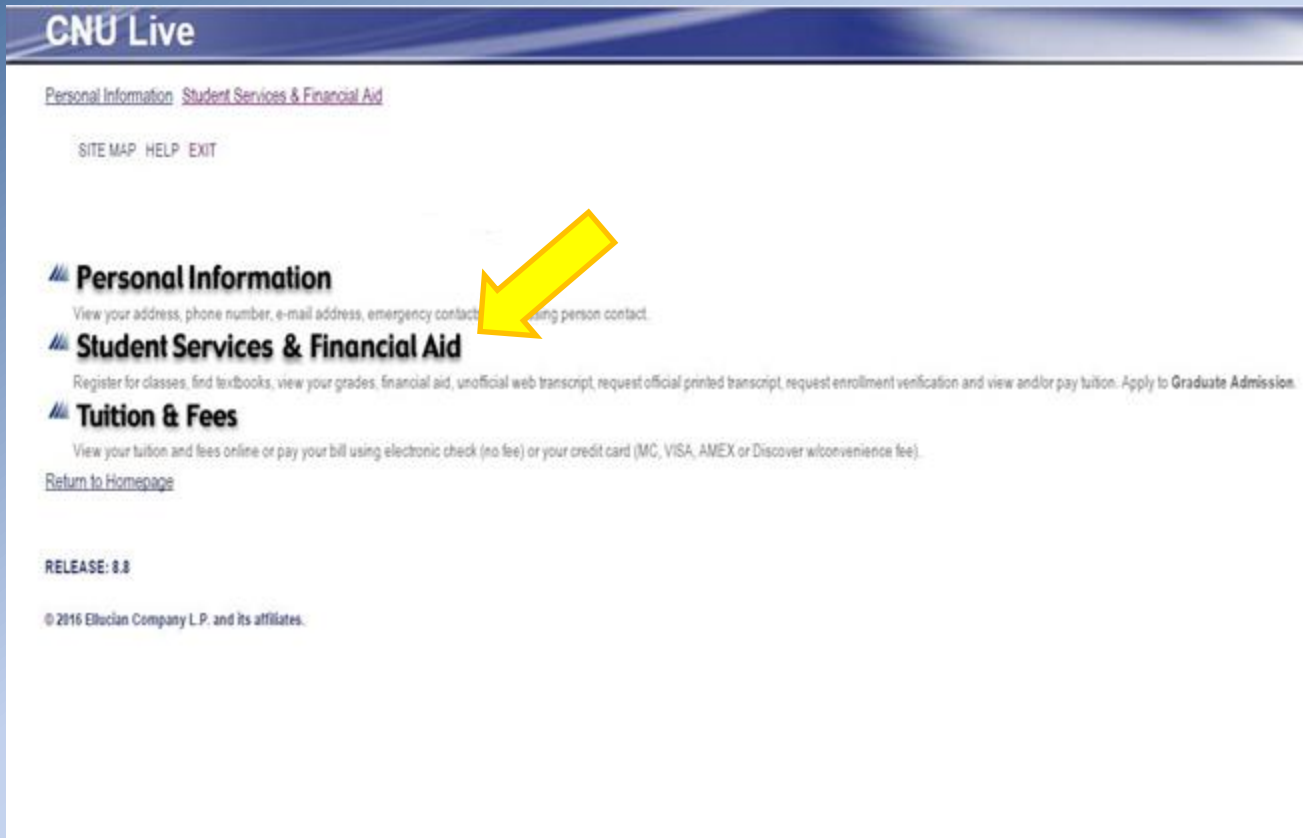
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CNU Live provides access to your:

- Student information
- Course schedule
- Course registration
- Grades
- What If Analysis
- Unofficial transcripts
- Tuition and fees
- Financial aid information

# Step by Step: Navigating CNU Live



The screenshot shows the CNU Live website interface. At the top, there is a blue header with the text "CNU Live". Below the header, there are two main navigation links: "Personal Information" and "Student Services & Financial Aid". A yellow arrow points to the "Student Services & Financial Aid" link. Below these links, there are three main menu items, each with a blue double-slash icon:

- Personal Information**  
View your address, phone number, e-mail address, emergency contacts, and assign a new person contact.
- Student Services & Financial Aid**  
Register for classes, find textbooks, view your grades, financial aid, unofficial web transcript, request official printed transcript, request enrollment verification and view and/or pay tuition. Apply to Graduate Admission.
- Tuition & Fees**  
View your tuition and fees online or pay your bill using electronic check (no fee) or your credit card (MC, VISA, AMEX or Discover w/convenience fee).

At the bottom of the page, there is a link for "Return to Homepage", a "RELEASE: 8.8" notice, and a copyright notice: "© 2016 Elucian Company L.P. and its affiliates."

Click on  
'Student  
Services &  
Financial  
Aid'

# Step by Step: Navigating CNU Live

## CNU Live

[Personal Information](#) [Student Services & Financial Aid](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Student Services & Financial Aid

#### Graduate Admission

File an application for all CNU Graduate Programs (e.g. Bachelor's to Master's 5 Year and Traditional Graduate Admission). Re-enter to review information on existing graduate application(s).

#### Registration

Register for classes; Find Textbooks; Add or drop classes; Display your class schedule. Check your CNU Alternate Pin.

#### Student Records

View your holds; Display your grades and web transcripts; Request Official Printed Transcripts; Request Enrollment Verification; View your General Student Information; View Degree Evaluation; View Transfer Coursework.

#### Financial Aid

Check your eligibility, your award information or email the financial aid office.

#### Tuition & Fees

View your tuition and fees online or pay your bill using electronic check (no fee) or your credit card (MC, VISA, AMEX or Discover w/convenience fee).

#### Student Forms

Student Forms for submission to the Office of the Registrar.

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### Registrar Related links:

- **Registration** will be the most used link for registration. You'll add/drop classes here.
- **Student Records** gives you access to your degree evaluations, transcripts, advisor information, etc.
- **Student Forms** gives you access to a variety of online forms, such as the Registration Override, Declaration of Major and Intent to Graduate, etc.

