

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.

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.

If this is your first time in Web Registration,

you will 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 on-line).

dress Verific	ation Submit
 If any read Internation 	rked with * must be filled in before submitting form. Fonly fields are incorrect, please contact your school's Registrar. nal students: To submit changes in your U.S. residential, mailing or permanent foreign address to se <u>click here</u> . The ISO will then notify SEVIS of the changes.
Local A	\ddress
Street	CPU BOX 270000
Street	UNIVERSITY OF ROCHESTER
City	ROCHESTER Email * student@mail.rochester.edu
State / Prov	NEW YORK Postal Code 14627
Country	
Phone *	(North America)

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 submit.) 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
 CONTACT YOUR

 INSTRUCTOR,

NAME

Main Menu Your Account Registration	At the top of every screen are three tabs, which will let you jump to the individual
Your Account Registration	sections. You may also logoff using
Update Address Personal Information View HoldsCourse Registration View Your Schedule Drop Courses	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.

be required to allow you to register. ACADEMIC ADVISOR

When you click on 'Personal Information' you will see your program information displayed. Check to be sure your class year 'Classification' is correct.

PERSO	NA	L INFORMATI	ON									
Class	sific	STUDENT NAME ation: SENIOR Programs:					Cit Vis	izenship sa:):	Y		
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								=
		licates whether you a ur school's registrar if					ee program.					

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 clicking on 'Add Now'.

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

To audit a course, click on the AUD checkbox. (Audited courses are for no credit and do not appear on your final transcript). Some courses will require you to add an associated lab, lab lecture, recitation or workshop. You must register for all associated areas of a course before continuing with your registration. Once you have selected your courses, click "Submit Shopping Cart' to add the courses to your schedule.



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 cannot be added via web registration. Please come to the Registrar's Office, in Lattimore 312, to register for these courses. Other courses may simply require an Instructor Permission Code.

		AAS -	380			
				START	END	
SELECT	CRN	TITLE	DAYS	TIME	TIME	AUD
Add Now	10202	SENIOR SEMINAR	w	2:00PM	4:40 P M	
		low background indicat			l. You will b	e

		BIO -	202			
				START	END	
SELECT	CRN	TITLE	DAYS	TIME	TIME	AUD
Restricted	17859	MOLECULAR BIOLOGY	TR	9:40AM	10:55AM	
Note: Spec	ial appli	cation is required indicat	es cour:	se is closed	l. You will be	2
required to	enter th	ne instructor's Permissio	n Code	to register.		

Permission Code Required	tor is required	
At this time a Permission Code i	s required to register for ANI - 2	02, MODN SOC THRY:KEY TXTS&ISSUE (12257)
Submi	t Permission Code	Remove from Cart

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

Results of Your Shopping Cart Submission Term : Spring Term 2004

 CRN
 Message

 49706
 Course successfully added.

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.

	Dro	p Selecte	d Course	IS	View W	sekly Calend	ar		View P	rintable Sch	edule	
гор?	CRN	Subject	Course	Ti	tle	Credit Hrs	Days	Tir	ne	Bldg	Room	Can
	34517	CHM	252	PHYSICAL C	HEMISTRY II	4.0	MWF	11:00AM -	11:50AM	GAVET	208	F
	47640	ENG	210W	SHAKE	SPEARE	4.0	MW	2:00PM -	3:15PM	MOREY	501	R
	49706	ANT	203	LANGUAGE	& CULTURE	4.0	TR	11:05AM	- 12:20PM	HYLAN	202	R
	59726	AST	104	SOLAR	SYSTEM	4.0	TR	2:00PM -	3:15PM	HUTCH	140	R
	59734	AST	104	SOLAR	SYSTEM	0.0	W	3:25PM -	4:40PM	B&L	315	R
					Results of Your Dr			n				
				CRN		Message						
				34517	Course successfully d	ropped						
					Course successfully d	ropped						

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. Once you have selected your courses, click "Submit Shopping Cart' at the bottom of the screen to add the courses to your schedule. 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.

	Current Course Schedule STUDENT NAME Fall Term 2006									
CRN #	Subject	Course	Title	Instructor	Credit Hrs	Days	Time	Bldg	Room	Campus
10023	AAS	122	HISTORY OF JAZZ	BURGETT	0.0	мw	3:25PM 4:40PM	STRNO	LOWER	RC
28385	CHM	231	CHEMICAL INSTRUMENTATION	KREILICK	4.0	TR	12:30PM 1:45PM	нитсн	473	RC
28392	снм	231	CHEMICAL INSTRUMENTATN- LAB	KREILICK	0.0	TR	2:00PM 4:40PM	нитсн	220C	RC
				Total Credits	4.0					
R	dum to Re	gistration	View Weekdy Cale	ander	Print	This P	age	_6	Mai Tha P	age

If you wish to remove any courses from your schedule <u>after</u> 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.

