UNIVERSITY of ROCHESTER

Web Registration

Instruction Sheet for
Pre-Registration Period
June 20, 2011 – July 25, 2011

Welcome Class of 2015!

We know that you are eager to arrive on campus and begin your college career.
As you think about the fall semester, consider that you may pre-register for one or more of these courses: BIO 110, BIO 112, CHM 131, MTH 140A, MTH 141, MTH 161 and WRT 105/105E.

Please review the materials in this handout, including the FAQs.

Step 1: Get all the tools you need:

- Your Freshman Academic Handbook
- Your Net ID and password. If you don't have these, please go to the ITS website: http://www.rochester.edu/it/incoming/ from there you should click on the link "Activate your NetID." You will need your student ID number from the enrolling packet admissions sent you.
- *Hold onto your Net ID and password, as you will use them often.*
- Your Course Planning Form, which you will have completed on Blackboard (http://my.rochester.edu/)
- The Online Course Listings. https://cdcs.ur.rochester.edu/
  (See "Using Online Course Listings" later in this booklet)

Step 2: Review courses below that are available for pre-registration and determine whether or not to register for them.

Step 3: Pre-registration Options. (Have I met the pre-requisites?)

- **BIO 110:** No prerequisites. *Brief Course Description:* The first semester in a year long course sequence designed for majors and minors in biology. Major topics include: biochemistry, molecular and cellular evolution, cell reproduction, fundamentals of genetics and molecular biology.

- **BIO 112:** For students interested in research with a score of 5 on the AP biology test. *Brief Course Description:* The first semester of a two-course introductory sequence for students with a strong background and interest in science. Topics include biochemistry, molecular and cellular evolution, cell reproduction, fundamentals of genetics, and molecular biology. This course differs from BIO 110 in that there is *greater* emphasis on experimental approaches, data analysis, and quantitative methods, and includes reading original papers. *(open to Freshmen Only)*

- **CHM 131:** No prerequisites. Students who have earned a 4 or 5 on the AP exam are entitled to credit for the course and have several other options. Refer to the Chemistry section in the Freshman Academic Handbook for those other options. *Brief Course Description:* This 5 credit course is an introduction to the concepts of chemistry for science and engineering students, health professions students, and as a science course for students of the humanities and social sciences. Properties of chemical systems are discussed from a macroscopic and molecular perspective with examples developed from a wide range of disciplines.

Step 3: Pre-registration Options. (continued)

MTH courses:

- **MTH 161:**

  Brief Course Description: MTH 161 is the first of the standard two-course introductory sequence for students who intend to major in mathematics.

  Placement Criteria
  SAT (M) 740 or higher, placement in MTH 161, 161Q, or 171Q
  ACT (M) 33 or higher, placement in MTH 161, 161Q or 171Q
  SAT (M) 630 or higher, placement in MTH 161, 161Q
  ACT (M) 28 or higher, placement in MTH 161, 161Q

- **MTH 141:**

  Brief Course Description: MTH 141 is the first of a three-course sequence that covers the material of MTH 161-162 in 3 semesters. The same text is used in both.

  Placement Criteria
  SAT (M) 530 through 620, placement in MTH 141
  ACT (M) 22 through 27, placement in MTH 141

- **MTH 140A:**

  Brief Course Description: MTH 140A and 141A integrate the learning of calculus with pre-calculus mathematics. These courses are intended for students who lack the algebra and trigonometry skills necessary to perform successfully in MTH 141.

  Placement Criteria
  SAT (M) Less than 530, placement in MTH 140A
  ACT (M) Less than 22, placement in MTH 140A

- **Writing Requirement:**

  WRT 105/105E: Review Primary Writing Requirement information (http://writing.rochester.edu/requirements/enteringfreshmen.html) and complete the Orientation On-line Writing Placement Intent Form, as well as the Writing Placement Survey, at http://my.rochester.edu.

  Students will have the opportunity to pre-register for WRT 105 or 105E after completing the Writing Placement Survey. A few spaces will be available for those who prefer to wait until Orientation to register. Because half of the WRT 105 spaces are offered in the fall and half in the spring, many students will need to wait until spring to take WRT 105, when many of the fall courses will be offered again.

  Students who believe that they are already proficient argumentative research writers at the college level and would like to fulfill the Primary Writing Requirement with a writing-intensive course other than WRT105 may petition to be allowed to do so. Please refer to http://writing.rochester.edu/requirements/enteringfreshmen.html for further information about this process.

