## **Help with Registration Screens**

- Your **Course Wishlist** will be displayed with the courses you previously added. If your **Course Wishlist** is empty you will need to add courses to the list before proceeding.
  - Click 'Search and Add Courses' at the top of the screen.
  - Select the subject from the pull down menu. You can use other search criteria to narrow the results if you choose. Click 'Search for Courses' at the top right of the screen.

Back to My Schedule		₽ Search for Courses
🎢 Search for Courses		
Before you can register for a course can use to find your courses.	you need to add it to your <b>Course Wishlist</b> . Think of it as a holding place for all the different courses you want to rememb	er. Below is the search form you
To search, fill out at least one of the	Subject dropdowns. There are a few other options as well to help limit your search.	
Includes Courses Requiring Consent	✓ Includes Closed Courses	
Subject	Course Level Course Number Section	
Select a Subject 👻	and/or a Level 🔻	
Sections Meeting After	Sections Ending Before 🔹	
Mon 🖾 Tue 🖾 Wed 🖾	Thu 🗖 Fri 🗖 Sat 🗐 Sunday 🗍	
Course Title Keyword(s)		
Instructor's Last Name		
Distribution/Interdisciplinary	•	

• Click the '+' button of the course(s) you want to add and then click 'Add to Wishlist' at the top right of the screen. Be sure to include several alternative courses in case your initial choices are closed.

<sup>29</sup> Search Results are are the courses we found. Pay close attention to the Status, Time and Available/Capacity columns. add one or more courses to your wishlist, click the plus button to the left and choose Add to Wishlist. Available/ courses to your wishlist, click the plus button to the left and choose Add to Wishlist.	O Ch	lange Sea	arch							+ Add to Wis	nlist
ere are the courses we found. Pay close attention to the <b>Status, Time</b> and <b>Available/Capacity</b> columns.	🧷 S	🌮 Search Results									
Available/	Here a	Here are the courses we found. Pay close attention to the <b>Status, Time</b> and <b>Available/Capacity</b> columns.									
		ono or mo	ro courcos t	O VOUR WIEDUET CUCK THO DUE DUT	ton to the lett on						
	Add	Status	consent	Course	Location	a choose Add to Wishilst.	Faculty	Available/ Capacity	Credits	Distrib./Interdisc.	Fee
• Open         N         Astra-110-A Principles of Astronomy         SCI # 100         Tue, Thu 01:00PM - 02:20PM         N. Paust         10 / 40         4.00         SCL QU	Add	Status Open	re courses t Consent N	Course <u>ASTR-110-A Principles of</u> <u>Astronomy</u>	Location SCI # 100	Times Tue, Thu 01:00PM - 02:20PM	Faculty N. Paust	Available/ Capacity 10 / 40	Credits 4.00	Distrib./Interdisc.	Fee

- Once your **Course Wishlist** is created, use the **Action** buttons to add a course to your schedule or to remove it from the list. Click '**Apply Changes**' at the top right of the page and the courses that can successfully be added to your schedule will move to the **Current Schedule** area of the screen.
  - Hover over the button for a description of the action

+ Search and Add Courses					Apply (	Changes
③ Your appointment time has not been determined. The Registrar's office will no	tify you when your time has been set.					
Course Wishlist Before you can register for a course you need to add it to your Course Wishlist. Th different courses you want to remember. Below is your current Course Wishlist.	ink of it as a holding place for all the	This calend hover over you can qu	edule W lar displays a your wishlis ickly see if t	leek all of your reg t courses the they will fit in	gistered cou ey will show a your sched	irses. As you up here so Iule.
Use the Action buttons to add a course to your schedule below or to remove it fro	m the list.	monday	tuesday	wednesday	thursday	friday
Change term: Fall 2014 • ARTS-115-A Beginning Drawing	Try to Add to Schrault	7am 8am				
Fall 2014 C. Timm-Ballard, CVA # 228	Open + Available: 6 /16 - Mon, Wed 10:00AM - 11:50AM -	9am				
ARTS-123-A Beginning Photography	$\bigcirc$	10 - 11:50am		10 - 11:50am		
Fall 2014 C. Bloomquist, CVA # 201	Open +	11am	11- 11:50am		11- 11:50am	
Add to Waitlist Credits: 3	Tue, Fri 08:00AM - 09:50AM	ARTS-115-A	SSRA-210-A	ARTS-115-A	SSRA-210-A	

• To add additional courses to your schedule you must first add them to your **Course Wishlist** by clicking on the '+ **Search and Add Courses**' at the top left of the screen. Once courses are added to your **Course Wishlist**, you may use the action button to add them to your schedule.

