

Registration

At

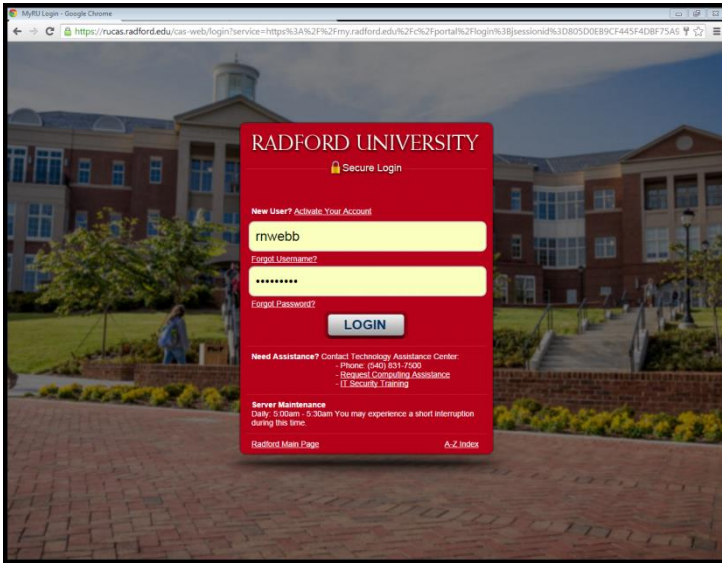
RADFORD
UNIVERSITY

What to expect

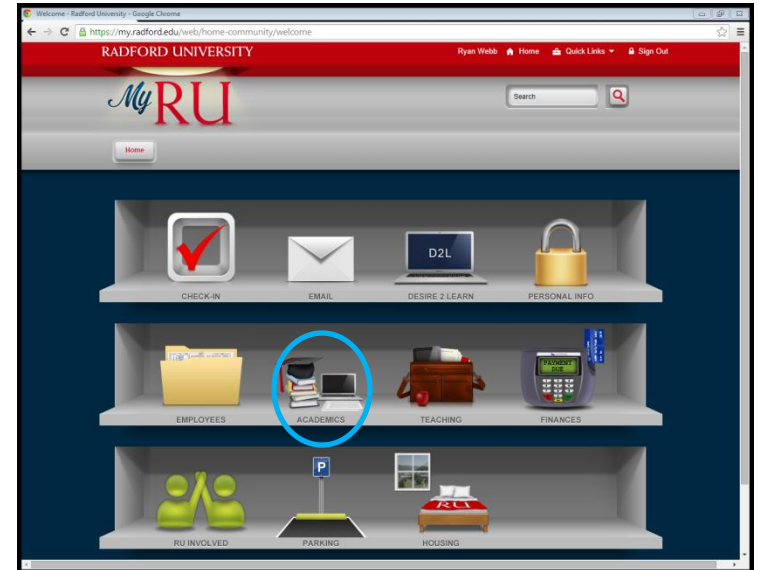
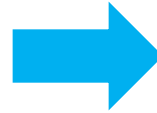
A guide through the MyRU portal

- Where to log in
- Finding and using your degree audit
- Looking up registration time
- How to see holds
- Getting CRNs
- Registering for classes
- Possible errors
- Quick tips and tricks

