

A Guide for Undergraduate Class Registration

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Click on page number in the list above to access that page/content

- [Click here to register for courses.](#)
- Login to Self-Service Banner with your Messiah username and password.
- Access the **Student** tab and Click **Registration**.
- Click **Add or Drop Classes**.
- Click **Register for Classes**.

What would you like to do?

| | |
|--|---|
|  <p>Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.</p> |  <p>Register for Classes Search and register for your classes. You can also view and manage your schedule.</p> |
|  <p>Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.</p> |  <p>Browse Classes Looking for classes? In this section you can browse classes you find interesting.</p> |
|  <p>View Registration Information View your past schedules and your ungraded classes.</p> |  <p>Browse Course Catalog Look up basic course information like subject, course and description.</p> |

- You will be prompted to select a term. Select the appropriate term and click **Continue**.

Select a Term

Terms Open for Registration

Fall 2019

[Continue](#)

Search for Courses

- On the **Find Classes** tab, type in the subject(s) you need to search.



Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

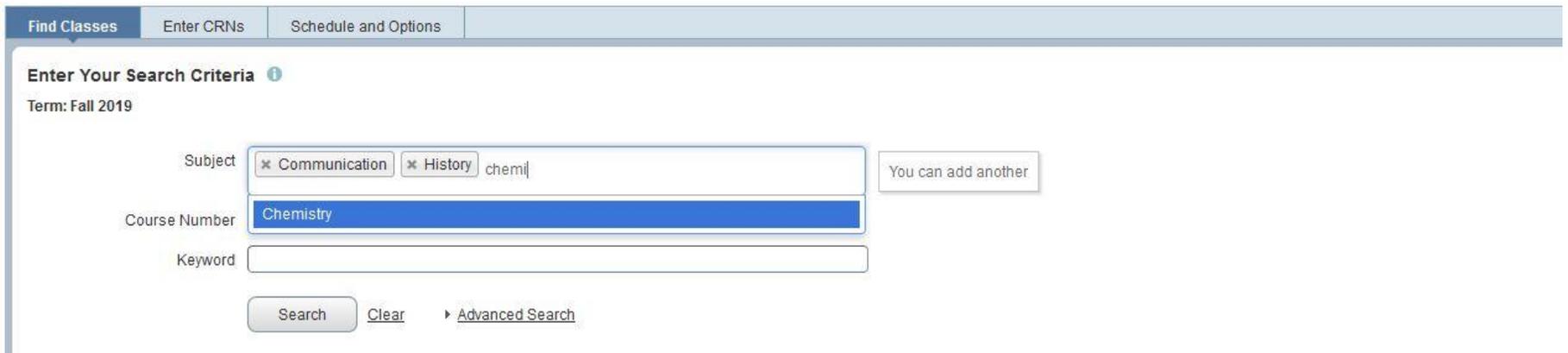
Term: Fall 2019

Subject:

Course Number:

Keyword:

[Advanced Search](#)



Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2019

Subject:

Course Number:

Keyword:

[Advanced Search](#)

- To advance your search, click **Advanced Search**. Using this feature, you can search by course number, meeting days/times, open sections only, etc.

Enter Your Search Criteria ⓘ

Term: Fall 2019

| | | |
|--------------------|-------------------------------------|-------|
| Meeting Days | | |
| Sunday | <input type="checkbox"/> | |
| Monday | <input checked="" type="checkbox"/> | |
| Tuesday | <input type="checkbox"/> | |
| Wednesday | <input checked="" type="checkbox"/> | |
| Thursday | <input type="checkbox"/> | |
| Friday | <input checked="" type="checkbox"/> | |
| Saturday | <input type="checkbox"/> | |
| Start Time | 09 | 00 AM |
| End Time | 09 | 50 AM |
| Open Sections Only | <input checked="" type="checkbox"/> | |

- Once you have entered your search criteria, click **Search**.