+ Search and Add Courses	<b>←</b>	<ul> <li>Apply Change</li> </ul>

• To drop a course from your schedule, click on the '-' button and then click '**Apply Changes**' at the top right of the screen. You may need to scroll up to locate the button.

	Current Schedule								
	These a your ch	re the classes you langes.	1 have registered for. If you nee	d to drop a	course, use the <b>Drop</b> butto	on to the left of the cour	rse and t	hen save	
	Drop	Semester	Section Name	Location	Times	Faculty	Credits	Course Fee	
->	-	Fall Semester, 2010	<u>ARTS-480-A Senior Studio</u> <u>Art Seminar</u>	CVA # 201	Tue, Thu 07:00PM - 09:00PM	C. Timm-Ballard J. Lincoln	3.00	\$100.00	
	-	Fall Semester, 2010	<u>HIST-237-A The Making of England</u>	MAX # 212	Mon, Tue, Thu 11:00AM - 11:50AM	J. Cotts	4.00		

• For variable credit courses, select the agreed upon number from the drop down before you click the plus sign to add the course to your schedule.

MUS-263E-D IntmdApplMus: Viola	
Fall 2014 A. Dodds,	Ŧ
Onen	+
Add to Waitlist Available Credits: 1 - Available: 50 / 50	-

• To add yourself to a waitlist, maximum of four, click on the "Add to Waitlist" link. A dialogue box will display asking why you need to take the course (major, distribution, etc.), an option to allow the instructor to view your schedule, and a place for you to provide any additional information you would like the instructor to know on why you want to take the course. Once you fill out the box, click the "Add me to…" button to be added to the waitlist. Note that only the "Needed for" is required.

G Add to Waitlist	Creediter 2				
	creaits: 3				
			Amerika se	8	
irself to the ARTS-1	<b>15-A</b> waitlist, ple	ease fill out t	he followii	ng:	
r • None • structor to view my s	schedule				
Comments			1		
	Never mind	Add me to	ARTS-115-	A	
	r • None • structor to view my s Comments	rself to the <b>ARTS-115-A</b> waitlist, ple r • None - structor to view my schedule Comments Never mind	rself to the ARTS-115-A waitlist, please fill out t r  None  Structor to view my schedule Comments Never mind Add me to a	rself to the ARTS-115-A waitlist, please fill out the followin r  None  structor to view my schedule Comments  Never mind Add me to ARTS-115-	rself to the ARTS-115-A waitlist, please fill out the following: r • None - structor to view my schedule Comments

• Any waitlisted courses will appear at the bottom of the registration screen. If you wish to remove yourself from the waitlist, simply click the "Remove Me" in the Actions column. You may also edit the information you entered earlier by clicking the "Edit" button.

🕒 Waitlisted Courses				
These are the course waitlists you have been added to. Plea	ase note you may only be on 4 waitlists fo	r any semester.		
- · · · · · · · · · · · · · · · · · · ·				
Course	Notes	Added	Actions	
HIST-493-A <b>Seminar: The 1960s</b> <b>2014FA</b> - David Schmitz <b>Max 201:</b> Tu, Th 2:30 - 3:20pm	Needed for: None Comments: None	04/25/2014 6:08:02 PM by <b>You</b>	Enrolled	~
WLIT-315-A <b>Chinese Narrative</b> 2014FA - Qiulei Hu Olin 343: Tu, Th 1 - 2:20pm	Needed for: None Comments: None	07/18/2014 10:35:53 AM by <b>You</b>	● Edit ⊜ Remove Me ◄	

- An error message will be displayed if a class cannot be added to your schedule. You will need to take the following actions to have such a course added to your schedule:
  - **Co-requisite Course** add the required co-requisite course to your **Course Wishlist** and then add both courses to your schedule.
  - **Course Prerequisites Incomplete** contact the instructor for **electronic course consent**. Once you have that consent, contact the Registrar's Office to have the course added.
  - **Closed Course** contact the instructor for **electronic course consent**. Once you have that consent, contact the Registrar's Office to have the course added.
  - **Conflicting Courses** submit a **Course Conflict Resolution Form**, signed by the instructors of both conflicting courses, to the Registrar's Office to add the courses.
  - Need Assistance contact the Registrar's Office through a Live Chat option located in the lower right corner of your screen. Not available during First Year registration.