# Step by Step: Registration

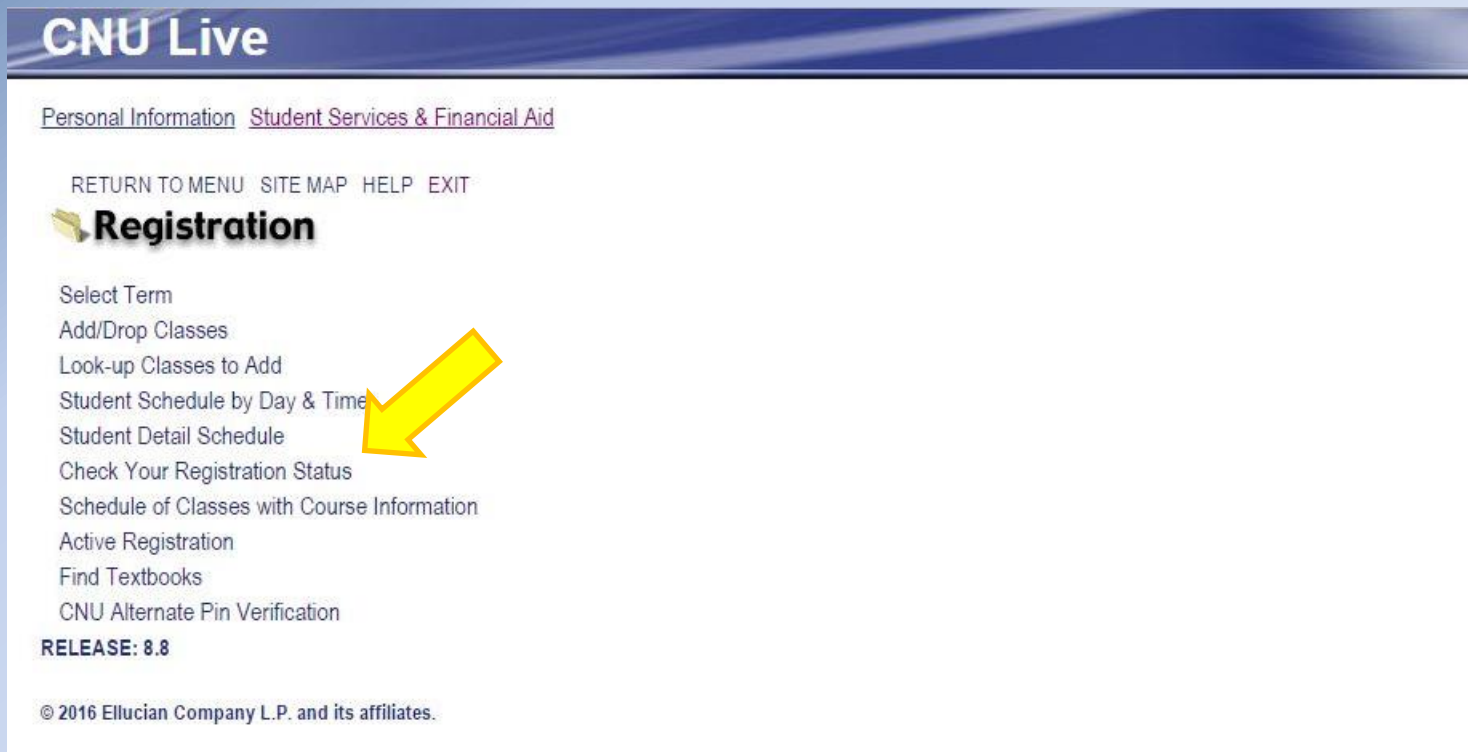
- Before registering for courses you must:
  1. Meet with your (Core) [Advisor](#) to review your What-If Analysis
  2. Check your [Time Ticket](#)
  3. Review your [Undergraduate Academic Catalog](#)
  4. Review the [Schedule of Classes](#)
  5. Check for and [Resolve Holds](#)

Once you have reviewed all six steps, [click here](#)

# Step by Step: Time Ticket

## Check your time ticket


- Note: Your time ticket is based on your number of earned credit hours which does not include your in progress hours.
  - You can also check your time ticket through the registration tab on CNU live



**CNU Live**

[Personal Information](#) [Student Services & Financial Aid](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

 **Registration**

- Select Term
- Add/Drop Classes
- Look-up Classes to Add
- Student Schedule by Day & Time
- Student Detail Schedule
- Check Your Registration Status
- Schedule of Classes with Course Information
- Active Registration
- Find Textbooks
- CNU Alternate Pin Verification