MyRU Portal



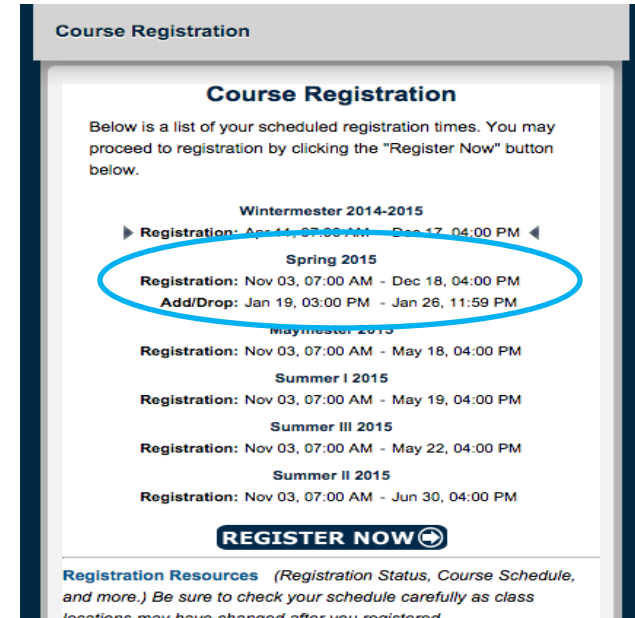
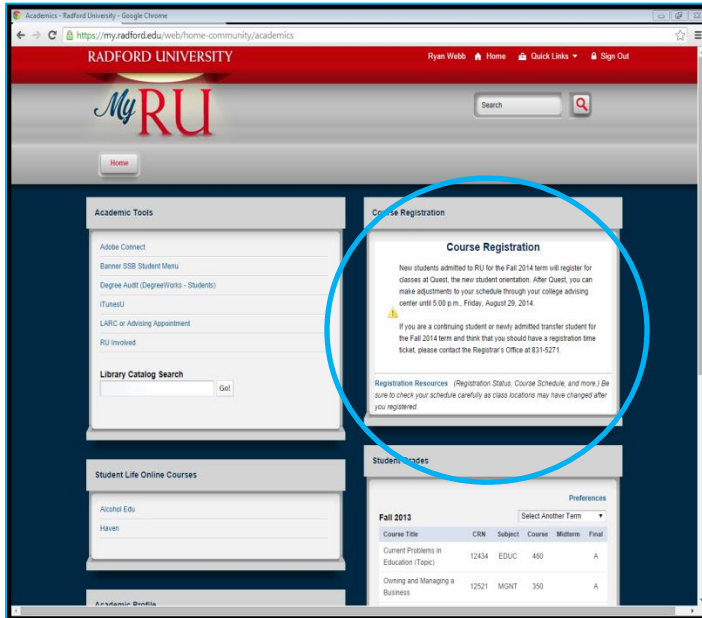
Log in with your Username and password



Once logged in, click on the Academics icon (graduation cap and books)

Registration Resources

Registration Time



Back on "Academics," you will see this screen.

In the "Registration Resources" box you will see your registration times for each semester. Click on "Registration Resources."

Viewing Holds

Welcome, [redacted] to the Radford University Self-Service System!

Find a page...

The screenshot shows the Radford University Self-Service System interface. At the top, there is a navigation breadcrumb: Home > Student > Student Records. Below this, there are four main menu items: Personal Information, Student (highlighted in blue), Financial Aid, and Faculty Services. Under the Student menu, there are three sub-sections: Admissions (Apply for Admission or Review Existing Applications), Registration (Check your registration status, class schedule and add or drop classes), and Student Records (View your holds, grades and transcripts). The Student Records section is circled in blue. Below it, a dropdown menu is open, listing several options: View Holds (circled in blue), Midterm Grades, Final Grades, Grade Detail, Academic Transcript, Request Enrollment Verification, Course Catalog, View Student Information, and Class Schedule. Transferred Credits is listed at the bottom of the dropdown.

To view holds, click on “Student Records” then “View Holds”

Registration Holds

You can be blocked for registration if you:

- Have not sent in your final transcripts
- Have not turned in your health records
- Have unpaid parking tickets or fines
- Haven't finished Alcohol Edu or Haven
- Have not seen your advisor

Holds must be removed before you will be able to register for classes.

Only the department that placed the hold can remove the hold.

Your Degree Audit can help you determine which classes you still need to take.