Step 4: Will it all fit in? Map it out on the trial schedule.

On the last page, Learning Assistance Services has provided a 24-hour/7-day a week schedule, which you can use to plot out a tentative schedule. Remember to enter your lectures, labs, and lab lectures when relevant.

Step 5: On-Line Registration.

Web Registration Instructions, provided by the University Registrar's Office, follow in this brochure.

- ***Special Note A:*** Students planning to register for CHM are required to register for the lecture section, plus one of the two lab lectures and one of the labs associated with the lab lecture.

Frequently Asked Questions

Q: Can I register for all my classes now?

A: No. The intent of the summer pre-registration option is to permit interested students to plan ahead in certain key science courses and WRT 105, as well as to minimize potential scheduling conflicts in courses with multiple components. (Courses include: freshman level biology, chemistry, and math as well as WRT 105.)

Q: If I choose to pre-register, is the schedule I submit by July 25th final?

A: No, your schedule will not be finalized until after you have met with your Pre-Major Adviser during Orientation. You will have ample time to change your mind, add new courses and even drop what you registered for.

Q: What if I am not able to register during the pre-registration period, or choose not to?

A: That's OK. You will be able to register during the Orientation program prior to the start of classes.

Q: Will I be closed out of my classes if I don't opt to register now?

A: Students are never closed out of Biology, Chemistry, or Math courses, but registering now should ease the process during Orientation. For WRT 105, see step 3 of this brochure.

Q: Can my Pre-Major Adviser help me before classes start?

A: Our Pre-Major Adviser assignments are made late in the summer. You will know who your Pre-Major Adviser is when you come to campus.

Q: Who can I call if I have questions about my program?

A: Feel free to call the College Center for Academic Support at (585) 275-2354 or email cascas@mail.rochester.edu. One of the professional advisers will be happy to help.

Q: What is Student ACCESS!?

A: You can review your course selections in the Web Registration system before July 25 and after August 27, but you may also check your registration and other important information through Blackboard on my.rochester.edu using your NetID and password. You can check your financial information, holds, grades (eventually) and other pertinent academic information, including your course selections prior to Orientation. (click on the Student ACCESS tab)

Using Online Course Listings

Fall 2011 Online Course Listings:
http://www.rochester.edu/registrar/

Go to the Registrar's website (www.rochester.edu/registrar/) and then click on "Course Schedules" in the Academic Planning section. Select the "Fall 2011 Schedule" from the drop down menu. You'll see that each of the schools has its own listings. For now, at pre-registration time, you'll be interested only in Arts, Sciences, & Engineering so click on that. You'll probably want to click on the "By Department" category as that tends to be the most useful.

Use these Online Course Listings for any of the courses you want to pre-register for (BIO 110, BIO 112, CHM 131, MTH 140A, MTH 141, MTH 161, WRT 105) as well as to get ideas for other courses you will take this fall. You will enter all possibilities on the Course Planning Form - see Step 1.

Below is an explanation of the different parts of a course listing. REMEMBER: You will meet with your Pre-Major Adviser to discuss your fall schedule prior to registration during Orientation.

The course description will appear, along with the following information:

CRN	Subject Area	Course Title	Credit Hours	Status (Open/Closed)
55326	1HIS 105	TRADITIONAL JAPAN HAUSER W	04.0	Open

Location	Time	Days
DEWEY 2110D	1000 1050	Mon,Wed,Fri

CROSS-LISTED AS: 55326 1HIS 105 P
59772 1JPN 216

P-Denotes Primary Listing

Section Enrolled/Limit: 017/No Limit
Total Enrolled/Limit: 024/040

States current number of students enrolled and how many spaces remain

DEFINITIONS:

1. **CRN:** CRN stands for the Course Reference Number. This is a five digit code that distinguishes one course from another in the computer files. (This code is otherwise meaningless).

2. **Subject Area:** This identifies the school and department offering the course. For example, 1HIS or 4CHE refer to the school and department offering the course. (The school code for Arts & Sciences is 1, Engineering is 4.) All departments have a two or three letter subject area designation. (HIS is History, CHE is Chemical Engineering.)

