FALL 2013 REGISTRATION INSTRUCTIONS

Be sure you have read through the previous channels for important information!

HOW TO ENTER REGISTRATION:

Select Registration Menu within the #9 Channel - Register for Classes.
Click on Add or Drop Classes.
Select Fall 2013 Term, then Submit.

ADD CLASSES:
There are two ways to add classes to your schedule:
(1) By Course Reference Number or CRN:
   a. At the bottom of the page, where it says Add Classes Worksheet, enter the CRNs, one in each box, from the list of courses you have chosen in correlation to your blueprint.
   b. Then click on Submit Changes. Note: you are not officially registered for the CRNs until the courses appear with a “Registered” status on the screen.
(2) By Class Search:
   a. Click on Class Search (or Look Up Classes from the Registration Menu).
   b. Select a subject (or highlight all subjects by pressing CTRL and scrolling down).
   c. Choose specific classes by time, instructor and/or attribute.
   d. Add to your schedule by checking the box on the far left of the corresponding class.
   e. Scroll down to click on Register (or Add to Worksheet and then Submit Changes).

(For example: To search for classes that meet the general education Christian Beliefs requirement, highlight all subjects by pressing CTRL and scrolling down; then click on Gen Ed: Christian Beliefs in the Attributes section; then click on Class Search.)

IMPORTANT ERROR MESSAGES: Scroll down to the bottom of the screen for possible error messages. Here are common error messages you might receive:
(1) CLASS RESTRICTION ... You must be a certain class level (ie. junior, senior) to register for this course.
(2) CLOSED SECTION – X ... This class section is at full enrollment and is closed.
(3) CORQ (BIOL 382 OR BIOL 382L) REQ ... This class requires a co-requisite to be taken at the same time (ie. BIOL 382 lecture AND BIOL 382 lab).
(4) COURSE RESTRICTION ... You must have the instructor’s approval to take this class.
(5) DUPL EQUIV WITH SEC-(1803) ... You have registered for two sections of the same course (ie. cross-listed classes or possibly two different class sections of the same course).
(6) DUPLICATE CRN (1658) ... You have attempted to register for the same section of a class more than once.
(7) MAJOR RESTRICTION ... This class is restricted to students within certain majors.
(8) MAXIMUM HOURS EXCEEDED ... You have attempted to register for more than 18 credits and must register for any additional classes in the Registrar’s Office.
(9) PREQ and TEST SCORE – ERROR ... There are prerequisites (ie. other courses or tests) for this class which you have not yet completed.
(10) REPEAT COUNT EXCEEDS (0,1, 2 ...) or RPT HRS EXCEED (1,2 ...) ... You have already earned credit for this course.
(11) TIME CONFLICT WITH (1698) ... You have already registered for a class which meets at the same time.

HOW TO DROP CLASSES:
(1) Click on the Drop (Web) option, available in the Action pull-down list next to each class.
(2) Click on Submit Changes. Note: you have not officially dropped the CRNs until the classes are not listed with a “Registered” status on the screen.
CONFIRMATION OF REGISTRATION:
(1) Once you submit changes, view the classes for which you are now registered in Active Registration.
(2) Again, scroll the entire way down the page to see if there are any errors, and to confirm the number of credits for which you are registered.
(3) Print this screen (CTRL P or click on the printer in the toolbar) for confirmation of your schedule.
(4) Other views of your schedule are found in Week at a Glance or Student Detail Schedule in the Registration Menu.

LABS/SEMINARS: Most sections within the Biology, Chemistry & History departments list the time of lecture and lab/seminar as separate CRN#. You will need to register for a section of a lecture and a section of a lab/seminar at the same time in order to not receive an error message.

GEN ED: In addition to the traditional approved list of General Education selections available in Channel #5, you can also take advantage of the Registration Menu’s search capabilities & look for specific gen ed, writing enriched, College Honors, or service learning sections in TheView – Gen Ed & Beyond by clicking under the attribute type.

VARIABLE CREDIT CLASSES: You may select the number of credits for which you want to enroll in variable credit classes – ie. MUAP Applied Music Lessons. You will automatically be registered for a default number of credits, but you may click on the credit value (in blue) on the Add or Drop Classes screen to adjust the number of credits. When you have submitted the changes, click on Add or Drop Classes at the bottom of your screen to return and see your registration. (Do not click on Return to Previous or your changes may not save.)

TO GO BACK: To return to a previous menu, you can click on Return to Main Menu, and continue clicking until you arrive at the menu you want. When you are finished, click on Exit.

We anticipate that questions will arise that will require a response from someone in the academic area. You may call us toll-free at (877) MC-READY or email us at registrar@messiah.edu. The direct line to the Registrar’s Office is (717) 691-6034 or 691-6074. Our fax number is (717) 691-2366.