

REGISTRATION FOR FALL 2019 Updated: 3/8/19

Fall 2019 Registration Dates:

*Once a date is open for students at a particular credit level, it will **REMAIN OPEN** through the end of registration. The Portal will open at 7:00 a.m. each date listed for each new group.*

Monday, March 25th: Students with 90+ credits earned may begin registration

Wednesday, March 27th: Students with 56+ credits earned may begin registration

Monday, April 1st: Students with 25+ credits earned may begin registration

Wednesday, April 3rd All students to register

Drop / Add – the portal will remain open for all course drop / add until Sunday, April 14th at midnight.

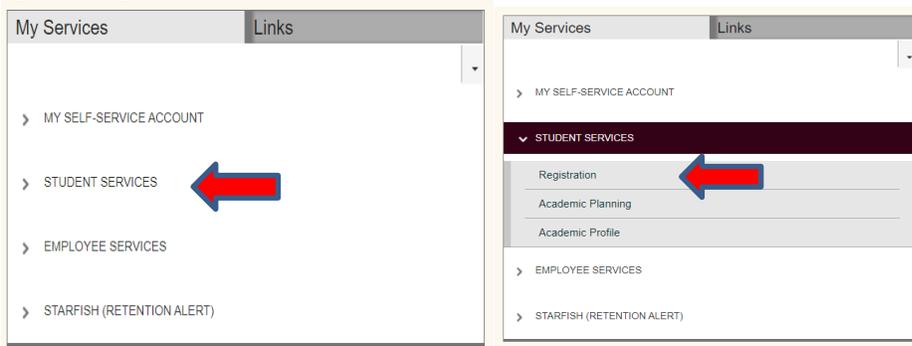
Students should schedule advising sessions in advance to assure release of the advising hold by their advisor.

Registration Instructions (from the Student Portal)

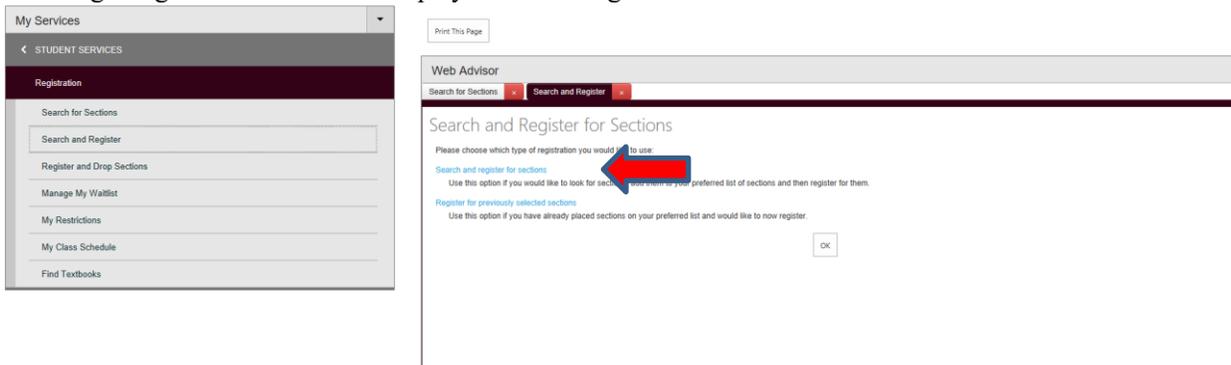
Searching for Courses

To search for a course, please complete the following instructions:

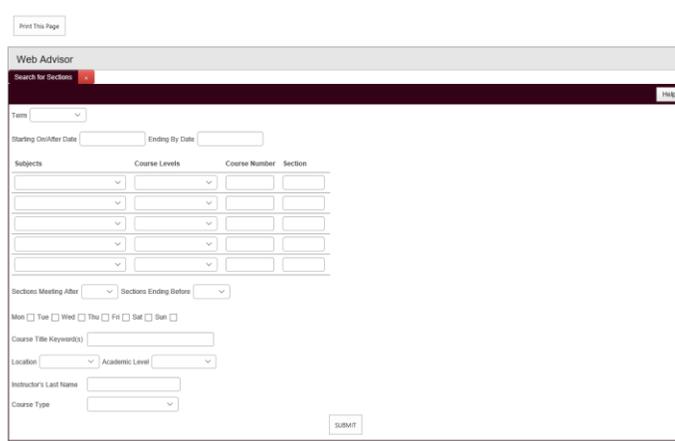
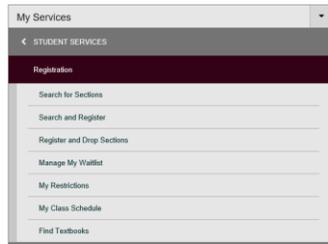
1. Upon logging into the InsideAlma Portal, open “Student Services” and in the menu and select “Registration” in the open listing.