3. **Course Number:** This number identifies a particular course and reflects the level of the course. 100-level courses, for instance, are typically introductory in nature (HIS 105 for example). 200-level courses are normally advanced and require or imply prerequisites. Some course numbers are followed by a 'W' or a 'Q.' This notation indicates that the course is offered for upper-level writing credit (W) or is a Quest course (Q).

4. **Course Title:** The title tells you a little bit about the course, and is the title that appears on an academic transcript.

5. **Credit Hours:** Designates the number of credit hours you will earn for successfully completing the course. Most courses carry four credit hours and most students take four courses each semester.

6. **Cross-listed Courses:** Some courses appear more than once with different subject areas. You may register for whichever subject area interests you. The primary listing (P) determines the distribution area of the courses and is always noted. Normally, it is the instructor's home department.

OTHER IMPORTANT INFORMATION

CLASS MEETING DAYS

Abbreviations are as follows:

M_____Monday
T_____Tuesday
W_____Wednesday
R_____Thursday
F_____Friday
S_____Saturday

Hours of the class meetings are given following the abbreviation of the meeting days. "TBA" indicates that the class meeting time is to be arranged by the instructor or department after the term begins.

The beginning and ending times of classes in the schedule are based on a 24-hour clock. The time for each class that meets after 12:00 noon can be determined by subtracting 1200 from the time indicated on the schedule. For example. 1300 is 1:00 PM, 2100 is 9:00 PM, etc. On the clock to the left the outside numbers correspond to AM hours, while the inner numbers are PM hours.

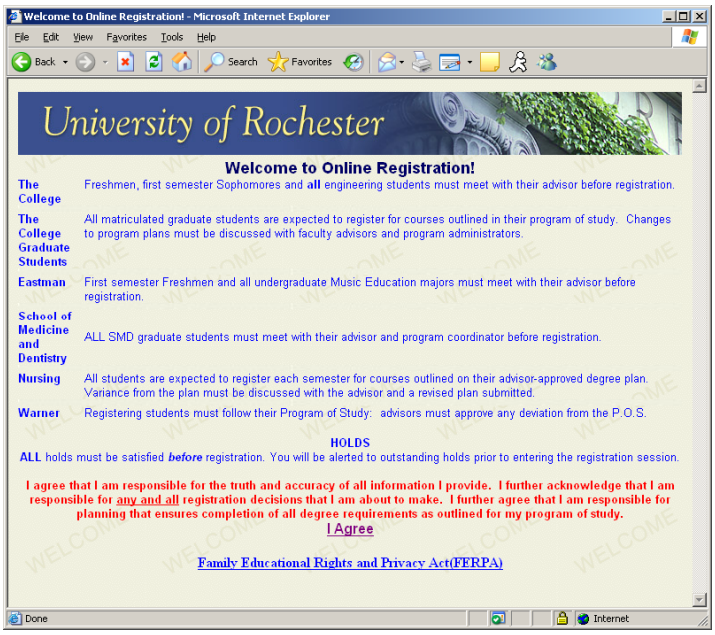
REMEMBER:

There will be many opportunities to clarify your schedule and ask questions at Orientation. However, if you want help in advance, give us a call at (585) 275-2354 or email CASCAS@mail.rochester.edu -we will be glad to help!