Enter Your Search Criteria ⓘ

Term: Fall 2019

| | | |
|--------------------|-------------------------------------|-------|
| Tuesday | <input type="checkbox"/> | |
| Wednesday | <input checked="" type="checkbox"/> | |
| Thursday | <input type="checkbox"/> | |
| Friday | <input checked="" type="checkbox"/> | |
| Saturday | <input type="checkbox"/> | |
| Start Time | 09 | 00 AM |
| End Time | 09 | 50 AM |
| Open Sections Only | <input checked="" type="checkbox"/> | |

[Advanced Search](#)

Add Courses to your Schedule

- Click the **ADD** button to add courses to your schedule.
 - **IMPORTANT NOTE:** If a course is closed or you have a time conflict, those error messages will display in red under the **Status** column. You will not be permitted to add those sections to your schedule.

| Title | Subject Description | Course Num | Section | Hours | CRN | Term | Instructor | Meeting Times | Campus | Status | Action |
|---|---------------------|------------|---------|-------|------|-----------|--------------------------|---|----------|-----------------------|--------|
| Problems in Philosophy General Education | Philosophy | 101 | 01 | 3 | 1946 | Fall 2... | Schoettle, Timothy (P... | S M T W T F S 11:00 AM - 11:50 AM Type: C | Grant... | 15 of 37 seats ... | Add |
| Problems in Philosophy General Education | Philosophy | 101 | 02 | 3 | 1945 | Fall 2... | Schenk, David (Prim... | S M T W T F S 12:00 PM - 12:50 PM Type: C | Grant... | FULL: 0 of ... | Add |
| Problems in Philosophy General Education | Philosophy | 101 | 03 | 3 | 1947 | Fall 2... | Schoettle, Timothy (P... | S M T W T F S 01:00 PM - 01:50 PM Type: C | Grant... | 30 of 37 seats ... | Add |
| Problems in Philosophy General Education | Philosophy | 101 | 04 | 3 | 1949 | Fall 2... | Schoettle, Timothy (P... | S M T W T F S 02:00 PM - 02:50 PM Type: C | Grant... | 35 of 37 seats ... | Add |

- The courses will display in your class summary (lower right) and class schedule (lower left) as a **Pending** status.

| Class Schedule for Fall 2019 | | | | | | | | Summary | | | | | | |
|------------------------------|------------------------|--------|---------|------------------------|----------|------------------------|----------|------------------------|--------------|-------|------|-----------|---------|------------------------|
| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Title | Details | Hours | CRN | Schedule | Status | Action |
| 1pm | | | | | | | | Problems in Philosophy | PHIL 101, 04 | 3 | 1949 | Genera... | Pending | **Registered (by st... |
| 2pm | Problems in Philosophy | | | Problems in Philosophy | | Problems in Philosophy | | | | | | | | |
| 3pm | | | | | | | | | | | | | | |
| 4pm | | | | | | | | | | | | | | |

- To officially register for courses, click the **Submit** button. You are officially registered for courses when the status displays as a green **Registered** status. Your total registered/billing credits will display at the bottom of the class summary (lower right).

The screenshot shows a web interface for course registration. On the left is a 'Class Schedule for Fall 2019' grid with columns for days of the week and rows for time slots (12pm, 1pm, 2pm, 3pm). Courses are listed in colored boxes: purple for 'Fundamentals of Oral' and green for 'Problems in Philosophy'. On the right is a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. Two rows are shown, both with a green 'Registered' status. At the bottom of the summary table, a summary line reads: 'Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18'. A 'Submit' button is located at the bottom right of the interface.

- To add course(s) by CRN (Course Reference Number), access the **Enter CRNs tab** and enter the four-digit CRN's.
- Click **Add to Summary**. This will add the course(s) to your class summary (lower right) and class schedule (lower left) as a pending status. Click **Submit** to officially register for the course(s).

The screenshot shows the 'Enter Course Reference Numbers (CRNs) to Register' form. At the top, there are tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Enter CRNs' tab is selected. Below the tabs, the form title is 'Enter Course Reference Numbers (CRNs) to Register' and the term is 'Fall 2019'. There are two input fields for CRNs. The first field contains '1524' and is associated with the course 'Fundamentals of Spanish I SPAN 101, 03'. Below the input fields is a '+ Add Another CRN' link and an 'Add to Summary' button.

