On-Line Registration Instructions for Students

Meeting with your advisor

1. Meet with your advisor to plan your schedule.
2. Your advisor no longer needs to authorize you before you can register.

Loading your cart

3. Load your cart in PowerCAMPUS Self-Service (note that loading your cart and actually registering for courses are two separate steps):

   a. Log on to PowerCAMPUS Self Service.
   b. Click on “Cart” (found on the upper tool bar or on the left side of the screen). You can fill your cart even if you have a registration hold on your account. A registration hold will prevent you from actually registering for classes.
   c. Click “Find Courses”
   d. In the blank under “Course Code” enter the course code for the class you want to add, for example PSY101 (no section letter, no space between PSY and 101). Next, using the drop down, choose the period for which you are registering (see “Sessions within the semester” below).
   e. 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 open and green the class has room in it, if the book is closed and red the course is closed.
   f. Click on “Add” (to the right of the screen after each course listed)
   g. If a course is full, the button on the right will say “Waitlist” instead of “Add”. You can waitlist yourself in a course. Your advisor will not receive an e-mail for waitlisted courses, but the registrar can track waitlists and contact students should an opening occur.
   h. 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.)
   i. To add a new course click on “Add Section” and repeat the section search. Continue with this process until all of your courses have been added to your cart.
   j. If adding a class with a lab, please be sure to sign up for the same sections for the lab and lecture, for example BIO106 A Lecture and BIO106 Lab A.
   k. You will not be able to register on-line for courses that have variable credits or need special permission from instructors. These courses will appear to be full since they are set with an enrollment maximum of 0 students. Do not place yourself on the waitlist for these courses. These courses include: internships, applied music, teaching assistantships, independent studies, research assistantships, course upgrades, courses by special arrangement and courses with an added honors component. To register for an internship, students must complete the internship contract with the Harrington Center. For other classes, students must complete a permission form, available on the myRegistrar site or in the registrar's office. Once your internship contract or permission form is submitted, the registrar’s office will register you for the course.
   l. Please note: If you have a course in your cart and you try to register for it but a message pops up stating that you cannot register for that course, you must remove that course from your cart before you can continue with registration. You will not be allowed to take the registration process any further until you clear your cart of rejected courses.

4. You can now exit your cart and wait for the appropriate day to register for classes. To exit your cart you can either click on a different tab, or log out of PowerCAMPUS Self-Service. Your courses will now be saved in your cart.

Sessions within the semester

5. There are now multiple sessions available within each semester and you will need to use caution when registering to be sure you know in which session the course is offered. Please refer to the revised academic calendar for details (on myRegistrar
and soon to be posted on the college’s web site). Note that courses in sessions 001, 011, 021, 022, 201, and 202 will all count toward your part-time/full-time status for the spring semester.

a. 001 – Most courses will fall into this session. It is the ‘normal’ full length semester that you are used to: January 19 – May 4.

b. 011 – All full semester online courses will fall into this session: January 19 – May 4.

c. 021 – This session is a 6 week session which occurs within the first half of the semester: January 23 – March 4.

d. 022 – This session is a 6 week session which occurs in the second half of the semester: March 16 – April 27.

e. 201 – This session is a 8 week session beginning Jan. 12 and ending after 8 weeks: January 12 – March 6.

f. 202 - This session is a 8 week session which occurs in the second half of the semester: March 16 – May 8.

**Holds on your account**

6. If you have a registration hold, you may 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 whatever 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. The following is a list of possible holds, whether or not they stop registration, and where to go have them removed.

<table>
<thead>
<tr>
<th>Hold</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office Hold</td>
<td>Will stop you from registering</td>
<td>Go to the Student Financial Services Office in Colgate Hall</td>
</tr>
<tr>
<td>No Final Transcript</td>
<td>Will stop you from registering</td>
<td>Go to the Registrar’s Office</td>
</tr>
<tr>
<td>FERPA Hold</td>
<td>Will stop you from registering</td>
<td>Go to the Registrar’s Office</td>
</tr>
<tr>
<td>Baird Health Form</td>
<td>Will stop you from registering</td>
<td>Go to Baird Health Center</td>
</tr>
<tr>
<td>Student Development Hold</td>
<td>Will stop you from registering</td>
<td>Go to the Student Development Office, in Ware</td>
</tr>
<tr>
<td>Check Name</td>
<td><strong>Will not</strong> stop you from registering</td>
<td>No need to do anything, this is used in cases where two or more students have similar names.</td>
</tr>
<tr>
<td>Visa FT</td>
<td><strong>Will not</strong> stop you from registering</td>
<td>No need to do anything. This is used to alert you and your advisor that you are in the US under an F-1 Visa and must retain full-time status.</td>
</tr>
</tbody>
</table>

