Spring Registration Procedure for NON-DEGREE Students

NOTE: Non-Degree students may register for spring classes beginning December 1st.

Newly-accepted non-degree students will be sent usernames and passwords via email. Once you have received this information, follow the directions indicated below to register for class.

✔ If you are currently taking a course, you will be able to register. Directions are provided below if you need a ‘refresher’.

✔ If you took a course last Spring semester, but not this Fall, before registering please contact the registrar’s office, then wait 2-3 days for your username and password reactivation.

✔ If you have not taken courses for over two semesters, please re-apply as a non-degree student through Admissions at http://www.colby-sawyer.edu/admissions/apply.html.

View the semester course schedule at http://www.colby-sawyer.edu/people-offices/registrar/CourseandExamSchedules.html. After you have received your username and password, check for course availability in PowerCAMPUS Self-Service:

To sign in to PowerCAMPUS Self-Service (PCSS), using Internet Explorer go to www.colby-sawyer.edu. You will see a photo banner across the top of the page with text items at the upper right of the screen. Click onto “Web Gateways”. Select PowerCAMPUS Self-Service from the menu on this page. Next:

➢ Log into PowerCAMPUS Self-service using your CSC username & password.
➢ Click on “Cart” (found on the upper tool bar or on the left side of the screen).
➢ Click on “Find Courses”.
➢ If you wish to view ALL courses, there is no need to type in course codes in the boxes. Just click onto the “Search” box – open courses will have a green open book icon to the left of the course code. Full courses have a red closed book icon.
➢ If you wish to search for a specific course, in the text box under “Course Code” enter the course code for the class you want to add, for example PSY101 (no section letter and no space between letters & numbers).
➢ Click on “Search”. This will bring up a list of all sections of this course. Notice the book icon in front of each listing. If the book is green, the class has room in it, if the book is red, the course is closed.

To register for your class,

➢ Click on “Add” (to the right of the screen after each course listed)

NOTE: If a course is full, the button on the right will say “Waitlist” instead of “Add”. You can waitlist yourself in a course. The registrar can track waitlists and contact students if an opening should occur. However, waitlisting is NOT recommended for Non-Degree students as matriculated students will always have priority.

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You will now have a pop-up box with the title “Course Added.” Click on “View Cart” to add another course (or to remove a course from your cart.)

To add a new course click on “Add Section” and repeat the section search. Continue with this process until all your courses have been added to your cart. (Note: Non-degree High School students may enroll for a minimum of three credits and no more than six credits per academic year.)

You will not be able to register on-line for courses that have variable credits or require special permission from instructors. Submit an electronic permission form to register for these courses. Permission forms are located on the myRegistrar page of myColby-Sawyer.

PLEASE NOTE: if a message comes up stating that you can not register for a specific course, you must remove it from your cart. You will not be allowed to take the registration process any further until you clear your cart of rejected courses.

Click on “Register” (to the right of the screen). **If you have a registration hold, you will not be allowed to register.** When you try, you will receive a message saying that you can not register due to hold. You must go to the office that has placed you on hold to take care of what ever needs to be done. Once you have cleared the hold, be sure to ask if the person has removed the hold from your record. You can not register until they clear the hold in the system.

Click on “Next” at the bottom of the screen – this will refresh the page.

If there are any conflicts or errors, you will see a text box which explains that you will not be able to proceed with registration until the error has been corrected.

If there weren’t any conflicts or errors, scroll to the bottom of the page and click “Next” again – you should see the message that your course registration has been sent to your advisor for approval.

You should now receive a billing message that indicates the amount due for the course.

**Full payment must be made for the course prior to the end of the Add/Drop period.** Payment should be submitted to the Student Financial Services Office. In addition, CSC employees and their benefit-eligible family members must obtain approval from the Human Resources Department. Sodexho-Follett employees and benefit-eligible family members must obtain approval from their supervisor. Tuition remission forms can be found in myHR.

If you have not been cleared by all offices and have not made payment by the end of the add/drop week, you will be administratively dropped from the course/s.

If you haven’t already done so, complete and submit the FERPA release form to the registrar’s office.

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To verify your schedule,

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Log onto PCSS, and click on “Register” and then “Traditional Courses” and choose the term you wish to view. Here you will find all of the courses that you are registered for.

On the left of the screen you have two options for viewing your schedule, by “text” or by “grid.” Please note that if you are registered for an on-line course or a course that does not have a specific meeting time, you will not be able to view this course in the “grid” format. It will only appear in the “text” format.

If you are waitlisted in any courses, please note that this is not a true waitlist. Do not count on being enrolled in these classes should someone drop the course, as matriculated students will always have priority. However, if a space opens up and you are selected from the waitlist, you will receive an e-mail stating: “You may register online for the course listed above. If you wish to accept this seat you must register before the expiration time.” The expiration time/date can be found above the message of the e-mail. If you do not respond to the offer before the expiration time you will receive an e-mail that states “Your time to register for the course listed above has expired” and the course will be offered to another student.

If you wish to add or drop a course you will need to repeat the registration process outlined above. To drop a course, click into the box to the left of the course you wish to drop and click “next” at the bottom of the page.

If you wish to withdraw from a class after the add/drop deadline, you must submit the Course Withdrawal form found on the myRegistrar page of myColby-Sawyer.

To Audit a class or to take a class pass/fail, submit the electronic permission form found on the myRegistrar page in myColby-Sawyer.

If you have any questions about the registration process, please contact the registrar’s office at registrar@colby-sawyer.edu or (603)526-3425.