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.

  - 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.

- 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

Course Wishlist

Before you can register for a course you need to add it to your **Course Wishlist**. Think of it as a holding place for all the different courses you want to remember. Below is your current Course Wishlist.

Use the **Action** buttons to add a course to your schedule below or to remove it from the list.

Change term: Fall 2014

ARTS-115-A Beginning Drawing — Try to Add to Schedule
Fall 2014 C. Timm-Ballard, CVA # 228
Open — Available: 6 / 16
Add to Waitlist   Credits: 3 — Mon, Wed 10:00AM - 11:50AM

ARTS-123-A Beginning Photography
Fall 2014 C. Bloomquist, CVA # 201
Open — Available: 6 / 13
Add to Waitlist   Credits: 3 — Tue, Fri 08:00AM - 09:50AM

Schedule Week

This calendar displays all of your registered courses. As you hover over your wishlist courses they will show up here so you can quickly see if they will fit in your schedule.

+ Search and Add Courses   ✓ Apply Changes

ⓘ Your appointment time has not been determined. The Registrar's office will notify you when your time has been set.

- 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   ✓ Apply Changes

- 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 are the classes you have registered for. If you need to drop a course, use the **Drop** button to the left of the course and then save your changes.

Drop	Semester	Section Name	Location	Times	Faculty	Credits	Course Fee
−	Fall Semester, 2010	ARTS-480-A Senior Studio Art Seminar	CVA # 201	Tue, Thu 07:00PM - 09:00PM	C. Timm-Ballard J. Lincoln	3.00	$100.00
−	Fall Semester, 2010	HIST-237-A The Making of England	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,

Add to Waitlist   ⚠ Variable Credits: 1 ▾   Open
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.

- 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.

- 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:
    o **Co-requisite Course** – add the required co-requisite course to your **Course Wishlist** and then add both courses to your schedule.
    o **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.
    o **Closed Course** - contact the instructor for **electronic course consent**. Once you have that consent, contact the Registrar's Office to have the course added.
    o **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.
    o **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.**