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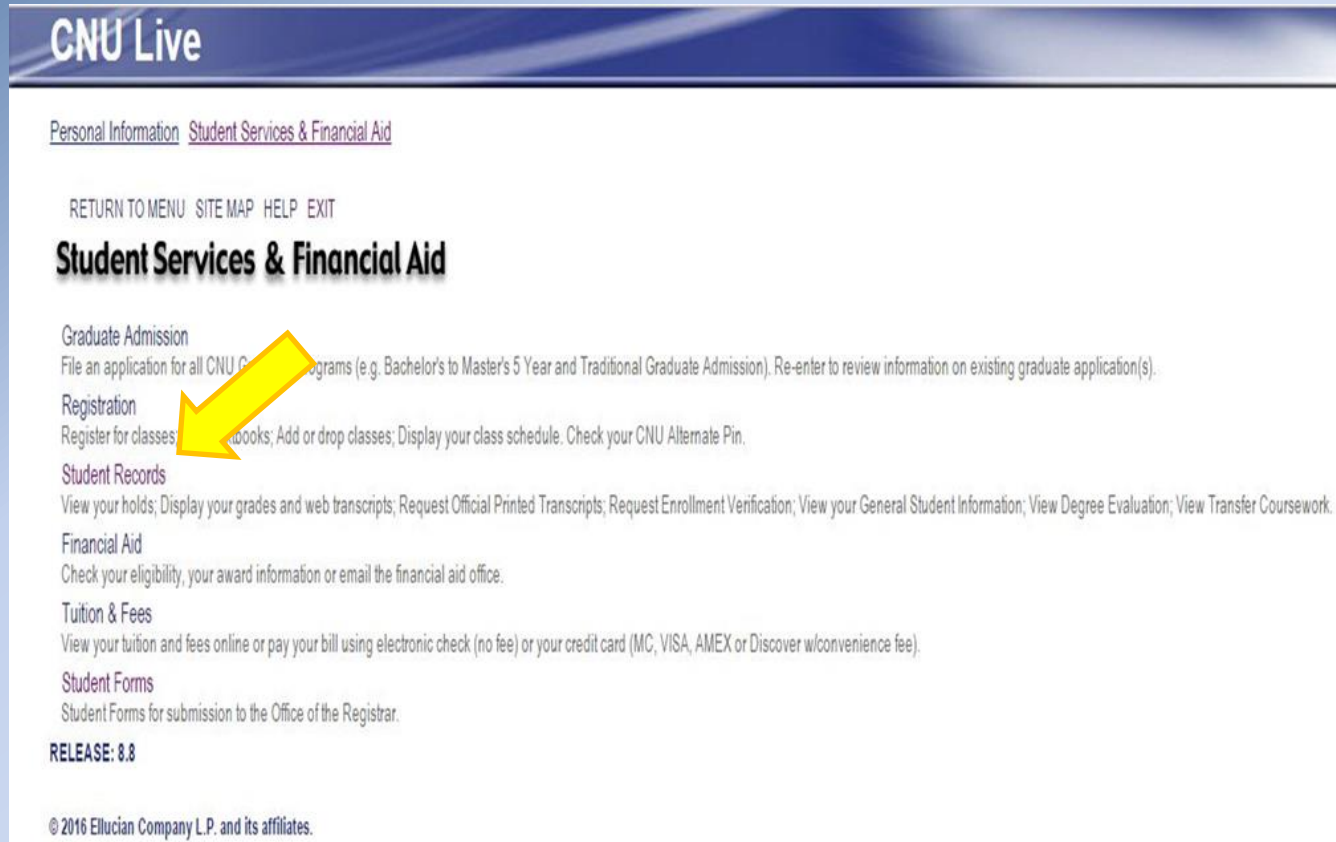
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# Step by Step: Undergraduate Academic Catalog

## Review your Undergraduate Academic Catalog

- Note: Your degree requirements [i.e. the courses you must take/requirements you must meet to satisfy the Liberal Learning Core curriculum, your major(s), and your minor(s) (if applicable)] are decided by your specific undergraduate academic catalog



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Register for classes; Add or drop classes; Display your class schedule. Check your CNU Alternate Pin.

**Student Records**  
View your holds; Display your grades and web transcripts; Request Official Printed Transcripts; Request Enrollment Verification; View your General Student Information; View Degree Evaluation; View Transfer Coursework.

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View your tuition and fees online or pay your bill using electronic check (no fee) or your credit card (MC, VISA, AMEX or Discover w/convenience fee).

**Student Forms**  
Student Forms for submission to the Office of the Registrar.

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1. To find out what your Undergraduate Academic Catalog year is, click on 'Student Records' within the 'Student Services & Financial Aid' tab of 'CNU Live'



# Step by Step: Undergraduate Academic Catalog

Click on 'General Student Information'

CNU Live

[Personal Information](#) [Student Services & Financial Aid](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## **Student Records**

[View Holds](#)

[3rd Week Grades](#)

[Midterm Grades](#)

[Final Grades](#)

[Grade Detail](#)

[Unofficial Web-based Academic Transcript](#)

[Request Printed/Official Transcript](#)

[View Status of Transcript Requests](#)



[Degree Evaluation](#)

[General Student Information](#)

[Transfer Coursework](#)

[Request Enrollment Verification](#)

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# Step by Step: Undergraduate Academic Catalog

## Student Information effective from Fall Semester 2022 to (Pending/Undetermined)

Registered for Term:	Yes
First Term Attended:	Fall Semester 2022
Status:	Active
Residence:	Resident
Citizenship:	US Citizen
Student Type:	First-time Student
Class:	Freshman
Block:	Learning Community #7

## Curriculum Information

### Current Program

Bachelors

Level:	Undergraduate
Program:	Bachelors
Admit Term:	Fall Semester 2022
Admit Type:	Early Decision Test Optional
Catalog Term:	Fall Semester 2022
College:	Coll Nat & Behavioral Sciences
Campus:	CNU Main Campus
Major and Department:	Organismal & Environ Biology, Organismal & Envntmental Biology

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Your Undergraduate Academic Catalog year (term) can be found here.

Note: This is the [Undergraduate Academic Catalog](#)

that you will follow while pursuing your degree at CNU; it is important to know this year (term) as it will be important when conducting a What If Analysis


# Step by Step: Undergraduate Academic Catalog

Once you have identified your specific Undergraduate Academic Catalog year/term (i.e. 2022-2023), review the catalog online by selecting the term from this [list](#)

- Your catalog contains a plethora of information that is important for you to know as a student. Specifically, your catalog contains information about:
  - CNU’s Student Service departments
  - Obtaining transfer credit from Advanced Placement, International Baccalaureate, and/or University of Cambridge Examinations.
  - The Academic Organization of the University
  - General Academic Policies and Procedures
  - The Liberal Learning Core Curriculum (this will help you to identify the courses that are required in order to satisfy the Liberal Learning Core Curriculum)
  - Academic departments (this will help you to identify the specific courses and requirements for your major(s) and minor(s))

# Step by Step: Schedule of Classes

Review the [Schedule of Classes](#)

  
**CHRISTOPHER NEWPORT**  
UNIVERSITY

**Schedule of Classes**

The University's liberal learning curriculum has been modified and the changes are effective for all undergraduate students who are new to CNU beginning in Fall 2014. These changes include modifications to the Foundation courses and Areas of Inquiry. For more information, click [here](#).

**Please indicate the semester and year you began taking classes at CNU:**

**Please select the desired term of classes:**

**Please select a Liberal Learning Core, Honors Program or Writing Intensive Course:**

If you are searching for a course which will satisfy the Liberal Learning Foundation, Writing Intensive requirement, an Area of Inquiry, or a course in the Honors Program, select that area to the right.