UNIVERSITY OF ROCHESTER

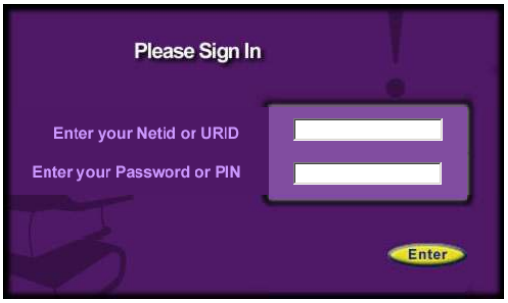
Web Registration

Instructions



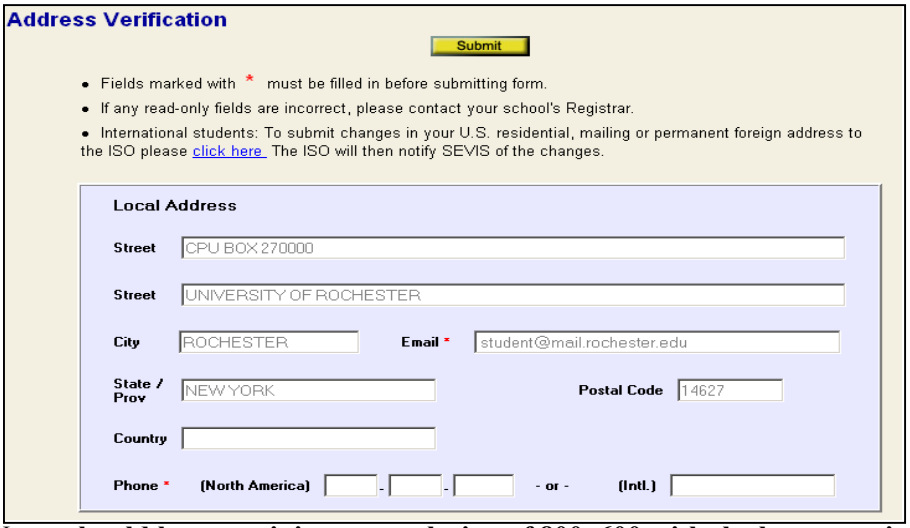
Welcome to Online Registration!
To register for classes online, please visit
www.rochester.edu/registrar/registration.html.

Read over the disclaimer and click
'I Agree' once you are finished.
You will then be taken to the 'Sign In' screen.



You may use your NetID and password
or your Student ID and PIN to login and
register for classes.

If this is your first time in Web Registration this semester,
you will first be asked to verify your address on the Address Verification Screen.
Your permanent address is non-editable, but your Local Address and Billing Address must be kept up to date (CPU Box addresses and 100 Gibbs Street addresses cannot be changed). If you need to change any information in non-editable fields, please see your College Registrar's Office.
Emergency Contact Information *is required* before you can proceed to registration.
Be sure to check that your personal information is correct before leaving this screen.
(*Note **red** starred items are required before you can hit submit.)



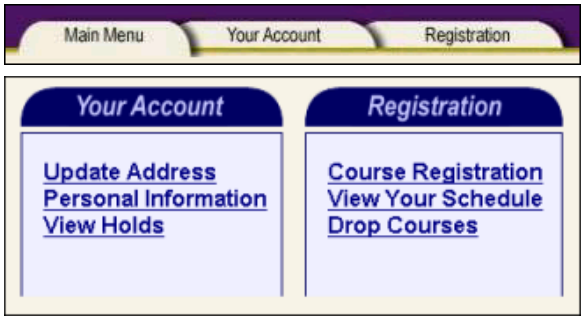
PLEASE NOTE: Users should have a minimum resolution of 800x600 with the latest version of Internet Explorer, Firefox or Safari Web Browser in order to login and navigate Web Registration.

Any holds or restrictions will be noted after you verify your address information.
If you have a hold, there will be information on who to contact to have the hold lifted.

Holds and Restrictions

The following holds prevent you from registering at this time. Please contact the appropriate person/office to get each hold resolved:

Description	Contact Office	Phone	Email	Advisor
The permission of your advisor will be required to allow you to register.	CONTACT YOUR ACADEMIC ADVISOR			INSTRUCTOR, NAME



At the top of every screen are three tabs, which will let you jump to the individual sections. You may also logoff using the yellow 'Log Off' button at the top left of every screen at any time. You must be sure to log off after each session of Web Registration.

When you click on 'Personal Information' you will see your program information displayed. Check to be sure your class year 'Classification' is correct and if you are a declared major that the 'Official' flag is set to 'Y'. Not all students will have an 'Advisor', but freshmen and sophomores should have one listed.