The screenshot shows a university website interface. At the top left, there is a "Home" button. Below it, the "Academic Tools" section contains several links: "Adobe Connect", "Banner SSP Student Menu", "Degree Audit (DegreeWorks - Students)" (circled in blue), "iTunesU", and "LARC or Advising Appointment". Below this is a "Library Catalog Search" section with a search box and a "Go!" button. Further down is the "Student Life Online Courses" section with links for "Alcohol Edu" and "Haven". On the right side, the "Course Registration" section is titled "Course Registration" and contains the following text: "Below is a list of your scheduled registration times. You may proceed to registration by clicking the 'Register Now' button below." The registration schedule is as follows:

- Wintermester 2014-2015**
▶ Registration: Apr 14, 07:00 AM - Dec 17, 04:00 PM ◀
- Spring 2015**
Registration: Nov 07, 07:00 AM - Dec 18, 04:00 PM
Add/Drop: Jan 19, 03:00 PM - Jan 26, 11:59 PM
- Maymester 2015**
Registration: Nov 07, 07:00 AM - May 18, 04:00 PM
- Summer I 2015**
Registration: Nov 07, 07:00 AM - May 19, 04:00 PM
- Summer III 2015**
Registration: Nov 07, 07:00 AM - May 22, 04:00 PM
- Summer II 2015**
Registration: Nov 07, 07:00 AM - Jun 30, 04:00 PM

At the bottom of the registration section is a "REGISTER NOW" button with a right-pointing arrow. Below the button, there is a link for "Registration Resources" with the text: "(Registration Status, Course Schedule, and more.) Be sure to check your schedule carefully as class locations may have changed after you registered."

Unfulfilled requirements will be listed on the Degree Audit as “Still Needed.”

Audits > Format: Student View View Academic History

Unmet conditions for this set of requirements: 33 Credits needed
6 Credits in residence needed

BS Requirements Catalog Year: 2012-2013 Credits Required: 120
GPA: 4.000 Credits Applied: 87


Student		Level	Undergraduate
ID		Degree	Bachelor of Science
Classification	Junior	College	Humanities & Behavioral Scienc
Advisor		Major	Interdisciplinary Studies
Overall GPA	4.000	Minor	

2.0 GPA met

CORE CURRICULUM

- University Core A **Still Needed:** See **University Core A - CHBS** section
- University Core B **Still Needed:** See **University Core B - CHBS** section
- College Core A **Still Needed:** See **College Core A - CHBS** section
- College Core B **Still Needed:** See **College Core B - CHBS** section
- Additional BS Requirements **Still Needed:** See **Major Specific B.S. Requirements** section

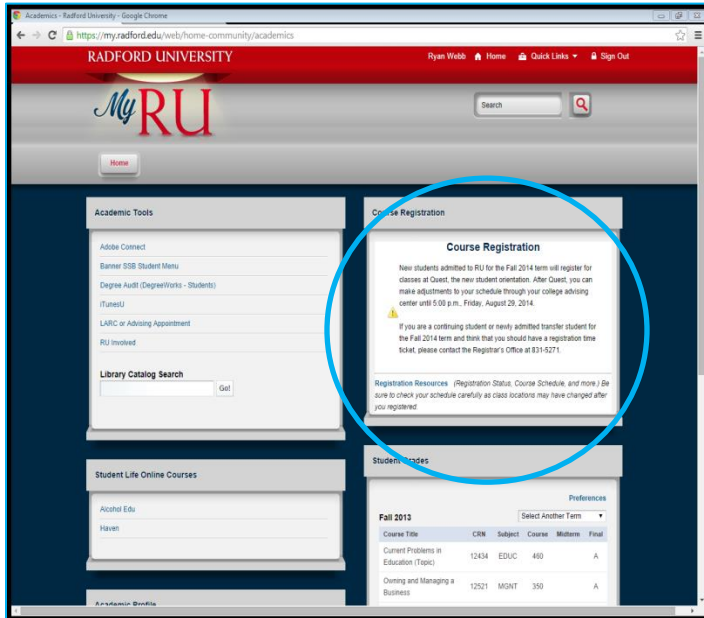
Blocks included in this block
University Core A - CHBS



Make note of the classes you would like to take. (You may have already talked to your advisor about your options. If so, choose your advisor’s recommendations.)