-OR-


**Please select desired discipline:**

If you are searching for a specific course or courses within a specific discipline, select that discipline and enter the course number in the course number field. You may select multiple disciplines by holding down the CTRL button (PC) or the clover button (Mac) while selecting with your mouse.

Accounting  
American Studies  
Anthropology  
Arabic

# Schedule of Classes: Course Requirements

The [Schedule of Classes](#) allows you to select a subject and click on the course link to familiarize yourself with the prerequisites or co-requisites for the course. It also allows you to ensure that you have met any requirements for entry into the course

**Note:** Write down  CRNs for the courses you would like to take to help you register quicker on registration day

<b>Semester:</b>	Spring Semester 2023
<b>CRN:</b>	8546
<b>Subject:</b>	BIOL 426
<b>Prerequisite:</b>	( PHYS 152 with a minimum grade of D- AND BIOL 300 with a minimum grade of D- AND ( BIOL 284 with a minimum grade of D- OR BIOL 314 with a minimum grade of D- ) **
<b>Co-Requisite:</b>	BIOL 426L with a minimum grade of D- ) ***
<b>Restrictions:</b>	College Restrictions: Major Restrictions: <b>For Kinesiology *</b> Class Restrictions: Level Restrictions: Degree Restrictions: Program Restrictions: Campus Restrictions:
<b>Description:</b>	Biomechanics is the study of the forces acting on and produced by biological systems. This course will focus on human movement involving muscles, tendons, ligaments, and bones.

Based on the listed requirements, this course is only for students with a major in Kinesiology\*, who have already completed PHYS 152, BIOL 300, and BIOL 284 or 314\*\*, and must be taken in conjunction with BIOL 426L\*\*\*.

# Schedule of Classes: Course Requirements

The most common course requirements you may find are:

- **Prerequisite:** A course that is required to be completed before completing another course. i.e. MATH 140 is a prerequisite to MATH 240
- **Co-requisite:** A course that is required to be taken at the same time as another course. i.e. CHEM 103L is a co-requisite for CHEM 103
- **Class Restriction:** A course that is restricted to students of a specific class standing. i.e. to enroll in PSYC 521, a student must have Senior, or Graduate class standing
- **Program Restriction:** A course that is restricted to students in a specific program. i.e. to enroll in BUSN 300, a student must be in the BSBA program

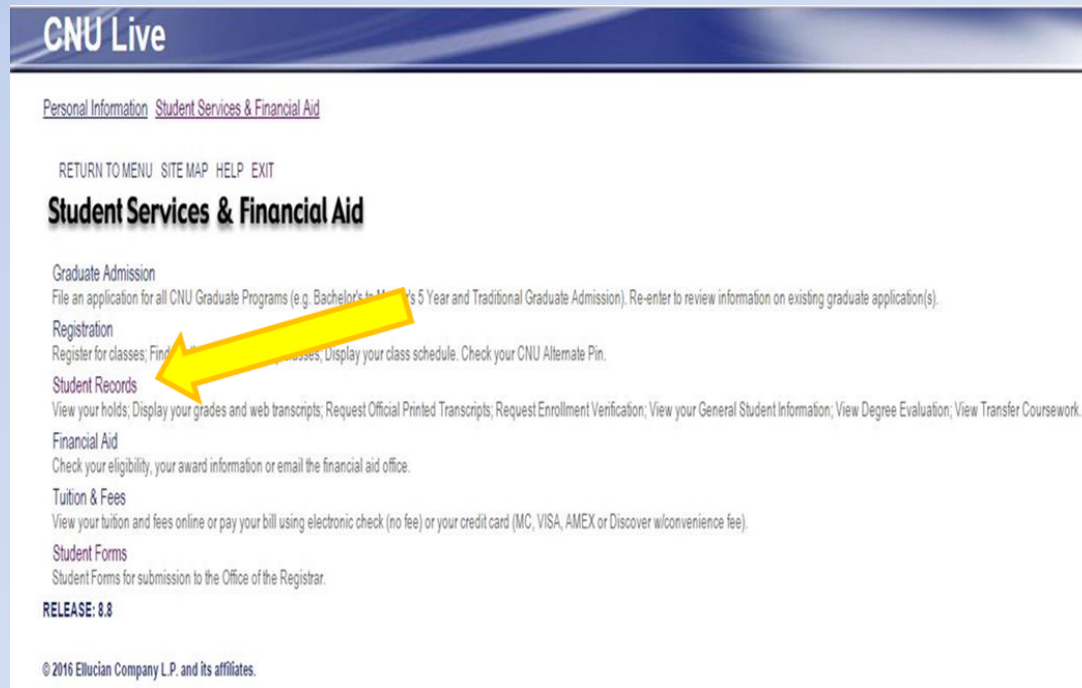
**Note:** Prerequisites, co-requisites, class restrictions, and program restrictions for specific courses are driven by the most recent academic catalog (essentially, course requirements in the current academic year may be different from the your catalog year)



# Step by Step: Core Advisor

## Meet with your Core Advisor

- Use the Schedule of Classes to draft a potential schedule for the semester
  - Make sure that you include alternative class times as well as alternative courses when drafting the schedule.
- Your Core Advisor will provide your alternate (or registration) pin that you must have in order to register for courses
- You can identify your Core Advisor via ‘General Student Information’ which can be located within ‘Student Records’



**CNU Live**

[Personal Information](#) [Student Services & Financial Aid](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Student Services & Financial Aid