Drop Courses from your Schedule

- In the Class Summary (lower right) choose **Drop (by Student)** in the Action drop-down menu.

The screenshot shows two panels: 'Schedule' and 'Summary'. The 'Schedule' panel displays a grid for 'Class Schedule for Fall 2019' with columns for days of the week and rows for times (12pm, 1pm, 2pm, 3pm). Courses are shown as colored blocks with checkmarks. The 'Summary' panel is a table with columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. The row for 'Problems in Philosophy' (PHIL 101, 04) is highlighted in blue. Its 'Status' is 'Registered' and its 'Action' dropdown menu is open, with 'Drop (by Student)' selected and circled in red.

| Title | Details | Hours | CRN | Schedule T | Status | Action |
|-------------------------|--------------|-------|------|------------|------------|---------------------------|
| Fundamentals of Oral... | COMM 105, 04 | 3 | 1736 | Genera... | Registered | None |
| Problems in Philosophy | PHIL 101, 04 | 3 | 1949 | Genera... | Registered | None Drop (by Student) |

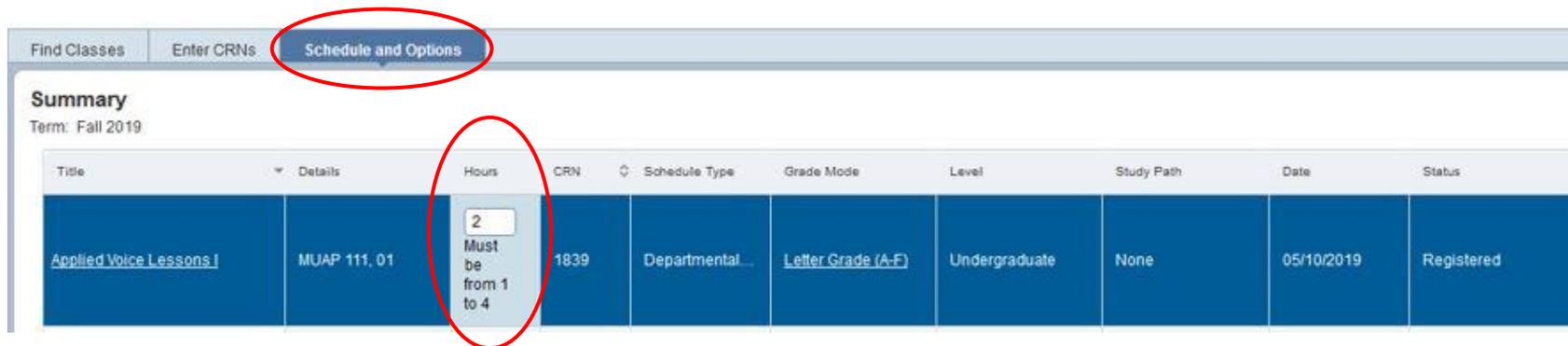
- Click the **Submit** button. The course is officially dropped from your schedule when it displays in your Class Summary (lower right) as a **Deleted** status and is removed from your Class Schedule (lower left).

The screenshot shows the same interface as the previous one, but the 'Problems in Philosophy' course now has a 'Deleted' status in the summary table, circled in red. The 'Submit' button at the bottom right is also circled in red. The 'Fundamentals of Oral...' course remains 'Registered'.