Please remember: your degree audit is just a tool. The catalog is your contract. If you have questions about your degree audit, please see your advisor.

Go back to Registration Resources



The screenshot shows the MyRU website interface. The top navigation bar includes the Radford University logo, a search bar, and links for Home, Quick Links, and Sign Out. The main content area is divided into several sections: Academic Tools, Course Registration (highlighted with a blue circle), Student Grades, and Student Life Online Courses. The Course Registration section contains text about registration for Fall 2014 and a table of course offerings for Fall 2013.

Course Title	CRN	Subject	Course	Medium	Final
Current Problems in Education (Topic)	12434	EDUC	460		A
Creating and Managing a Business	12521	MGNT	350		A



The screenshot shows the Course Registration page with the following content:

Course Registration

Below is a list of your scheduled registration times. You may proceed to registration by clicking the "Register Now" button below.

Wintermester 2014-2015
▶ **Registration:** Apr 11, 07:00 AM - Dec 17, 04:00 PM ◀

Spring 2015
Registration: Nov 03, 07:00 AM - Dec 18, 04:00 PM
Add/Drop: Jan 19, 03:00 PM - Jan 26, 11:59 PM

Maymester 2015
Registration: Nov 03, 07:00 AM - May 18, 04:00 PM

Summer I 2015
Registration: Nov 03, 07:00 AM - May 19, 04:00 PM

Summer III 2015
Registration: Nov 03, 07:00 AM - May 22, 04:00 PM

Summer II 2015
Registration: Nov 03, 07:00 AM - Jun 30, 04:00 PM

REGISTER NOW (with a right-pointing arrow icon)

Registration Resources (Registration Status, Course Schedule, and more.) *Be sure to check your schedule carefully as class locations may have changed after you registered.*

Looking Up Classes

The screenshot shows a navigation menu with three main sections: Admissions, Registration, and Student Records. The Registration section is highlighted with an orange header and contains a list of options: Select Term, Week at a Glance, Request Enrollment Verification, Concise Student Schedule, Add or Drop Classes, Student Detail Schedule, Active Registration, and View Books Needed for Term. The Student Records section contains Look Up Classes, Registration Status, and Registration History. A blue oval highlights 'Look Up Classes', with a blue arrow pointing to it from the 'Add or Drop Classes' option and another blue arrow pointing to it from the right. A large blue arrow points from the 'Look Up Classes' option down to the search form below.

To look up classes click on “Registration,” then “Look Up Classes”

Personal Information | Student | Financial Aid | Faculty Services

Select Term or Date Range

Home > Student > Registration > Concise Class Schedule

Search by Term:

None ▼

Submit

Reset

Next, select the term and year for which you are registering

Looking Up Classes (Cont.)

Look Up Classes

Home > Look Up Classes

Use this Course Search page to view the class schedule with individual class sections collapsed. Use the Advanced Search fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is made.

Subject:

- Information Sci. & Technology
- Interdisc Studies in Lib Arts
- International Studies
- LEAD 110: Leadership Ed. Prog.
- Latin
- Management**
- Marketing
- Mathematics
- Mid-Level Education
- Military Science

Course Search ~~Advanced Search~~

Week at a Glance Student Detail Schedule View Holds

Look Up Classes

Home > Look Up Classes

Fall 2014

Management

101	Intro to Business & Entrepren	View Sections
105	Management in the Movies	View Sections
221	Fundamentals of Management	View Sections
250	Entrepreneurship & Innovation	View Sections
322	Organizational Behavior	View Sections
323	Human Resource Management	View Sections
330	Managing Technology & Info	View Sections
333	Bus Analytics Decision Making	View Sections
350	Owning & Managing a Business	View Sections
357	Operations Management	View Sections
361	Organizational Communications	View Sections
421	Leadership and Motivation	View Sections

Go to the class you are looking for and click “Course Search”

Go to the class number you are looking for and click “View Sections”