**Graduate Admission**  
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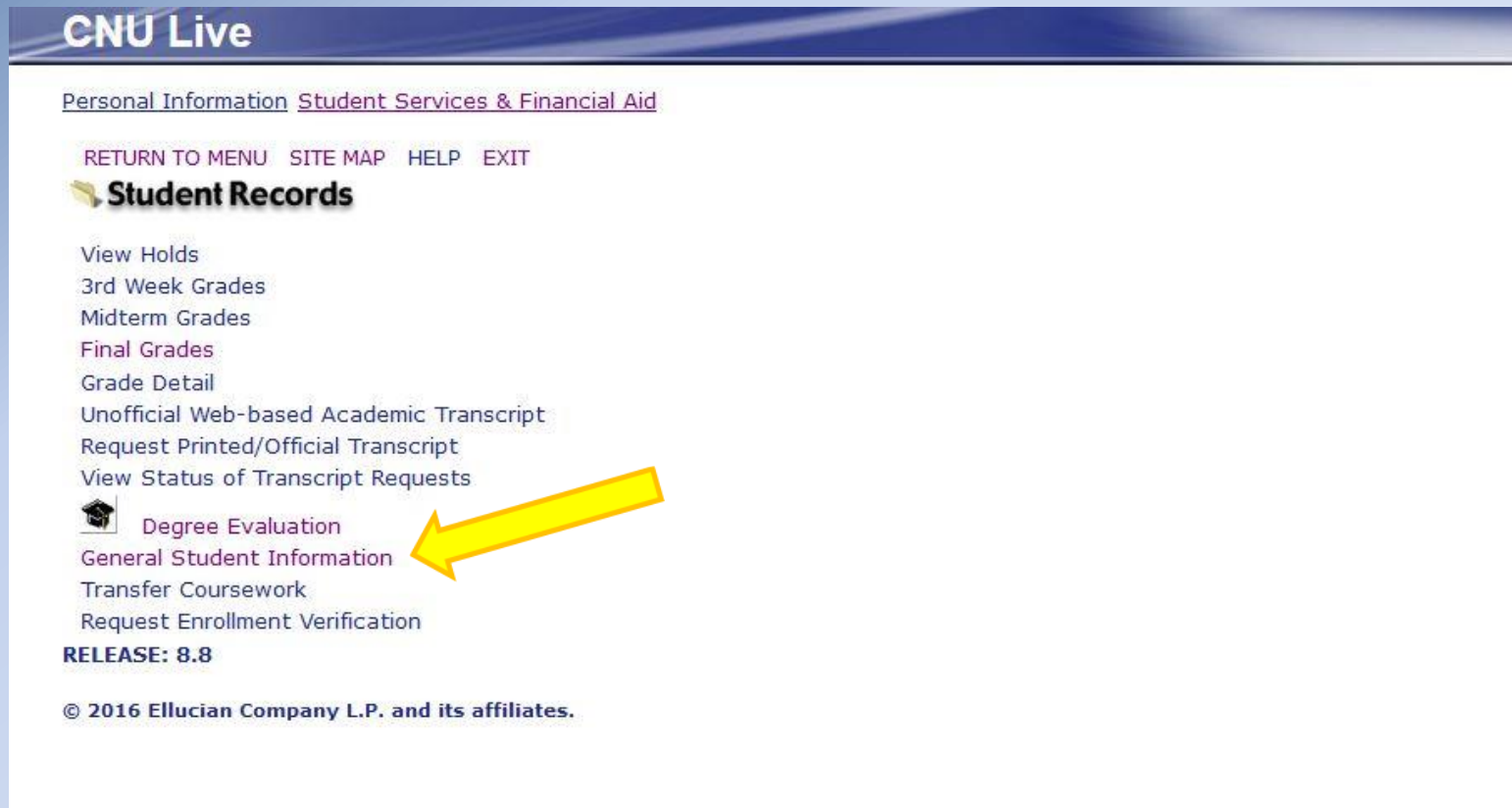
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# Step by Step: Student Records


To locate your Core Advisor, click on 'General Student Information'




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 **Student Records**

- [View Holds](#)
- [3rd Week Grades](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Grade Detail](#)
- [Unofficial Web-based Academic Transcript](#)
- [Request Printed/Official Transcript](#)
- [View Status of Transcript Requests](#)
-  [Degree Evaluation](#)
- [General Student Information](#)
- [Transfer Coursework](#)
- [Request Enrollment Verification](#)

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# Step by Step: Core Advisor

## CNU Live

[Personal Information](#) [Student Services & Financial Aid](#)

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### General Student Record

#### *Student Information effective from Fall Semester 2015 to (Pending/Undetermined)*

<b>Registered for Term:</b>	No
<b>First Term Attended:</b>	Fall Semester 2014
<b>Last Term Attended:</b>	May Term 2016
<b>Status:</b>	Active
<b>Residence:</b>	Resident
<b>Citizenship:</b>	US Citizen
<b>Student Type:</b>	Continuing Student
<b>Class:</b>	Senior
<b>Primary Advisor:</b>	Michael Meyer
<b>Primary Advisor Type:</b>	Major Advisor
<b>Expected Graduation Date:</b>	Dec 20, 2016
<b>Expected Graduation Term:</b>	Fall Semester 2016
<b>Expected Graduation Year:</b>	2015-2016

#### *Curriculum Information*

##### Current Program

Bachelor of Science

<b>Level:</b>	Undergraduate
<b>Program:</b>	Biology- Integrative
<b>Admit Term:</b>	Fall Semester 2014
<b>Admit Type:</b>	Standard Admit
<b>Catalog Term:</b>	Fall Semester 2014
<b>College:</b>	Coll Nat & Behavioral Sciences
<b>Campus:</b>	CNU Main Campus
<b>Major and Department:</b>	Integrative Biology, Organismal & Environmental Biology

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Your Core Advisor's name and CNU email will be located here

# Step by Step: Alternate Pin

Don't forget to check your alternate (or registration) pin!

- Your alternate pin is needed every time you add or drop courses
  - Verify your alternate pin prior to registration day; if your pin does not work, be sure to contact your advisor
  - Note: Your pin will change every Fall and Spring



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**Registration**

- Select Term
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- CNU Alternate Pin Verification

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# Step by Step: Student Records

- Check that you do not have Holds on your account that could prevent you from registering for courses via 'View Holds'



The screenshot shows the CNU Live website interface. At the top, there is a blue header with the text "CNU Live". Below the header, there are two navigation links: "Personal Information" and "Student Services & Financial Aid". Underneath these links, there are four smaller links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Student Records" with a yellow arrow pointing to the "View Holds" link. Other links in the menu include "3rd Week Grades", "Midterm Grades", "Final Grades", "Grade Detail", "Unofficial Web-based Academic Transcript", "Request Printed/Official Transcript", "View Status of Transcript Requests", "Degree Evaluation", "General Student Information", "Transfer Coursework", and "Request Enrollment Verification". At the bottom of the page, there is a "RELEASE: 8.8" notice and a copyright notice: "© 2016 Ellucian Company L.P. and its affiliates."

