How To Register For Classes: An Introduction To UR Student (Presented in January 2021 for Spring 21 Registration)

Presenters from the UR Student Team:

Sean Hanna
Elayne Stewart
Amy Levermore
Agenda

- Important Links for Registration Support
- View Student Profile
  - View majors, minors and clusters
  - View academic history
- View Academic Dashboard
  - See holds
  - See advisors (Student Support Network)
  - Important links
  - See registration appointment
- Create a Saved Schedule and Register

Time permitting:
- Drop and Swap Courses (during drop/add period)
- Request Permission for a Course Section Pre-requisite Override
Important Links for Students

- UR Student - Student Portal: http://www.rochester.edu/urstudent/project/student/
- UR Student – University IT Tech Page: https://tech.rochester.edu/services/urstudent/
- AS&E Registrar’s Home Page: https://www.rochester.edu/registrar/
- CCAS Home Page: http://rochester.edu/college/ccas/
- Eastman Registrar’s Home Page: https://www.esm.rochester.edu/registrar/
View Student Profile

- Click on the student photo and then “View Profile”
Viewing the Student Profile

Academic Progress

Psychology [PSY] Intended B.A.
Major
0 Satisfied
of 1 Requirements

Account Activity

<table>
<thead>
<tr>
<th>Total Account Balance</th>
<th>Due Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Student Information

Student ID

Student Status: Active
Academic Level: Undergraduate
Class Standing: Sophomore
Academic Unit: School of Arts and Sciences
Primary Program of Study: Psychology [PSY] Intended B.A. Major

Student Status: Inactive
Academic Level: Undergraduate
Class Standing: First Year
Academic Unit: School of Arts and Sciences
Primary Program of Study: Non matriculated Program [01_US]

Contact Information - Public

Email: student@u.rochester.edu

Current Classes

Enrolled Sections - Spring 2020 AS&E

View Statement

View Details
Your class year is being translated into a class standing, so for the Spring 2021 academic period, Class Standing values will work like this:

- Class of 2025 = First Year
- Class of 2024 = First-Year
- Class of 2023 = Sophomore
- Class of 2022 = Junior
- Class of 2021 = Senior
- Class of T5/E5 = Fifth Year

After the Spring 2021 semester ends, Class Standing will begin to look toward Fall 2021 for translation from Class Year, as follows:

- Class of 2025 = First-Year
- Class of 2024 = Sophomore
- Class of 2023 = Junior
- Class of 2022 = Senior
- Class of T5/E5 = Fifth Year
Rocky is an intended Psychology major...

- Students can see their majors, minors, and clusters on the Academics Overview tab under Programs of Study.
View Academic History

- View the full academic history with grades and GPA under the Academic History tab.
- Ungraded courses and those from the current semester are found under the Current Classes tab.
Back to the Home page – Notice the Inbox and Applications section

- Click on the UR symbol on the top left to return to the home screen at any time.
- See the Inbox and Academic dashboard.
Click on the Academics icon and see his Academic dashboard

- Notice that Rocky has an onboarding hold with 5 actions to complete (these actions can also be viewed in his Inbox).
- Rocky can see his advisors in the Important Contact Support Network section.
- Click on “Find Course Sections” to see the Fall 2020 course schedule.
Go back to home page and view inbox items to complete Continuing Student Onboarding

- Every student must complete Student Onboarding (New Student or Continuing) each semester to remove their Onboarding Hold and be eligible to register.
- Click the Inbox icon on the top right of the home page or the “Go to Inbox” link at the bottom of the Inbox section to see the view Inbox details and take action.
Complete Onboarding steps in Inbox - WalkMe

- Click on each Inbox item, follow instructions, and click “Submit” and then “Done” to complete the onboarding steps.

- The first step asks you to download the WalkMe browser extension, which provides you with a tour of UR Student and some helpful tips for the screens you are using. (Additional steps ask you to verify your contact information, acknowledge your financial responsibility, choose method of receipt for 1098T, etc.)

- Once all steps are complete, the Onboarding Hold is removed.
Now that the Onboarding Hold has been removed, if you haven’t already, it is a good time to start viewing Spring 2021 courses and creating a Saved Schedule. First, go to your Academics dashboard and click on “Find Course Sections.”
Choose the correct academic calendar

- Each UR school has its own calendar, so look for Spring 2021 AS&E for courses offered by AS&E, or Spring 2021 Eastman if you’re an Eastman student.

- Some courses you are looking for may appear on another school’s calendar (e.g., MBI 220 found on Spring 2021 SMD Graduate Studies). **Please note: Course sections from another school’s calendar cannot be added to a saved schedule associated with your home school. (E.g., non-ASE calendar cannot be added to a Saved Schedule associated with the AS&E calendar)**
Search for course sections

- Use the subject facets on the left of the screen or the search bar in the middle of the screen to find course sections you may be interested in (keyword or subject code search)

- FYI - Arts and Sciences course sections changed from 3-letter to 4-letter subject codes in 2020 (e.g., PSY is now PSYC). Hajim and Eastman courses still have 3-letter subject codes.

