

## Course Registration

Online registration is accessed via the **Registration** link of the Navigation bar. The Unofficial Registration page provides course filter search options in order to display only desired courses, pending courses, and optionally, completed courses.



**Note:** If the Portal Administrator has enabled Official Registration and you already have officially registered courses, you will be taken to the Official Registration page.

Any pop-up blockers must be turned off when accessing the Student Portal Registration. When first logging in, if pop-up blocking is enabled a message will display indicating that pop-ups are blocked and to disable them. This message will display again when students click the Registration link. If all pop-up blockers are not turned off, Registration will be cancelled.

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If a Business Hold, with Stop Online Registration option checked, has been applied to a student record, the student will not be able to access Registration through the Portal. A message will display on the Portal indicating that a business hold is preventing registration.

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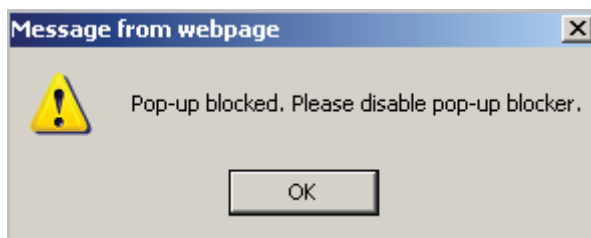


Figure 31: Pop-up blocker enabled



### Step-By-Step: Register For a Class

1. Click **Registration** on the menu. The Unofficial Registration page opens with the student's current schedule displayed at the top of the page. Unofficially registered courses may be dropped by selecting the checkbox next to the appropriate class. A course labeled **Not Allowed** cannot be dropped from the portal and must be dropped by the Registrar. Courses available for registration are displayed in the lower portion of the page. The portal compares the student's transcripts against the course offering, and if prerequisites for a course have not been met, the course will not display. If a waiting list is available, the student may put themselves on it by registering for the course.



**Note:** If the Portal Administrator has enabled Official Registration and you already have officially registered courses, you will be taken to the Official Registration page.



**Note:** When registering, prerequisites are checked two levels deep. For example: **Painting 201** has a prerequisite of **Painting 101**. **Painting 101** has a course equivalent of **Art 101**. **Art 101** has a course equivalent of **Ceramics 101**. When checking Prerequisites in Course Equivalents, either Art 101 or Ceramics 101 will meet the prerequisite requirement for Painting 201 in addition to the actual prerequisite of Painting 101.

**Unofficial Registration**

Registration for multiple sections of the same courses is not allowed. You are allowed to take a maximum of 15 credit hours this term. You may add yourself to the waitlist for courses that are full or already have a waitlist.

[Cancel](#) [Process Registration](#)

[Show Academic Information](#)   [Show Filter](#)   [Show Pending Courses](#)

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This is your current schedule for the FA-12 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
<b>Current Offering for Term: FA-12</b>								
1 2 3 4 5 6 7 8 9 10 <a href="#">Next</a> Viewing Page #1 (Total Pages: 31)								
<b>MANAGERIAL ACCOUNTING [AC221L01]</b> 18 seats left START-END DATES: 8/23/2012 - 12/17/2012 <a href="#">+ Book List</a>								
Reg		Instructor	Credits	Campus	Room	Days	Date	Time
		Graham, Hubert J	3	Main	BEA-101	MWR	Weekly	2:00 AM - 3:00 AM
<b>MANAGERIAL ACCOUNTING [AC221L02]</b>								

Figure 32: Unofficial Registration

2. Click **Show Academic Information** to display Advisor, Major, and Minor. This information is pulled from the Status Record for the term for which the student is logged into the portal. Information will not display if a Status Record for the term does not exist.
3. Click **Show Pending Courses** to display courses that have been selected for Registration but not yet registered.
4. Click **Show Filter** to expand the Course ID Filter section.

[Hide Filter](#)

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**Course ID Filter**

Dept:  Course #:  Type:  Section:

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**Days and Times Filter**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time From:

Time To:

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**Course Access Campus**

Select/Unselect All:  (Limit results to selected campus)

Fontbonne  
  Main  
  Maryville  
  North  
  Paralegal  
  Seminar  
  Seminary  
 West

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**Additional Options**

Class Summary Only  
  Completed Courses  
 Display  Courses Per Page.

Figure 33: Course ID Filter

Selecting **Class Summary Only** will display only the course number and course name of each class without any times, rooms or instructor details.

Selecting **Completed Courses** will display a list of the student's completed courses and will assist in course selection.