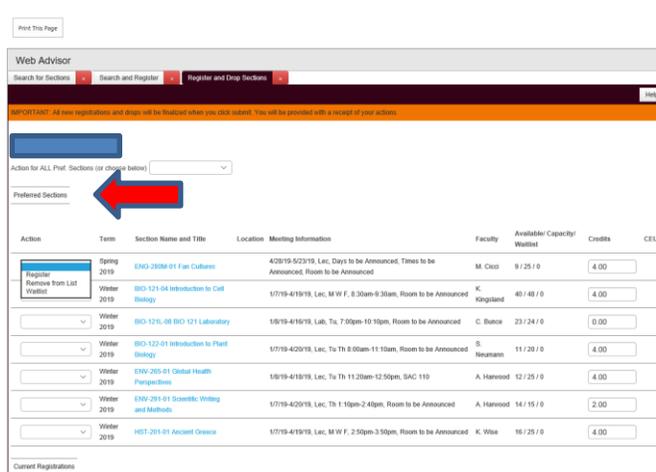
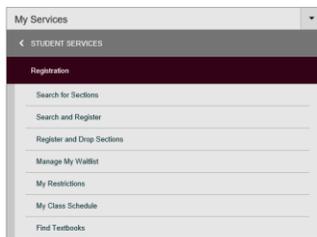
2. Selecting “Registration” will then display the following menu:



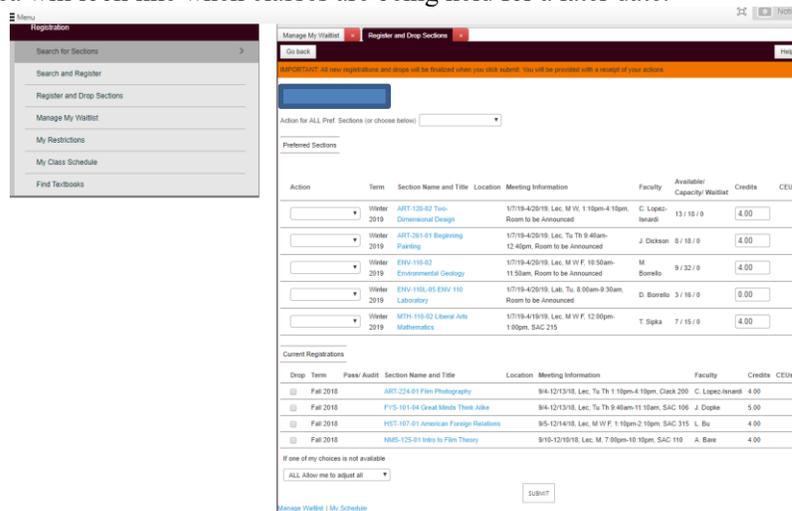
3. Select “Search and Register for Sections” – you will then be brought to a menu under “Search for Sections” (as shown above with the red arrow). Select the Term of FA2019 and select a Subject with the drop-down menu. It is better to keep search parameters limited to bring up as many course options as possible.



4. After courses are selected – they will remain under the Web Advisor “Preferred Sections” list. This was formerly referred to as the “shopping cart”. This is a list that a student can build BEFORE registration is open. Courses will remain in the “Preferred Sections” location until each course has the Action of “Register” selected for it and the “Submit” button pushed (located at the bottom of the page).



5. Students should be aware that simply having courses displayed under the “Preferred Sections” location does not mean you are registered for the course, but that it is in the holding area to register. Below is an example of what a student’s “Preferred Sections” area will look like when classes are being held for a later date:



6. In order to register for a course open the **Action Area** to the left of each course and hit select the status of “Register” then “Submit” at the bottom of the page. **Note:** courses that require permission cannot be registered for online. You will need to submit a signed add form to the Registrar’s Office on or after your registration date.