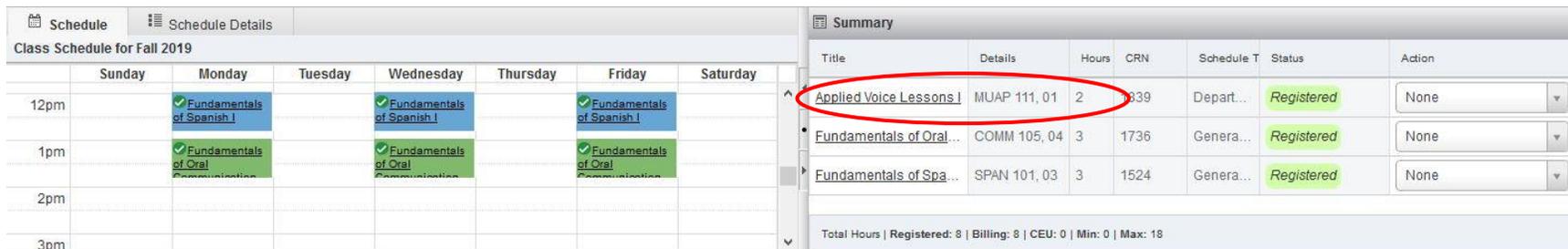
| Title | Details | Hours | CRN | Schedule T | Status | Action |
|-------------------------|--------------|-------|------|------------|------------|--------|
| Fundamentals of Oral... | COMM 105, 04 | 3 | 1736 | Genera... | Registered | None |
| Problems in Philosophy | PHIL 101, 04 | 0 | 1949 | Genera... | Deleted | None |

Change Variable Course Credits

- To change the amount of registered credits for a variable credit course (i.e. applied music lessons, music ensembles) access the **Schedule and Options** tab.
- Click on the variable credit amount under the **Hours** column. Enter the credit amount you plan to complete.
- Click the **Submit** button (lower right).



- Confirm that you are registered for the correct credit amount by accessing the **Find Classes** tab and reviewing your class summary (lower right).



View/Print your Class Schedule

- Access the **Schedule and Options** tab to view your class schedule.
- To email or print your schedule, you can select the email or printer icon (upper right).
 - Note: Email Schedule- your campus email will autofill (check “Myself”). If you want to email your schedule to a personal email account, enter the address in one of the Email fields. Click **Send** when you have entered the appropriate email addresses.

PRINT

The screenshot shows the Registrar's Office website interface. At the top, there are three tabs: "Find Classes", "Enter CRNs", and "Schedule and Options". The "Schedule and Options" tab is highlighted with a red circle. Below the tabs is a "Summary" section containing a table of class details. To the right of the table is an "EMAIL" overlay window. This window has a title "Email Schedule and Downloadable Calendar File" and a sub-header "Email your schedule and an .ics file to your calendar. Please send again if you make changes to your schedule." It includes a checked checkbox for "Myself", three "Email" input fields, and a "Subject" input field. A "Send" button at the bottom of the overlay is circled in red. In the top right corner of the main interface, there are icons for email and printing, both circled in red. A green arrow labeled "PRINT" points to the printer icon.

| Title | Details | Hours | CRN | Schedule Type | Grade Mode | Level | Study Path |
|--|--------------|-------|------|-----------------|------------------------------------|---------------|------------|
| Applied Voice Lessons I | MUAP 111, 01 | 3 | 4477 | Departmental... | Letter Grade (A-F) | Undergraduate | None |
| Fundamentals of Oral Comm... | COMM 105, 07 | 3 | 4921 | General Educ... | Letter Grade (A-F) | Undergraduate | None |
| Fundamentals of Spanish I | SPAN 101, 01 | 3 | 4722 | General Educ... | Letter Grade (A-F) | Undergraduate | None |

Conditionally Add/Drop a Course

- This feature allows you to drop a course from your schedule on the ‘condition’ that you are able to add a new course to your schedule without error.
- Example: You would like to register for another section of SPAN 101. You are currently registered for a section of SPAN 101, MWF 12-12:50 p.m., and you would like to switch to another MWF section, 2-2:50 p.m.
- **ADD** the 2-2:50 p.m. section of SPAN 101 to your schedule (you will have two sections of SPAN 101 listed in your **Class Summary**; one as *Pending* and one as *Registered*).