Students may or may not see Credit and/or Audit checkboxes and other codes, which define whether they can register for the class or not.

Courses a student is qualified to register for credit have Credit check boxes. If the "Waitlist" code is next to the check box, the student can put themselves on the wait list for the course. Students may register for one section of a course and put themselves on the waitlist for a different section. Credits associated with a waitlisted course do not count towards the maximum allowed hours for registration. If a seat becomes available, only the registrar can determine who on the wait list will be registered for the course

Other codes the student may see:

- Reg – The student is already registered for the course.
- FacAppReq –The Instructor’s permission is required. Only the Registrar can register this course.
- DegAudit – the course is not in the student’s degree audit as remaining.
- PreReq – Prerequisite has not been met.
- DLPreReq – this course has a prerequisite DL Orientation course that must have been completed in a prior term.
- Last Add – The date is past the date this course may be registered.
- Class is Full – The course is full.
- Waitlist – The course has a waitlist and, if enabled, students may only select the Waitlist check box to place themselves on the waitlist for this course.

Click the course link to open a pop-up window with further details such as Co-Requisites, Pre-requisites, and Equivalents.

**ART HISTORY I [AR160LEC100]**  
25 seats left  
 START-END DATES: 8/23/2012 - 12/31/2012

[- Book List](#)

Book List								
	ISBN	Book Cost	Title	Publisher	Publisher Phone	Author	Copyright	Required
1.		\$35.00	History of Art					Yes
Total Book Cost:		\$35.00						

	Instructor	Credits	Campus	Room	Days	Date	Time
<input type="checkbox"/> Credit	Bumgardner, George Richie	3	Main	Mars-105	MWF	Weekly	2:00 PM - 3:00 PM
<input type="checkbox"/> Audit	Staff	3	Main	ORTGA-101	TR	Weekly	10:00 AM - 11:00 AM

Figure 34: Book List drop-down

Click the **Book List** link to display a drop-down list of books designated for this course.

Upon processing registration, if student is not registered for a required corequisite course, a warning prompt will appear and registration cannot continue until the corequisite course is selected. If the student has already met a corequisite in a previous term, a notice will display indicating the corequisite has already been met. A warning prompt will also display when dropping a course that is needed as a corequisite.

Once a student has unofficially registered for classes they will see the **Unofficial Registration Checkout** page with their schedule including any waitlisted courses.



**Note:** If the Portal Administrator has enabled Official Registration and you already have officially registered courses, you will be taken to the Official Registration page.

**Note:** Students may audit classes they do not qualify to take for credit because they do not meet prerequisites or degree audit requirements.

Students can then print their schedule by clicking the printer icon. As long as the registered class remains unofficial the student may drop it at any time. Only the registrar can authorize unofficial classes.


Unofficial Registration Checkout						 Printer Friendly Version
Current Schedule for the FA-12 term						
Course ID	Course Name	Instructor	Days	Time	Date	
AR160LEC100	ART HISTORY I	Bumgardner, George Richie	MWF	02:00 PM - 03:00 PM	8/23/2012 - 12/31/2012	
		Staff	TR	10:00 AM - 11:00 AM		
ENG102LEC01	ENGLISH COMP II	Staff	N/A	-	8/23/2012 - 12/17/2012	
You are on a waitlist for the following courses:						
Course ID	Course Name	Instructor	Days	Time	Wait Order	
BL251LEC01	MICROBIOLOGY	Staff	N/A	-	1/1	
**Note: Waitlist courses will not show on a schedule.						

Figure 35: Registered Classes

When registering courses that utilize relative start dates, such as a 30 day course within a 4 month term, clicking **Process Registration** will present students with an additional screen where they may choose the **Start Date** for these courses. The **End Date** will calculate automatically according to the length of the course. You must adhere to the Restriction Information displayed for each course when choosing the Start Date. No registration changes are saved at this point. All registration changes will save upon clicking **Save Registration** on this screen or you may click **Cancel Registration** to cancel all changes made in this session.

Student Portal Registration Relative Start Date Selection Page				
Start Dates are shown as estimates based upon our default number of days required to attain your course materials. You may change the start date of each course but the start date must adhere to the restriction information displayed below the class.				
Relative Start Date Courses				
Course ID	Course Title	Start Date	End Date	
NR203CL01	MENTAL HEALTH NURSING	8/23/2012 	9/22/2012	
Restriction Information	Term Start Date	Term End Date	Earliest Start Date	Max Start Date
	8/23/2012	12/31/2012	8/23/2012	11/24/2012

Figure 36: Relative Start Date Selection page