- After registering for classes check your upcoming fall schedule under “My Class Schedule” under the student services tab. It will display “Current Registrations”.

Current Registrations							
Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits CEUs
<input type="checkbox"/>	Fall 2018		BIO-123-01 Introduction to Animal Biology		9/5-12/14/18, Lec, M W F, 12:00pm-1:00pm, Dow L4	D. Clark	4.00
<input type="checkbox"/>	Fall 2018		BIO-123L-02 BIO 123 Laboratory		9/5-12/12/18, Lab, W, 1:10pm-2:40pm, Dow 114	D. Clark	0.00
<input type="checkbox"/>	Fall 2018		ECN-112-01 Principles of Microeconomics		9/5-12/14/18, Lec, M W F, 8:30am-9:30am, SAC 104	S. Taylor	4.00
<input type="checkbox"/>	Fall 2018		ENV-205-01 Environmental Health		9/5-12/12/18, Lec, M W, 2:50pm-4:20pm, SAC 110	A. Harwood	4.00
<input type="checkbox"/>	Fall 2018		ENV-360-01 Watershed Hydrology		9/4-12/13/18, Lec, Tu Th 11:20am-12:50pm, Dow L2	M. Borello	4.00

If one of my choices is not available

[Manage Waitlist](#) | [My Schedule](#)

QUICK TIPS

Manage My Waitlist

After you have registered for courses for the upcoming term. Courses that are full will move the course into a waitlist area. By going to “Mange my Waitlist” under the Registration menu students can remove courses, register for courses if registration is open and the course has remaining seats. If a course is full, you will be prompted to either search for another section or to add the course to your waitlist. If you add the course to your waitlist, when a space opens up, students will be notified by email and registered for the class as long as the class fits into their schedule. If the class does not fit into their schedule, the Registrar’s Office will send the student an email with a deadline to respond with their requested schedule adjustments to accommodate the course or be removed from the waitlist. If a student fails to respond by the deadline, they are removed from the waitlist and the next student in line is contacted.

Waitlist ranking is based upon time and date of request, with the first request in first position. Please note: A small number of courses do not use the waitlist function - instructor permission would be necessary to add these courses once they are full.

My Services

STUDENT SERVICES

Registration

- Search for Sections
- Search and Register
- Register and Drop Sections
- Manage My Waitlist
- My Restrictions
- My Class Schedule
- Find Textbooks

Web Advisor

Search for Sections | Search and Register | Register and Drop Sections | **Manage My Waitlist** | Help

Waitlisted Sections

Action: Waitlist Status: Expire Date: Terms: Section Name and Title: Location: Meeting Information: Faculty: Credits: CEUs: Waitlist:

You are not currently waitlisted in any courses.

Registered Sections

Drop	Pass/Audit	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>		Fall 2018	BIO-123-01 Introduction to Animal Biology		9/5-12/14/18, Lec, M W F, 12:00pm-1:00pm, Dow L4	D. Clark	4.00	
<input type="checkbox"/>		Fall 2018	BIO-123L-02 BIO 123 Laboratory		9/5-12/12/18, Lab, W, 1:10pm-2:40pm, Dow 114	D. Clark	0.00	
<input type="checkbox"/>		Fall 2018	ECN-112-01 Principles of Microeconomics		9/5-12/14/18, Lec, M W F, 8:30am-9:30am, SAC 104	S. Taylor	4.00	
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<input type="checkbox"/>		Fall 2018	ENV-360-01 Watershed Hydrology		9/4-12/13/18, Lec, Tu Th 11:20am-12:50pm, Dow L2	M. Borello	4.00	

Dropping Courses – and Trouble Shooting

Once a course is registered, you may click the “Drop” button in order to drop the course if portal is open.

If students are unable to register for courses, here are a few things to check:

- Is the student registering on the correct day? See above classification schedule at the top of this document.
- Are there any restrictions (advising holds, business office holds, etc.) on the account? Contact the advisor or the appropriate office to release the hold.
- While the system will perform a preliminary check of prerequisites and other course eligibility requirements, it is the student’s responsibility to review the catalog and assure that s/he meets all requirements. If, after registration, it is determined that a student does not meet a requirement, s/he will be dropped from the class.