Class Times and Locations

History

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
NR	20020	HIST	102	01	MC	3.000	World History Since 1500	MWF	08:00 am-08:50 am	45	0	45	John G Ryder (P)	01/20-05/07	CK 319
NR	20021	HIST	102	02	MC	3.000	World History Since 1500	MWF	10:00 am-10:50 am	45	0	45	Terry Lee Findley (P)	01/20-05/07	CK 313
NR	20022	HIST	102	03	MC	3.000	World History Since 1500	MWF	10:00 am-10:50 am	45	0	45	John G Ryder (P)	01/20-05/07	CK 319
NR	20023	HIST	102	04	MC	3.000	World History Since 1500	MWF	11:00 am-11:50 am	45	0	45	John G Ryder (P)	01/20-05/07	CK 319
NR	20024	HIST	102	05	MC	3.000	World History Since 1500	MWF	12:00 pm-12:50 pm	45	0	45	Terry Lee Findley (P)	01/20-05/07	CK 313
NR	20025	HIST	102	06	MC	3.000	World History Since 1500	MWF	01:00 pm-01:50 pm	45	0	45	Terry Lee Findley (P)	01/20-05/07	CK 313
NR	20026	HIST	102	07	MC	3.000	World History Since 1500	TR	09:30 am-10:45 am	45	0	45	Brock W. Cutler (P)	01/20-05/07	CK 318
NR	20027	HIST	102	08	MC	3.000	World History Since 1500	TR	09:30 am-10:45 am	45	0	45	Garth N Montgomery (P)	01/20-05/07	CK 319
NR	20028	HIST	102	09	MC	3.000	World History Since 1500	TR	11:00 am-12:15 pm	45	0	45	Garth N Montgomery (P)	01/20-05/07	CK 319
NR	20029	HIST	102	10	MC	3.000	World History Since 1500	TR	02:00 pm-03:15 pm	45	0	45	Garth N Montgomery (P)	01/20-05/07	CK 319

New Search

The days and times of each class will be listed

MWF = Monday, Wednesday, Friday
 TR = Tuesday, Thursday

The building codes are listed as well as the room #

Building codes can be found on the [RU website](#)

The Advanced Search allows you to search based on various criteria.

You can highlight all of the subjects to search for everything or select one subject. You can click and hold the Ctrl key on your keyboard to select multiple (but not all) subjects.

You can search by:

- Course Number
- Title
- Credit Hour Range (e.g. to look for a 2 credit hour class, put 2 in both boxes: 2 hours to 2 hours)
- Campus (Distance Learning indicates entirely online)
- Course Attributes (Honors Academy, Scholar-Citizen, and Study Abroad)
- Start and End Times, Days of the Week

Advanced Search

[Home](#) > [Advanced Search](#)

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one.

Subject: Accounting
American Sign Language
Anthropological Sciences
Appalachian Studies
Applied Hlth Physical Therapy
Arabic
Art
Art Education
Art Graphic
Art History

Course Number:

Title:

Credit Range: hours to hours

Campus: All
Distance Learning
Inst. for Adv. Learn, Danville

Part of Term: All
Non-date based courses only
Full Term

Attribute Type: All
Honor's Academy Course
Scholar-Citizen

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

After selecting your criteria, click Section Search

Things to Remember While Looking Up Courses

- **MWF:** the class will be held on Monday, Wednesday, and Friday
- **TR:** the class will be held on Tuesday and Thursday
- Open classes will have a box beside them. Closed classes will have a “C” instead.
- Register for lab classes first
- Pay attention to class type (online or lecture)
- Some classes are closed to non-majors for the initial registration period

How To Register

Look at Classes

IMPORTANT NOTICE: The following disciplines have temporarily limited Media Studies, English, History, Music, Psychology, and Sociology. To see the full list, click here.

COURSE OVERRIDES: If you received a course override from a department, click here.

Select a checkbox in front of the CRN (C identifies a closed class) and click on the course name.