**Registering for your courses**

7. When it is your day to register, log onto PowerCAMPUS Self-Service and open your cart.

8. Click on “Register” (to the right of the screen). Between the time you loaded your cart and the time you actually register, it’s possible that a course may have filled. *You will receive a message telling you that a seat is no longer available. You must go back to your cart and remove the course.* Then, if you wish to be on the waitlist for the course you can go to section search and add the course back with the waitlist status. If you choose not to waitlist you can go to section search and look for another course to add. Your advisor will not be notified of any course that you are waitlisted in. However, they can choose to see your waitlisted courses in PowerCAMPUS Self-Service.

9. Once you have clicked on “Register” you will see a list of your courses. On the right side of each listed course it will say “In Cart”.

**Helpful hint:** Be sure to click on ‘Next’ two times (steps 10 – 13)

10. Scroll down to click on “Next” located on the bottom of the screen.

11. You will now see “Awaiting Advisor Approval” on the right side of each course.

12. Scroll down to click on “Next” located on the bottom of the screen.

13. You should now see a message that states “You have successfully submitted your [year/term] schedule for Advisor approval. After your Advisor approves your schedule you will be registered for courses and notified.” Your seat in your courses will be held for you while waiting for advisor approval. You will not lose your seat while waiting.

14. An e-mail is automatically sent to your advisor letting him/her know to approve your schedule.
15. Once your advisor approves or denies your courses you will receive an e-mail stating “Your advisor has reviewed your course schedule for the year/term/session listed above. To review your approved course schedule, please go to PowerCAMPUS Self-Service. If a course you registered for is missing from your schedule, it may have been denied by your advisor. To see denied courses go back to the Register tab.”

**Viewing your schedule**

16. To verify your schedule, log onto PowerCAMPUS Self-Service, click on “Register” then “Traditional Courses” and choose the term you wish to view. Here you will find all of the courses that you are registered for or any courses that your advisor denied. If a course has been denied, you can check and see if your advisor gave a reason for the denial by clicking on the words “request denied”.

17. On the left of the screen you have two options to view 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, but it will appear in the “text” format.

**Waitlist**

18. If a space opens up in a course you are waitlisted for (see 3.g. and 8) 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 in 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. Please note: Being the first person on a waitlist doesn’t guarantee that you will be offered a seat if one becomes available. When selecting a student from a waitlist, in addition to your waitlist priority number, the registrar will take other factors into consideration such as class level, major and minor.

**Helpful hint:** If you receive an email offering you a seat in a course for which you were on the waitlist and you want to accept the seat, log on to PCSS; under ‘Students’ section click on Register, then Traditional Courses, then on the appropriate term. Under the ‘Courses to Add’ bar you will see the course being offered to you with a check mark in the box on the left and a status of ‘Waitlist Pending’. Scroll to the bottom of the screen and click on ‘Next’, when the next screen appears, scroll to the bottom again and click on ‘Next’. You will now see a message stating “You have successfully submitted your Year/Term schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified”. The seat is now being held for you and after your advisor approves the course, you will receive a confirmation message.

19. To view the courses that you are waitlisted for go to the ‘Classes’ tab, ‘Schedule’. On the left side of the screen click on the box in front of ‘Waitlisted Courses’, click on ‘submit’.

**Adding courses**

20. If you wish to add a course after your advisor has approved your schedule repeat the process outlined in steps 7 - 13.

**Dropping courses**

21. If you wish to drop a course after your advisor has approved your schedule click on the ‘Register’ tab, ‘Traditional Courses’, and then in the center of the screen click on the correct year and term. You will now see a list of your courses. To the left of the courses is a ‘Drop’ column. Click on the box in front of the course you wish to drop. Scroll down and click on ‘Next’, you will see that the course is now awaiting advisor approval. Scroll down and click on ‘Next’. Your advisor must now approve the drop. PLEASE NOTE: you will not be dropped from a course until your advisor approves the drop. When you receive the e-mail stating that your advisor has approved your schedule, be sure to go into PowerCAMPUS Self-Service and verify that the course is gone from your schedule.

**Withdrawing from courses**

22. If you wish to withdraw from a class after the add/drop deadline, you must do so in person in the registrar’s office. You will need to fill out an add/drop form and obtain signatures from the instructor and your advisor before the withdrawal can be processed.