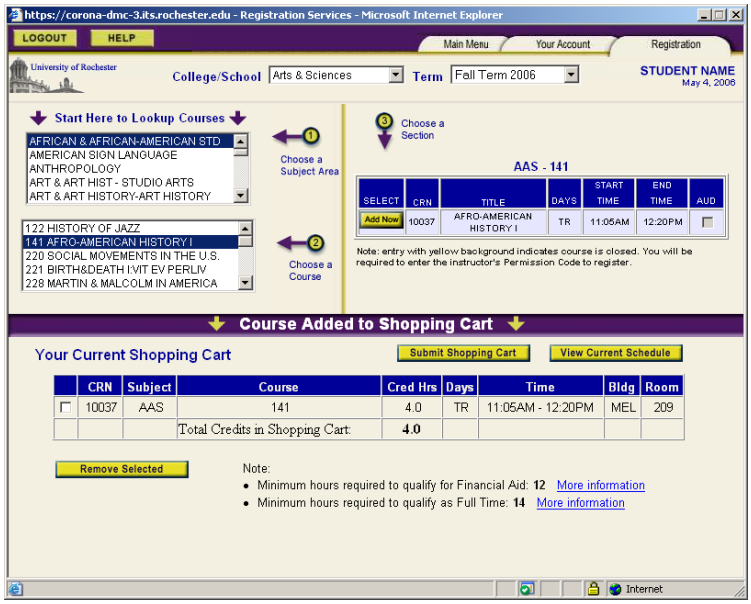
PERSONAL INFORMATION

Name: STUDENT NAME
Classification: SENIOR
Citizenship: Y
Visa:

Degree Programs:

Prog	Off*	College	Time	Maj 1	Maj 2	Min 1	Min 2	Min 3	Ins 1	Ins 2	Advisor
BS	N	THE COLLEGE: ARTS & SCIENCES	F	ECE							

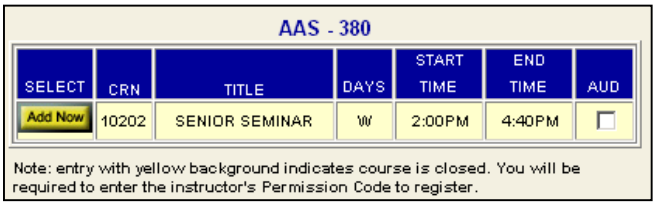
* Official: indicates whether you are officially accepted as a candidate in the degree program.
* Contact your school's registrar if there are errors in your personal information.



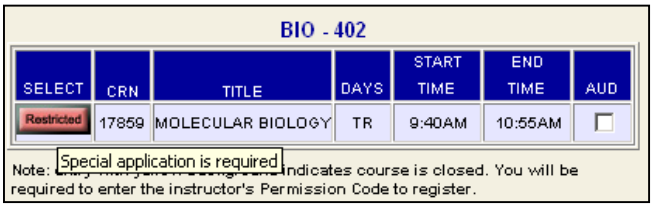
To begin registration, click on the 'Registration' tab. Be sure to select which TERM you are intending to register for at the top portion of the screen. Click on Course Registration to continue. Click on a course subject area to begin. Follow the number prompts on the screen by first choosing a subject area and then choosing a course. On the right, several sections may be listed. Click on the section that you would like to add by hitting 'Add Now'. To audit a course, click on the AUD checkbox. Some courses will require you to add an associated lab, lab lecture, recitation or workshop which you must do before registering for other courses.

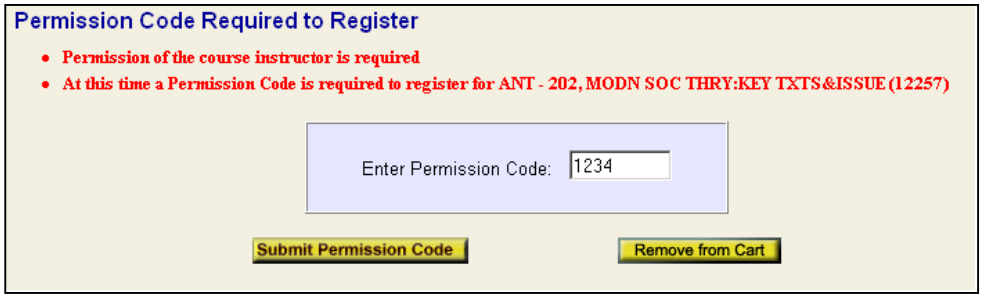
Classes are not added to your schedule until you click 'Submit Shopping Cart'.

Courses highlighted in YELLOW are 'Closed'. Course buttons marked in RED are 'Restricted'. Hover your mouse over the image to view the course restrictions. Courses may be restricted due to class year, major declaration or special permission requirements.



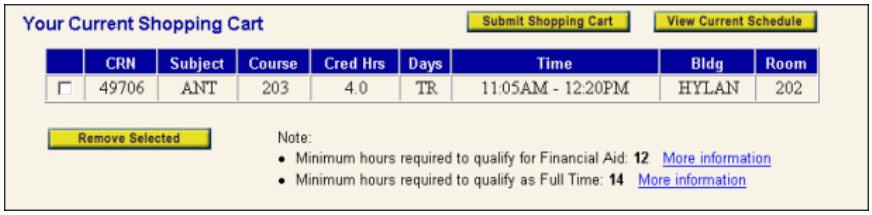
Independent Study courses and Quest Courses cannot be added via web registration. Please come to Academic Support, in Lattimore 312, to register for these courses. Other courses may simply require an Instructor Permission Code.