# Step by Step: Holds

## View Holds

### indicates:


- Which office(s) to contact to resolve the hold
- The hold type
- The reason for the hold
- What the hold affects

**CNU Live**

[Personal Information](#) [Student Services & Financial Aid](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### View Holds

 **PLEASE SCROLL DOWN** to determine if you have holds. If applicable, holds on your record will be listed below. If you have an 'Administrative' hold administrative office issuing the hold or warning to have it resolved. You will be unable to register until the 'Holds' are resolved. If you have:

**Student Accounts-Balance Due:** contact [Student Accounts](#) at (757) 594-7195 or 7060  
**Judicial Hold:** contact [Center for Honor Enrichment & Community Standards](#) at (757) 594-7190  
**Library Fine:** contact the [Tribble Library](#) at (757) 594-7133  
**Parking Fine:** contact [Parking Services](#) at (757) 594-7129  
**Immunization Incomplete:** contact [Office of the Registrar](#) at (757) 594-7155  
**Underload Hold:** contact [Office of the Registrar](#) at (757) 594-7155  
**Payment Plan:** no restrictions, does not impact registration

If you have a hold that affects 'Grades' you will not be able to view your grades; a hold that affects 'Transcripts' will prevent you from viewing or o

#### Administrative Holds

Hold Type	From Date	To Date	Amount Reason	Originator	Processes Affected
Student Accts-Balance Due	Sep 28, 2016	Dec 31, 2099	See Mary K.		Registration Transcripts Graduation Accounts Receivable

[ [Financial Aid Holds](#) ]

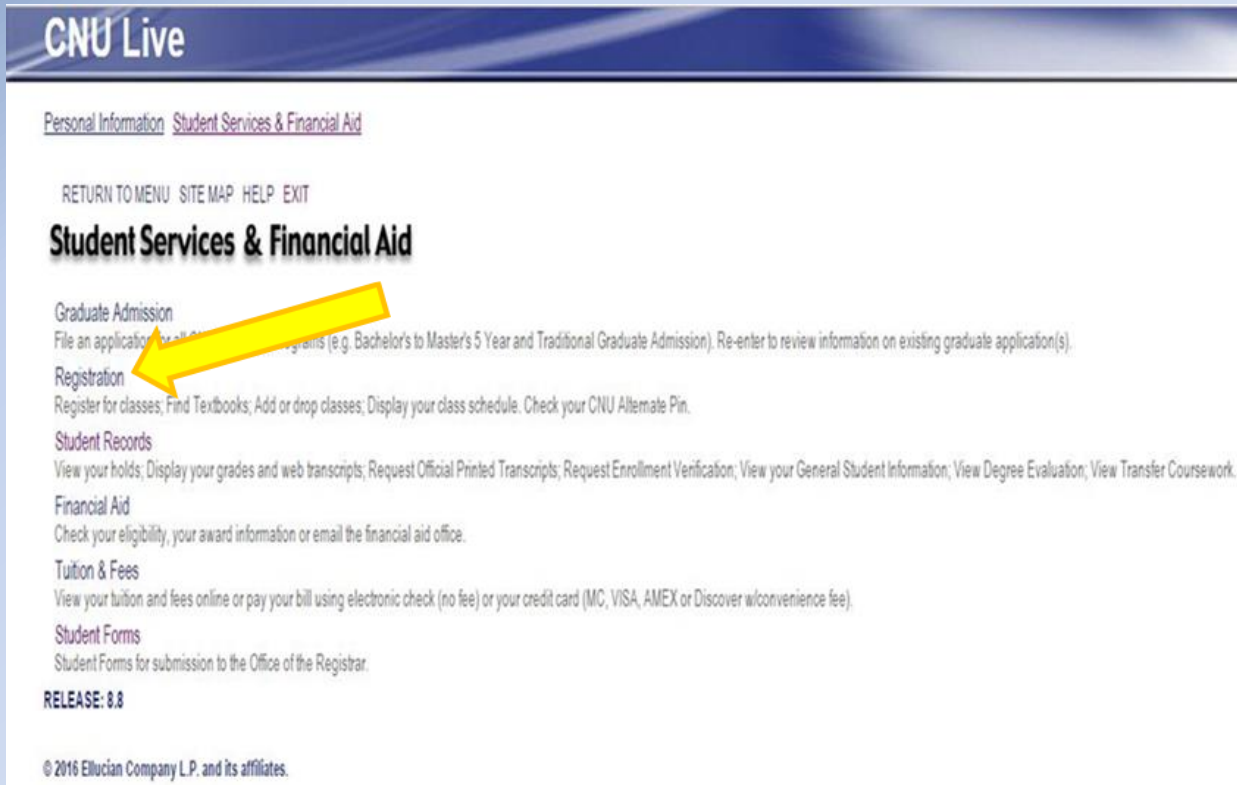
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# Step by Step: Add/Drop Courses

- On the day of registration, you will log in to your CNU Live account and navigate to the 'Registration' page found within 'Student Services & Financial Aid'