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
<input checked="" type="checkbox"/>	10213	ACTG	211	01	MC	3.000	Fundamentals of Financial Accounting
<input type="checkbox"/>	10256	ACTG	211	02	MC	3.000	Fundamentals of Financial Accounting
<input type="checkbox"/>	10152	ACTG	211	03	MC	3.000	Fundamentals of Financial Accounting

- Get the CRN # (5 digit number beside the course)
- C= Closed
- SR = Seats Remaining before your window opens
- = Seats Remaining after your window opens
- Pay attention to the location (Radford, Roanoke, online, etc.)

How To Register

Home > Student > Registration

Personal Information

Student

Financial Aid

Faculty Services

Employee

Finance

Admissions

Apply for Admission or Review Existing Applications

- Select Term
- Week at a Glance
- Request Enrollment Verification
- Concise Student Schedule

Registration

Check your registration status, class schedule and add or drop classes

- Add or Drop Classes
- Student Detail Schedule
- Active Registration
- View Books Needed for Term

Student Records

View your holds, grades and transcripts

- Look Up Classes
- Registration Status
- Registration History

In the Registration tab, click “Add or Drop Classes” (if during your registration time)

How To Register

The screenshot displays the Radford University registration system interface. At the top, the header includes the university name and navigation links for 'Sign Out' and 'Help'. Below the header, a navigation menu contains 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', 'Employee', 'Banner Security', and 'WebTailor Administration'. A search bar is located on the right side of the navigation menu.

The main content area is titled 'Registration Term'. Below the title, there is a breadcrumb trail: 'Home > Student > Registration > Select Term'. On the right side of the page, there is a cookie notice: '000902457 Cookie Monster Oct 27, 2014 04:56 pm'.

The central part of the page features a 'Select a Term:' dropdown menu. The dropdown is open, showing a list of registration terms. The first term, 'Summer II 2015', is highlighted in blue. Below the dropdown is a 'Submit' button. The list of terms includes:

- Summer II 2015
- Summer III 2015
- Summer I 2015
- Maymester 2015
- Spring 2015
- Wintermester 2014-2015
- Fall 2014 (View only)
- RU Accelerate 2014 (View only)
- Summer II 2014 (View only)
- Summer III 2014 (View only)
- Summer I 2014 (View only)
- Maymester 2014 (View only)
- Spring 2014 (View only)
- Wintermester 2013-2014 (View only)
- Fall 2013 (View only)
- Summer II 2013 (View only)
- Summer III 2013 (View only)
- Summer I 2013 (View only)
- Maymester 2013 (View only)
- Spring 2013 (View only)
- Wintermester 2012-2013 (View only)
- Fall 2012 (View only)
- Summer III 2012 (View only)
- Summer II 2012 (View only)
- Summer I 2012 (View only)
- Maymester 2012 (View only)
- Spring 2012 (View only)
- Fall 2011 (View only)
- Summer III 2011 (View only)
- Summer II 2011 (View only)

At the bottom of the page, there is a footer with the text 'RADFORD UNIVERSITY'.

Select the term and year for which you want to register and click Submit.

How To Register

ellucian UNIVERSITY [Sign Out](#) [Help](#)

[Browse](#)

[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#) [Banner Security](#) [WebTailor Administration](#)

Alternate PIN Verification

[Home](#) > [Student](#) > [Registration](#) > [Add or Drop Classes](#)

000902457 Cookie Monster
Spring 2015
Oct 28, 2014 11:20 am

Please enter your Alternate PIN to access registration.

Alternate PIN: [▼](#)

[Submit](#)

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RELEASE: 8.5.1.2 RU 1.0 [SITE MAP](#)

RADFORD UNIVERSITY

Enter the PIN given to you by your Advisor or Advising Center and click Submit.

Students are responsible for adhering to all payment, add/drop, and withdrawal deadlines as specified on the official academic calendar, in the catalog, and on the Student Accounts website. If you agree to the information contained in the acknowledgement, click Accept.

Browse

Acknowledge obligation to pay

Home > Acknowledge obligation to pay

Find a page...