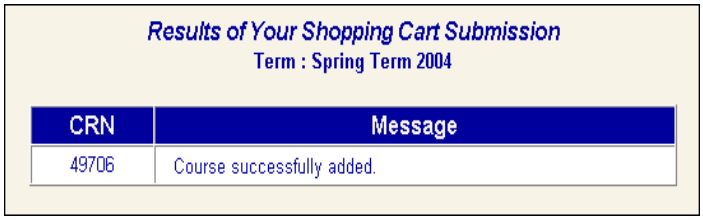


Courses that are closed or require instructor permission will display a 'Permission Code Required to Register' screen. Obtain the Permission Code from the professor and enter it at this screen. If you do not have permission from the instructor, click 'Remove from Cart' to continue with the Registration process.

Courses can be removed from your schedule by clicking the checkbox next to the course and clicking 'Remove Selected'. Your cart will refresh with the remaining classes

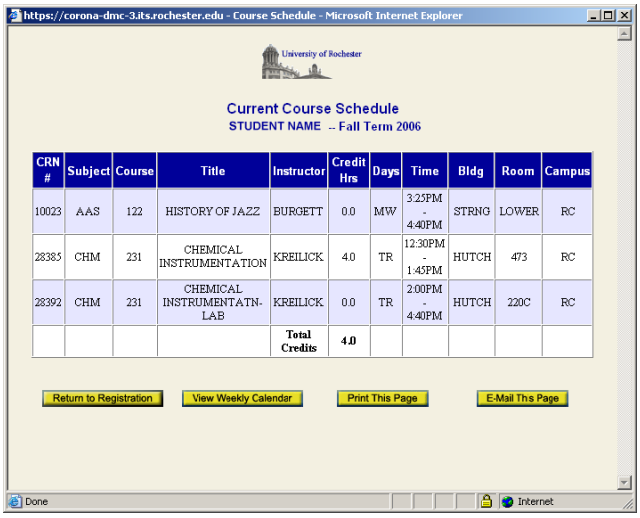


Any status messages and errors, such as 'Successfully Added', 'Time Conflict' or 'Further Course Restrictions' will then display. Be sure to note any CRN's that had errors in registration so you can select them again for resubmission once the conflicts are resolved.

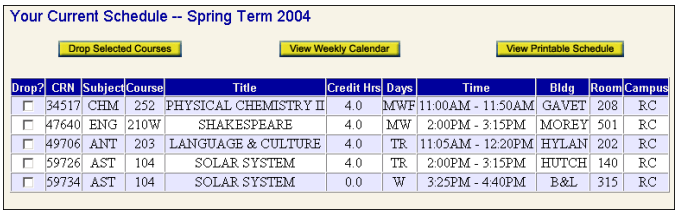


Once you have made all course selections you can then view your current course schedule. To do so, click 'View Schedule' from the shopping cart and a window will pop up displaying your selections.

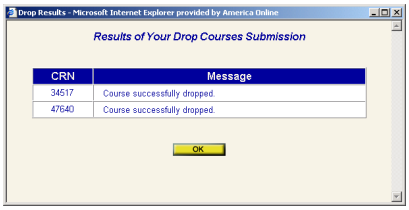
This screen will allow you to return to registration, view your weekly calendar, print the page, or email your schedule to someone.



CRN #	Subject	Course	Title	Instructor	Credit Hrs	Days	Time	Bldg	Room	Campus
10023	AAS	122	HISTORY OF JAZZ	BURGETT	0.0	MW	3:25PM - 4:40PM	STRNG	LOWER	RC
28385	CHM	231	CHEMICAL INSTRUMENTATION	KREILICK	4.0	TR	12:30PM - 1:45PM	HUTCH	473	RC
28392	CHM	231	CHEMICAL INSTRUMENTATN-LAB	KREILICK	0.0	TR	2:00PM - 4:40PM	HUTCH	220C	RC
				Total Credits	4.0					