| Find Classes | | Enter CRNs | Schedule and Options | | | |
|--|---------|------------|----------------------|---|------|--|
| Search Results — 17 Classes Term: Fall 2019 Subject: Spanish | | | | | | |
| Fundamentals of Spanish I General Education | Spanish | 101 | 03 | 3 | 1524 | Fall 2... Nieves, Neryamn (Pri... S M T W T F S 12:00 PM - 12:50 PM Type: C Grant... 15 of 27 seats ... Add |
| Fundamentals of Spanish I General Education | Spanish | 101 | 04 | 3 | 1525 | Fall 2... Nieves, Neryamn (Pri... S M T W T F S 01:00 PM - 01:50 PM Type: C Grant... 21 of 27 seats ... Time Conflict! Add |
| Fundamentals of Spanish I General Education | Spanish | 101 | 05 | 3 | 1526 | Fall 2... Ginck, Amy (Primary) S M T W T F S 02:00 PM - 02:50 PM Type: C Grant... 11 of 27 seats ... Add |

| Schedule | | | | | | | | Summary | | | | | | | |
|------------------------------|--------|--------|---------|-----------|----------|--------|----------|--|--------------|-------|------|------------|------------|------------------------|--|
| Class Schedule for Fall 2019 | | | | | | | | Title | Details | Hours | CRN | Schedule T | Status | Action | |
| 6am | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Fundamentals of Spa... | SPAN 101, 05 | 3 | 1526 | Genera... | Pending | **Registered (by st... | |
| 7am | | | | | | | | Fundamentals of Oral... | COMM 105, 04 | 3 | 1736 | Genera... | Registered | None | |
| 8am | | | | | | | | Fundamentals of Spa... | SPAN 101, 03 | 3 | 1524 | Genera... | Registered | None | |
| 9am | | | | | | | | Total Hours Registered: 6 Billing: 6 CEU: 0 Min: 0 Max: 18 | | | | | | | |

- In the Action column, select **‘Drop (by Student)’** for the *Registered* section (CRN 1524).
- Check the **Conditional Add and Drop** check box next to the Submit button.
- Click **Submit**.

The screenshot shows the 'Class Schedule for Fall 2019' on the left and a 'Summary' table on the right. The summary table has columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. The row for 'Fundamentals of Spa...' with CRN 1524 is highlighted in blue, and its status is 'Registered'. The 'Action' dropdown for this row is set to 'Drop (by Student)'. Below the table, there is a 'Submit' button with a checked 'Conditional Add and Drop' checkbox next to it. A red circle highlights the 'Drop (by Student)' dropdown, and another red circle highlights the 'Conditional Add and Drop' checkbox and the 'Submit' button.

| Title | Details | Hours | CRN | Schedule T | Status | Action |
|-------------------------|--------------|-------|------|------------|------------|------------------------|
| Fundamentals of Spa... | SPAN 101, 05 | 3 | 1526 | Genera... | Pending | **Registered (by st... |
| Fundamentals of Spa... | SPAN 101, 03 | 3 | 1524 | Genera... | Registered | Drop (by Student) |
| Fundamentals of Oral... | COMM 105, 04 | 3 | 1736 | Genera... | Registered | None |

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop **Submit**

- If conditions were met, you will be registered for the *Pending* section (CRN 1526) and dropped from the *Registered* section (1524). *Save Successful* will also display in upper-right corner of screen.

The screenshot shows the same interface as before, but the status of the sections has changed. The row for 'Fundamentals of Spa...' with CRN 1526 is now highlighted in blue, and its status is 'Registered'. The row for 'Fundamentals of Spa...' with CRN 1524 is now highlighted in grey, and its status is 'Deleted'. The 'Action' dropdown for the CRN 1524 row is still set to 'Drop (by Student)'. A red circle highlights the 'Drop (by Student)' dropdown and the 'Deleted' status of the CRN 1524 row.

| Title | Details | Hours | CRN | Schedule T | Status | Action |
|-------------------------|--------------|-------|------|------------|------------|-------------------|
| Fundamentals of Spa... | SPAN 101, 05 | 3 | 1526 | Genera... | Registered | None |
| Fundamentals of Spa... | SPAN 101, 03 | 0 | 1524 | Genera... | Deleted | Drop (by Student) |
| Fundamentals of Oral... | COMM 105, 04 | 3 | 1736 | Genera... | Registered | None |

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Register for Course Pass/Fail or Audit**Pass/Fail**

Students may take a maximum of four courses during their university career using the pass/fail option under the following conditions:

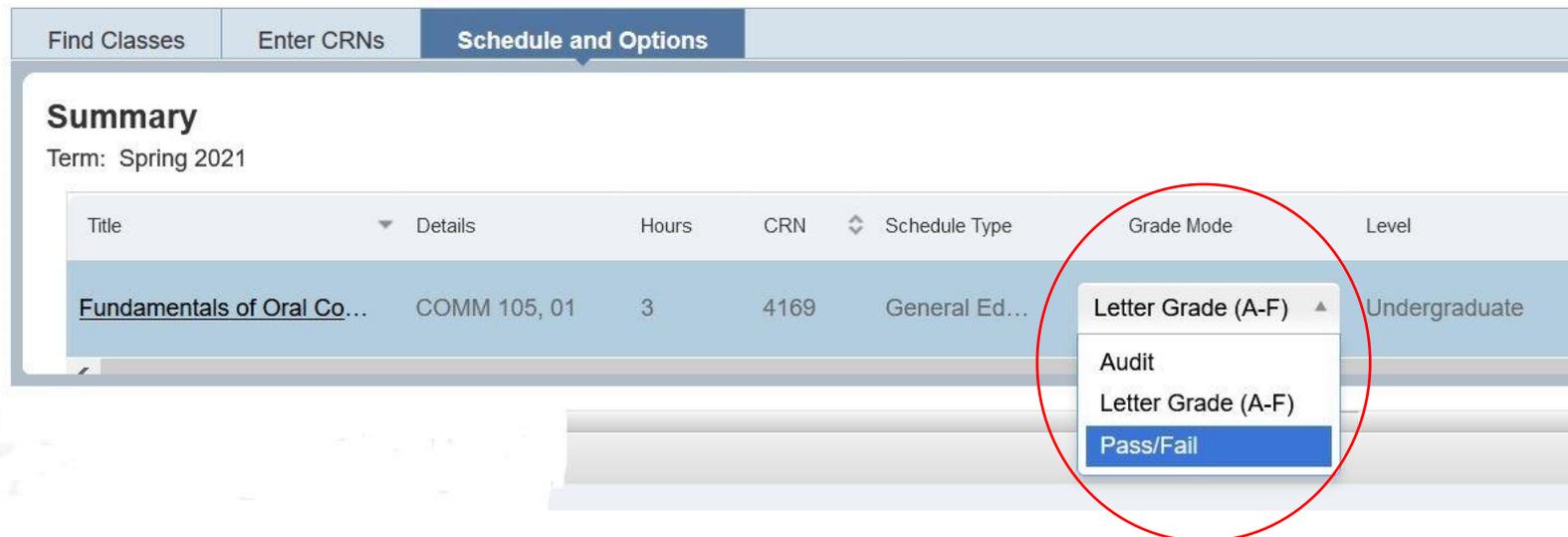
- The course cannot be used by that student to meet a major, minor or QuEST requirement. The course must be a free elective.
- The cutoff for pass shall be a C-.

Students must declare their intention to take a course under the pass/fail option when they register for classes and/or no later than the first five class days at the beginning of the term.

Audit

Students who wish to attend a course but not receive university credit or a grade for their work may audit a course. This option assumes students will attend the class on a regular basis but are not required to do any of the course work or take any tests in the course.

- To declare the pass/fail or audit option, access the **Schedule and Options tab**.
- Click on **Letter Grade (A-F)** under the **Grade Mode** column.
- Select the appropriate option (Audit or Pass/Fail)
- Click the **Submit** button (lower right).
- Your request will be submitted to the Registrar's Office for review. You will receive an email with the decision.



Find Classes | Enter CRNs | **Schedule and Options**

Summary

Term: Spring 2021

| Title | Details | Hours | CRN | Schedule Type | Grade Mode | Level |
|-----------------------------------|--------------|-------|------|---------------|--|---------------|
| <u>Fundamentals of Oral Co...</u> | COMM 105, 01 | 3 | 4169 | General Ed... | Letter Grade (A-F) ▲ Audit Letter Grade (A-F) Pass/Fail | Undergraduate |