By enrolling in courses at Radford University, I understand and acknowledge:

- I am incurring a legal obligation to pay all tuition and fees associated with this registration by the term payment deadline date, or have a University approved payment arrangement or Financial Aid in place. I further understand that despite my expectations for payment from financial aid or other sources, I am ultimately responsible for all charges incurred.
- If I live in University owned or operated housing or sign up for a University meal plan, I further agree to pay all charges associated with my room and board.
- Past due balances not covered by fully processed financial aid are subject to late fees and may be referred to collection agencies and to the Virginia Office of the Attorney General for collection. I am responsible for paying any additional fees, including attorney fees and court charges, associated with the collection of this debt.
- Failure to ensure balances are covered in full may also result in denial of registration, removal from classes, withholding of transcripts, and denial of other University services.
- I understand that my financial aid may be adjusted due to eligibility. I agree to pay back to the University any amount that I am not eligible for under applicable financial aid guidelines.
- It is the policy of the University not to hold money on the student account and that I may receive refunds authorized by Student Accounts. In the event that adjustments are made to my student account after a refund has been sent to me, resulting in me owing money back to the University, I promise to return that money to the University, and I acknowledge that I may incur a student record hold until that money has been returned.
- Non-attendance does not relieve me of financial responsibility for the courses in which I am enrolled. I must adhere to University procedures for dropping or withdrawing from courses or the University if necessary.
- Notifications are sent to me through my RU email address. The official University email address is used for billing and sending important communication. It is my responsibility to check my online student account. Failure to acknowledge and review the electronic bill does not relieve my responsibility for timely payments.
- I am subject to and responsible for complying with all Radford University policies and procedures.

I have read this agreement and understand it. By clicking the "Accept" button, I affix my electronic signature and consent to this agreement.

Accept

If you know the CRNs for the sections you want to add, enter them in the boxes and click “Submit Changes.” To search for sections, click on “Class Search.”

Personal Information | Student | Financial Aid | Faculty Services | Employee | Banner Security | WebTailor Administration

Find a page...

Add or Drop Classes

Home > Add or Drop Classes

000902457 Cookie Monster
Spring 2015
Oct 28, 2014 11:26 am

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

IMPORTANT NOTICE: The following disciplines have temporarily limited some of their courses to certain majors until November 17th: Art Graphic, Art Studio, Athletic Training, Chemistry, Communication & Media Studies, English, Exercise, Sport & Health Education, Health, History, Marketing, Mathematics, Nutrition & Dietetics, Physical Science, Political Science, Psychology, Recreation, Parks & Tourism, Sociology, and Statistics. To see if a particular course is temporarily restricted to certain majors, click on the CRN in the class list.

COURSE OVERRIDES: If you received a course override from a department, enter the CRN directly in the Add Classes Worksheet then click Submit Changes.

Add Classes Worksheet

CRNs

Submit Changes | Class Search | Reset

View Holds

How to look at your schedule

You can look at your schedule anywhere with the RU mobile app or through the Registration Resources

The screenshot shows a navigation menu with three main categories: Admissions, Registration, and Student Records. The Registration category is expanded, showing a list of options. Two options, 'Week at a Glance' and 'Concise Student Schedule', are circled in blue. A 'View Books Needed for Term' option is highlighted with a grey box.

Admissions	Registration	Student Records
Apply for Admission or Review Existing Applications	Check your registration status, class schedule and add or drop classes	View your holds, grades and transcripts
<ul style="list-style-type: none">Select TermWeek at a GlanceRequest Enrollment VerificationConcise Student Schedule	<ul style="list-style-type: none">Add or Drop ClassesStudent Detail ScheduleActive RegistrationView Books Needed for Term	<ul style="list-style-type: none">Look Up ClassesRegistration StatusRegistration History

****Web Registered**** indicates you successfully registered for the class. Click on Class Search to continue looking and registering for classes.