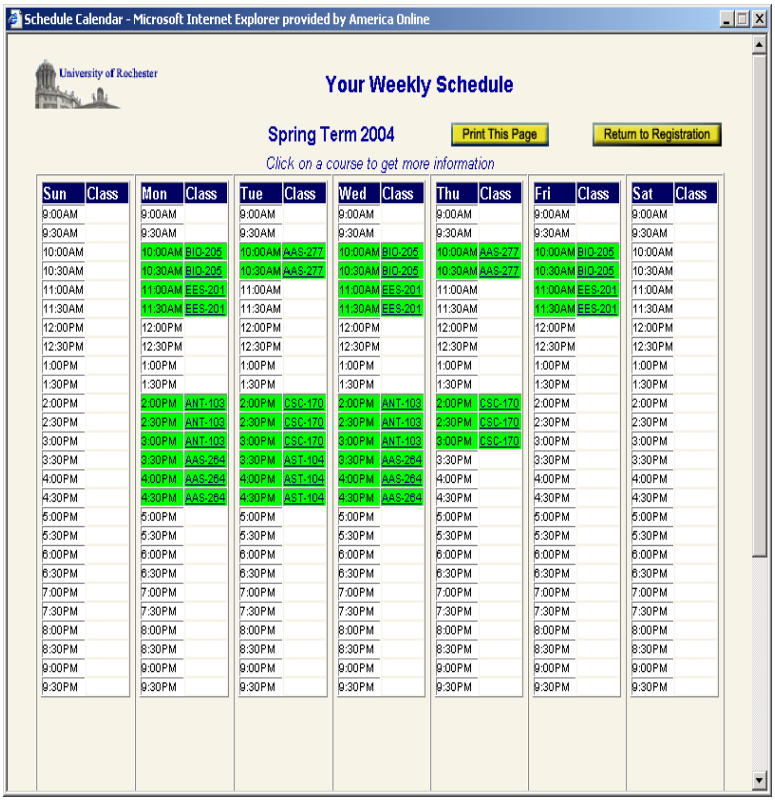
Drop?	CRN	Subject	Course	Title	Credit Hrs	Days	Time	Bldg	Room	Campus
☐	34517	CHM	252	PHYSICAL CHEMISTRY II	4.0	MWF	11:00AM - 11:50AM	GAVET	208	RC
☐	47640	ENG	210W	SHAKESPEARE	4.0	MW	2:00PM - 3:15PM	MOREY	501	RC
☐	49706	ANT	203	LANGUAGE & CULTURE	4.0	TR	11:05AM - 12:20PM	HYLAN	202	RC
☐	59726	AST	104	SOLAR SYSTEM	4.0	TR	2:00PM - 3:15PM	HUTCH	140	RC
☐	59734	AST	104	SOLAR SYSTEM	0.0	W	3:25PM - 4:40PM	B&L	315	RC



If you wish to remove any courses from your schedule **after** they have been submitted , 'Return to Registration' to do so. Go to the 'Registration' tab and click on 'Drop Courses.' Determine which courses you wish to drop by checking the box next to the course and then clicking 'Drop Selected Courses.' Any status or error messages will then display.

To view your schedule in weekly format, click on the 'Registration' tab, then on 'View Schedule', and then 'View Weekly Calendar.' This will display all your classes in a day by day format. Click on a class to view additional details. You are also able to print your weekly schedule from this page or return to registration to make changes.

Remember to logout at the end of your session. The 'Logout' button is located at the top left of the screen. Additionally, you may click on the 'Help' button at the top left of each screen to contact the Registrar's Office with any problems or issues you may be having.



Sun Class	Mon Class	Tue Class	Wed Class	Thu Class	Fri Class	Sat Class
9:00AM	9:00AM	9:00AM	9:00AM	9:00AM	9:00AM	9:00AM
9:30AM	9:30AM	9:30AM	9:30AM	9:30AM	9:30AM	9:30AM
10:00AM	10:00AM BIO-205	10:00AM AAS-277	10:00AM BIO-205	10:00AM AAS-277	10:00AM BIO-205	10:00AM
10:30AM	10:30AM BIO-205	10:30AM AAS-277	10:30AM BIO-205	10:30AM AAS-277	10:30AM BIO-205	10:30AM
11:00AM	11:00AM EES-201	11:00AM	11:00AM EES-201	11:00AM	11:00AM EES-201	11:00AM
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2:00PM	2:00PM ANT-103	2:00PM CSC-170	2:00PM ANT-103	2:00PM CSC-170	2:00PM	2:00PM
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