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[Personal Information](#) [Student Services & Financial Aid](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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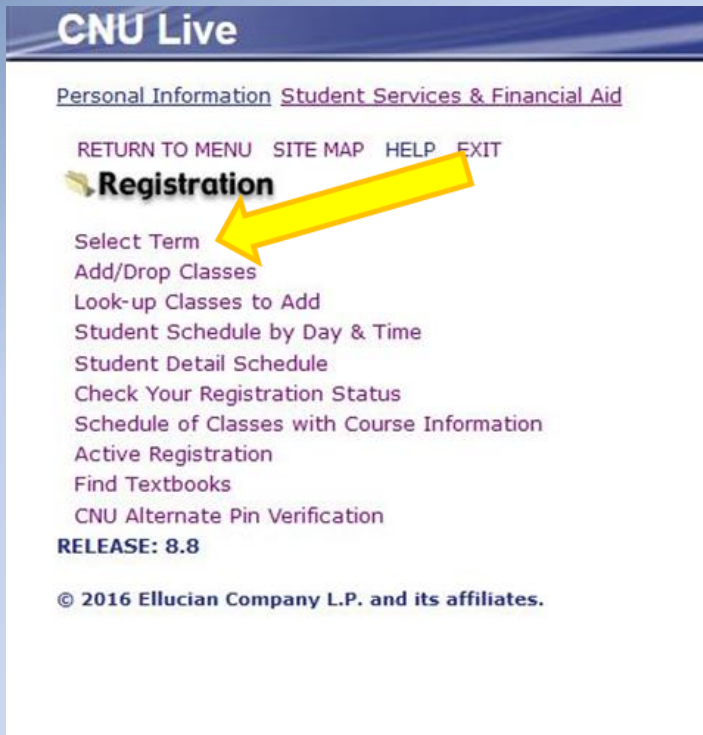
**Student Forms**  
Student Forms for submission to the Office of the Registrar.

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# Step by Step: Add/Drop Courses

- Click 'Select Term' and choose the specific term to register for classes (e.g. Spring vs. Fall) and click 'Submit'



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## Select Term

Select a Term:

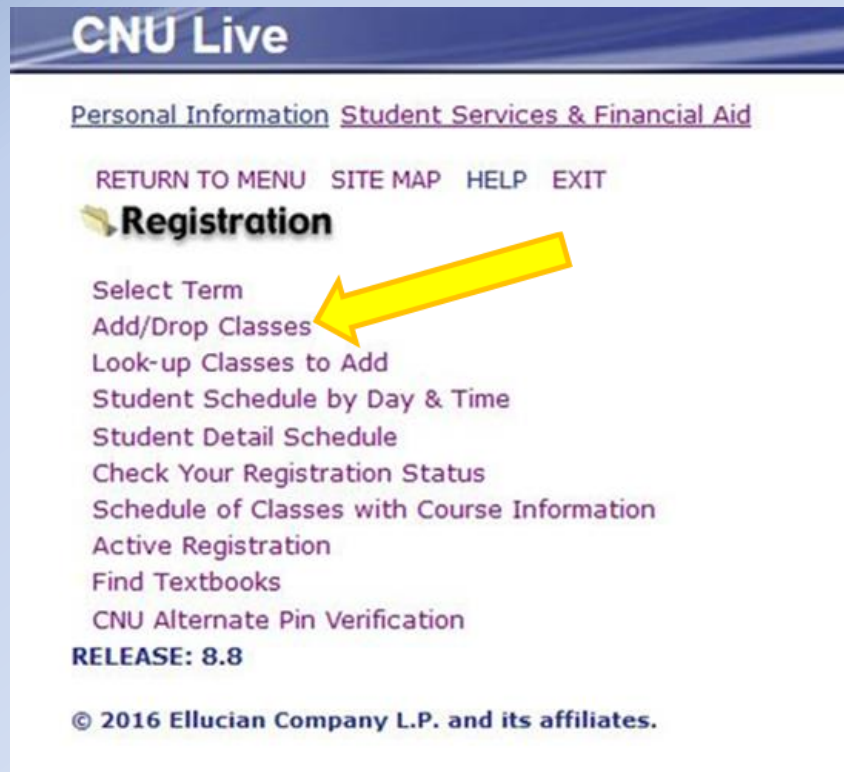
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# Step by Step: Add/Drop Courses

- Once you have selected the term that you wish to register for, click 'Add/Drop Classes'



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# Step by Step: Add/Drop Courses

- Enter your Alternate PIN, and click 'Submit'


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Alternate PIN Verification Snow White

 Please enter your Alternate PIN for verification, then click Login. If you do not know your Alternate PIN, please contact your advisor.

Alternate PIN:



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# Step by Step: Add/Drop Courses

- Type in the CRN for each of the courses you wish to register for and click 'Submit Changes'

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[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Add/Drop Classes:

Use this interface to add or drop classes for the selected term. Your **selected term** is displayed at the top of this page. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click [Class Search](#) to review the class schedule.

If you are unsure of which classes to add, click [Class Search](#).

Once you have completed the registration process, use the link below to view/print your schedule.

Contact the **Office of the Registrar** should you have difficulty adding or dropping courses.

#### Add Classes Worksheet

CRNs									
8005	7776	7115	7743	7281					
<a href="#">Submit Changes</a>	<a href="#">Class Search</a>	<a href="#">Reset</a>							

[ [View Holds](#) | [Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [Change Class Options](#) ]

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# Step by Step: Add/Drop Courses

- If you are successful in registering for a course, you will see the course listed under your 'Current Schedule'; if you are unsuccessful, you will see a course listed under 'Registration Add Errors'
  - Additionally, you will be able to see the 'Total Credit Hours' you have registered for on this page

If you are unsure of which classes to add, click [Class Search](#).

Once you have completed the registration process, use the links below to view/print your schedule.

Contact the **Office of the Registrar** should you have difficulty adding or dropping courses.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Student Web Registered**	on Oct 18, 2012	None	8005	ENGL	223	1	Undergraduate	3.000	Standard	2nd Yr Writ Sem;Ut, Res, Writ
**Student Web Registered**	on Oct 18, 2012	None	7115	MATH	125	3	Undergraduate	3.000	Standard	Elementary Statistics
**Student Web Registered**	on Oct 18, 2012	None	7776	SPAN	200	9	Undergraduate	3.000	Standard	Effective Communication in Spanish
**Student Web Registered**	on Oct 18, 2012	None	7776	HIST	121	2	Undergraduate	3.000	Standard	Early America to the Civil War

Total Credit Hours: 12.000  
Billing Hours: 12.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Oct 18, 2012 11:35 AM

### Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed Section	7281	PSYC	201	2	Undergraduate	3.000	Standard		Investigating the Biological Bases of Behavior and Cognition

### Add Classes Worksheet

CRNs

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[Submit Changes](#) [Class Search](#) [Reset](#)

[ [View Holds](#) | [Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [Change Class Options](#) ]

# Step by Step: Add/Drop Courses

- If you are unsuccessful in registering for a course, you will be able to identify the reason as to why you were unsuccessful under 'Registration Add Errors' (Please Note: A list of the type of errors you could receive can be found in this presentation in just a few more slides)

If you are unsure of which classes to add, click [Class Search](#).

