

HOW TO REGISTER ON THE WEB

HOW TO ENTER THE WEB & ACCESS THE COURSE SEARCH SCREEN

1. From any computer that has access to the Web login to www.caldwell.edu.
2. Click on [Registration, Course Search and Billing](#).
3. Enter you ID # and Password.
4. From the “Successful Login” Box, Click on CHANGE TERM.
5. Highlight the term you wish to register in by clicking on it.
6. Select the ACADEMICS Tab and click on Course Search.

THERE ARE TWO METHODS FOR REGISTRATION:

METHOD 1: A COURSE SEARCH FOLLOWED BY COURSE ADDITION

METHOD 2: THE ADDITION OF A COURSE DIRECTLY FROM THE COURSE SEARCH SCREEN

METHOD 1

1. From the Course Search choose the Department, Range of Courses #s and Sections.
2. Go to Result Options at the bottom of the screen and check “only open classes”.
3. Click on “Find Classes”.
4. You will see a list of courses available.
5. On the left of the screen are the “Add” and the “Course # / Section” BUTTONS. Both are in red
6. If you wish a course, click on the add button now.
7. You will see an “Add Confirmed” or an “Add Failure” Box
8. You may now click on “View Schedule” or on “Back to Search” according to the above outcome.
9. If you are not sure of the particulars of the course (ex. Prerequisites), you can click on it from the “Add Failure due to prerequisites” Box **or** from the course listing screen (#5 above) by clicking on the red CR# / Sec button
10. Now you are viewing the course, including any prerequisites and other comments.
11. If you meet all the requirements of this course and wish to add it, you may click on the “add this course” button, which is above the description. If not, click on the back button.
12. You may also wish to return to your schedule after each addition. This is easily done from the “Add Confirmed” box.
13. If you do not wish to see your schedule, click on “file” and then on “close” since the back button is not highlighted.

14. This takes you back to the available courses from your original search.

Method 2

1. From the top part of the Course Search screen, (above Search Criteria) add the desired course by using the three drop-downs for department, number and section.
2. Click on the “Add Now” button
3. Again you will see the “Add Confirmed” or Add Failure” Box
4. You can now go back to search or view your schedule
5. The rest follows as in Method 1.

PRO and CON of Method 2:

PRO – This is an easy way to add a course if the drop-downs contain the exact course and section #s but you also need to know that the course is open and that you have met any prerequisites

CON – You cannot easily check to see if a particular section is open before you add it, and if any prerequisites are needed.

THE PROCESS OF DROPPING COURSES

1. To Drop a course first go to your schedule.
2. Note that there is a drop button before each course
3. Click the drop button for the course you wish to drop
4. A box comes up and you will be asked to confirm the drop
5. Click “Yes, drop the course” or “No, back to Schedule”
6. Click, “Yes drop the course”
7. A “Drop Confirmed” or “Drop Failure” box comes up
8. Click “back or return to the schedule”
9. This process must be completed for each course you wish to drop
10. When registering on the Web, dropping the last course = Drop Failure
11. To drop your courses completely, you must come to the Registrars Office