If you decide to drop a class, under Action, change to “Web Drop” and click Submit Changes. Please note students cannot drop the last or only class for which they are registered. Add a different class you do plan to take, and then you can drop the class you want to drop. If you are no longer going to attend RU, please contact the Registrar’s Office right away.

The screenshot displays a web interface for managing a student's current schedule. At the top, there is a section titled "Current Schedule" with a table listing registered classes. The table has columns for Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade Mode, and Title. One class is listed with the status "***Web Registered**" on Oct 28, 2014. The "Action" dropdown menu is open, showing "None" and "Web Drop" options, with "Web Drop" highlighted. Below the table, summary statistics are provided: Total Credit Hours: 3.000, Billing Hours: 3.000, Minimum Hours: 0.000, Maximum Hours: 18.000, and Date: Oct 28, 2014 11:39 am. Below this is a section titled "Add Classes Worksheet" with a row of ten empty input boxes for CRNs. At the bottom, there are three buttons: "Submit Changes", "Class Search", and "Reset". A large blue arrow points to the "Submit Changes" button.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
***Web Registered** on Oct 28, 2014	None Web Drop	20002	WMST	101	01	Graduate	3.000	Standard Letter	Scholar-Citizen: Introduction to Women's Studies

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Oct 28, 2014 11:39 am

Add Classes Worksheet

CRNs

Errors

- Prerequisite Errors

 Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	20732	CORE	102	17	Undergraduate	3.000	Standard Letter	Advanced Written and Oral Communication

- Class Restriction (check the catalog for Sophomore, Junior, or Senior standing requirements): *Please note sophomore standing (26 earned hours) is required to take courses numbered 300 or higher.*

 Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Class Restriction	20824	ENGL	300	01	Undergraduate	3.000	Standard Letter	Introduction to English Studies (WI)

Errors

Closed Section:

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Class Restriction	20824	ENGL	300	01	Undergraduate	3.000	Standard Letter	Introduction to English Studies (WI)

Class has reached fire code maximum:

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Max Room Met - Call Registrar	20719	CORE	102	04	Undergraduate	3.000	Standard Letter	Advanced Written and Oral Communication

Field of Study Restrictions-section may be reserved for certain majors or minors until restrictions are lifted. (Check with your advisor or the registrar's office for this date.) You should also check the catalog to see if the class is always restricted to certain majors/minors.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Field of Study Restriction - Minor	20007	WMST	400	01	Undergraduate	1.000	Standard Letter	Senior Portfolio

Errors

Time conflict with classes you have already registered for:

 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Time conflict with CRN 20027	20155	ART	100	04	Undergraduate	3.000	Standard Letter	Art Appreciation

Special Approval Required for a Section (Department Chair, Core Director, or Instructor):

 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Department Chair Approval	20027	HIST	102	08	Undergraduate	3.000	Standard Letter	World History Since 1500

If you get the Previous Credit Awarded error, please see your Advisor or contact the Registrar's Office.

 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Previous Credit Awarded (MATH 151)	21062	MATH	137	06	Undergraduate	3.000	Standard Letter	College Algebra

Remember:

Advisors can not force add you into a closed class. Students must contact the department chair.

Course Override Process (from the Registrar)

Only department chairs and school directors in individual departments and schools have the authority to override a prerequisite requirement, a course capacity limit, or a time conflict with another course. That override is given electronically through our student information system. Once that override has been placed on your record, **you must register for the course online in the same way that you register for any other course.** You can see overrides in your Registration Status, which is found in the Registration Menu described above. Please note, if you obtain a course capacity override, the course will still appear as closed in the registration schedule. To add the course, simply enter the CRN directly in the registration screen.

Tips and Tricks

- Schedule your registration appointment with your advisor well before your registration time!
- Check your holds and get all your CRNs before your registration time. Have alternate CRNs ready in case your first (or second) choice is closed.
- Make sure your class times don't overlap (time schedule worksheets are available on the Academic Advising website).
- Schedule labs first.
- Contact your advisor with questions.

HAPPY REGISTRATION!!