

WELCOME TO WEB REGISTRATION

Helpful Information to know before registering on the Web

General

1. When doing a search for courses do not bring up all departments at once when dealing with the Fall or Spring Semesters. This is time consuming
2. If there is no direct link when you go back and forth between screens use the following method. Check the **back button** at the top left, if it is **highlighted** click the drop down to the right and choose the screen you wish. If it is **not highlighted**, click on “file” and then on “close”. This will bring you back to your previous screen without knocking you out of the system
3. Before you Log Out, check your Schedule
4. To Log Out, use the LOGOUT BUTTON ONLY

The following situations will cause the addition of a course to be denied

1. You have Registration **Holds** including Advising, Finance, Health, Library etc. This is seen on the screen immediately after you sign on to the Web
2. You have not taken the **prerequisite** course(s) for the course you are attempting to add.
3. You have already taken the course. This includes courses that you have “withdrawn” from. You can only repeat a course when added in the Registrars Office.
4. If you attempt to add a course that would bring you above: **18 credits** for the Fall or Spring Semesters, **12 credits** for the Summer Session and **4 credits** for the Winter Session
5. The course is closed. The maximum number of seats have been reached
6. The course enrollment is set at **Zero** since permission is required for enrollment
7. If you attempt to add a course that overlaps in time with a course already added

*****Come to the Registrars Office if you need help concerning the above*****

Choosing the Course sections

You are only allowed to register for certain course sections. Some course sections represent other programs at the college and you cannot register for them.

1. For the Fall and Spring Semesters you may only register in section 001 through 027
 - i. HI 101 003 = YES
 - ii. HI 101 140 = NO
 - iii. HI 101 065 or 066 = NO
2. For the Winter Session, only sections from 200 through 227
3. For the Summer Session from 200 through 227 (Session A) and 300 through 327 (Session B)
 - i. ED 540 070 = NO

Concerning the Dropping of courses

- As courses are added one at a time, so too are they dropped in the same manner.
- When dropping a course, you must say YES to confirm the drop or it is not dropped.
- Once you are registered for a given semester, you cannot drop **all** your courses. The last course you attempt to drop will be denied.