Once you have completed the registration process, use the links below to view/print your schedule.

Contact the **Office of the Registrar** should you have difficulty adding or dropping courses.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Student Web Registered**	on Oct 18, 2012 None	•	8005	ENGL	223	1	Undergraduate	3.000	Standard	2nd Yr Writ Sem:Lit, Res, Writ
**Student Web Registered**	on Oct 18, 2012 None	•	7115	MATH	125	3	Undergraduate	3.000	Standard	Elementary Statistics
**Student Web Registered**	on Oct 18, 2012 None	•	7743	SPAN	200	9	Undergraduate	3.000	Standard	Effective Communication in Spanish
**Student Web Registered**	on Oct 18, 2012 None	•	7776	HIST	121	2	Undergraduate	3.000	Standard	Early America to the Civil War

Total Credit Hours: 12.000  
Billing Hours: 12.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Oct 18, 2012 11:35 am

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed Section	7281	PSYC	201	2	Undergraduate	3.000	Standard		Investigating the Biological Bases of Behavior and Cognition

### Add Classes Worksheet

CRNs

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[Submit Changes](#) [Class Search](#) [Reset](#)



# Step by Step: Add/Drop Courses

- If you are unsuccessful in registering for all of your first choice courses, type in the CRNs for your second choices and press 'Submit Changes' until you have a full schedule (at least 12 credit hours)

If you are unsure of which classes to add, click [Class Search](#).

Once you have completed the registration process, use the links below to view/print your schedule.

Contact the **Office of the Registrar** should you have difficulty adding or dropping courses.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Student Web Registered** on Oct 18, 2012	None	• 8005	ENGL	223	1	Undergraduate	3.000	Standard		2nd Yr Writ Sem: Lit, Res, Writ
**Student Web Registered** on Oct 18, 2012	None	• 7115	MATH	125	3	Undergraduate	3.000	Standard		Elementary Statistics
**Student Web Registered** on Oct 18, 2012	None	• 7743	SPAN	200	9	Undergraduate	3.000	Standard		Effective Communication in Spanish
**Student Web Registered** on Oct 18, 2012	None	• 7776	HIST	121	2	Undergraduate	3.000	Standard		Early America to the Civil War

Total Credit Hours: 12.000  
Billing Hours: 12.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Oct 18, 2012 11:35 am

### Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed Section	7281	PSYC	201	2	Undergraduate	3.000	Standard		Investigating the Biological Bases of Behavior and Cognition

### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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# Remember...

- Please note that students are strongly encouraged to register for an average of 15 credit hours in all regular semesters (fall and spring) to make progress toward graduation in four years
  - To be considered a full-time student, you must register for and maintain a minimum of 12 credit hours in the fall and spring semesters



# Step by Step: Add/Drop Courses

- As you add/drop courses, submit your changes often by clicking on the ‘Submit Changes’ button at the bottom of the page to process & finalize your registration
  - It is recommended that you view and verify your schedule before ending your web registration session
- As you add/drop courses, you may encounter an error. The following slides explain what the most common errors are and what they mean.

# Errors You May Encounter

- **Holds:** Review 'Hold' information by clicking on 'Registration' menu and choosing 'Check Your Registration Status' line. Scroll down to the bottom of the page and click on 'View Holds.' If there are 'Holds' on your account impacting your registration, please consult with the administrative office issuing that hold to make arrangements to resolve the hold. You will be unable to register until the 'Holds' are resolved
- **Class Restriction:** You have either not earned enough hours for the required class level and/or you are not a participant in the Honors Program or the President's Leadership Program (will include your current term's enrollment in the calculation) (Example: A freshman (FR) attempting to get into a course restricted to seniors (SR) only)

# Errors You May Encounter

- **Major Restriction:** You have not indicated an interest in that area of study or formally declared the major required for entrance into the course
  - Example: SOCL major attempting to get into a course restricted to COMM majors only
- **CRN Does Not Exist:** You are attempting to register for courses that are not offered for the ‘Select Term’ indicated. Return to the ‘Registration’ menu, click ‘Select Term,’ and change the semester to the term for which you are registering.

# Errors You May Encounter

- **PREQ and TEST SCORE ERROR:** You do not currently have the required course prerequisite. You have not earned credit for the course (not in academic history) or are not currently registered for the course prerequisite
- **Program Restriction:** You are attempting to register for a course with a specific program restriction and you are not currently in that program
  - Example: Course restricted to students formally accepted into the Luter School of Business
- **CORQ Error:** You are not registering for the required co-requisite courses at the same time (cannot add one class at a time, they must be simultaneously added)
  - Example: You must enter the CRN for the lecture at the same time as the CRN for the lab and then click on submit

# Errors You May Encounter

- **Duplicate Course Error:** You have already successfully registered for a course and are now attempting to register for a different section of the same course in the same term. You must drop one section of the course before you can add another section of the same course.
- **Level Restriction:** You are attempting to register for a course with a level restriction that you do not meet
  - Example: Undergraduate student trying to register for a course with a graduate student restriction.
- **Registration Update Error:** The stop sign box may appear as a “Registration Update Error”. This is when you have had the course on your registration, then processed a drop and now wish to re-add the course. You should go to the ‘pull down’ menu in your registration and select ‘add’ rather than entering the CRN again

# Errors You May Encounter

- **Time Conflict Error:** Your schedule already has a course on the same day and/or time as another course for which you are attempting to register (cannot have courses with a time conflict). You may also get this registration error when one course ends and another begins at the same time
- **Registration Time ticket Error:** You are attempting to register at a time/day for which you are not authorized to register. Please remember that your registration time period is based on your current level, not your level after the term is over. You may view your time ticket on your web account under the 'Registration' menu and clicking on 'Registration Status'

# Contact Us!

Office of the Registrar

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757-594-7155