Type keywords to find courses by title or search by subject code (e.g., CSC, Computer, etc.)
Use the “carrot” to see fuller course details

- You can click on the “carrot” to see additional details on a course section, including instructor, instructional format, and enrollment capacity

- **Pro Tip:** Right click on the course sections title to open it in a new tab in order to add to a “Saved Schedule” or register. That way, you don’t lose your spot in the “Find Course Sections” report.
Save Schedule or Register

- Before the registration window opens, you can still work on your registration for the upcoming semester by creating a Saved Schedule.
- Click the “Add to Schedule” button to add the course you are viewing to a Saved Schedule.
- You can create multiple Saved Schedules if you have multiple scheduling options that you are considering.

Review the Description for prerequisite, corequisite, and other important information. (e.g., Lab and workshop required.)

The Register button will only appear during your registration window when you do not have any holds.
Creating a Saved Schedule

- If you are creating a new Saved Schedule, click on ”Create Schedule to Register” in the “Schedule” field.
- Once you create a Saved Schedule, you can choose meeting times for your desired courses.
- The Saved Schedule will warn you if you are not eligible to register for a particular course when; you have time overlaps between course sections, if you are repeating a course, and you are over your enrollment unit limit.
Choose Period and Name Saved Schedule

- You will be prompted to choose an academic period for your Saved Schedule (e.g., Spring 2021 AS&E, Spring 2021 Eastman).
- Name your Saved Schedule (e.g., Spring 2021 v1). Remember, you can create as many of these as you would like.

Create Schedule for Registration

Academic Period: Spring 2021 AS&E
Schedule Name: Spring 2021 v1

[OK]  [Cancel]
Select Meeting Times

- Select the meeting times for all required sections and read any alerts.
- Alerts and Errors may appear to warn you of potential problems (more on that later on).

Alerts or errors may appear for Repeats, Time Conflicts, etc.

Be sure to choose a section for all required Instructional Formats.

Alert/Error information can be found here, also.

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### Laboratory

<table>
<thead>
<tr>
<th>Select</th>
<th>Section</th>
<th>Eligible</th>
<th>Section Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meeting Patterns</th>
<th>Instructor</th>
<th>Section Capacity</th>
<th>Seats Available</th>
<th>Wait List Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CSC 161-19: Intro to Programming Lab</td>
<td>Open</td>
<td>02/01/2021</td>
<td>02/14/2021</td>
<td>MWF 10:25 AM - 11:40 AM</td>
<td>Richard Sankis</td>
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<td>12</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>CSC 161-1B: Intro to Programming - Lab</td>
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<td>02/14/2021</td>
<td>MWF 10:25 AM - 11:40 AM</td>
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<tr>
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<td>CSC 161-19: Intro to Programming - Lab</td>
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<td>02/01/2021</td>
<td>02/14/2021</td>
<td>MWF 10:25 AM - 11:40 AM</td>
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<td>02/14/2021</td>
<td>MWF 10:25 AM - 11:40 AM</td>
<td>Richard Sankis</td>
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<td>16</td>
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<tr>
<td></td>
<td>CSC 161-19: Intro to Programming - Lab</td>
<td>Open</td>
<td>02/01/2021</td>
<td>02/14/2021</td>
<td>MWF 10:25 AM - 11:40 AM</td>
<td>Richard Sankis</td>
<td>50</td>
<td>21</td>
<td>0</td>
<td></td>
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### Lecture

<table>
<thead>
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<th>Section</th>
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<th>Section Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meeting Patterns</th>
<th>Instructor</th>
<th>Section Capacity</th>
<th>Seats Available</th>
<th>Wait List Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CSC 161-1: Intro to Programming</td>
<td>Open</td>
<td>02/01/2021</td>
<td>02/14/2021</td>
<td>*MWF 10:30 AM - 11:45 AM</td>
<td>Richard Sankis</td>
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### Workshop

<table>
<thead>
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<th>Section</th>
<th>Eligible</th>
<th>Section Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meeting Patterns</th>
<th>Instructor</th>
<th>Section Capacity</th>
<th>Seats Available</th>
<th>Wait List Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CSC 161-10: Intro to Programming Workshop</td>
<td>Open</td>
<td>02/01/2021</td>
<td>02/14/2021</td>
<td>*Wed 6:30 PM - 7:45 PM</td>
<td>Richard Sankis</td>
<td>12</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
After choosing meeting times, select the appropriate Grading Basis (Graded = earns units, Audit = no units earned).

Click OK once complete to add to your saved schedule.

<table>
<thead>
<tr>
<th>Select Grading Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Basis</td>
</tr>
<tr>
<td>Units</td>
</tr>
<tr>
<td>Unit Type</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Period</th>
<th>Spring 2021 AS&amp;E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Name</td>
<td>Spring 2021 v1</td>
</tr>
</tbody>
</table>

**Course Listing**
ECON 108 - Principles of Economics

**Description**
The fundamentals of microeconomic and macroeconomic theory, with applications; preparation for subsequent economics courses.

**Units**
4 Semester Units

**Lecture**
1 Item

<table>
<thead>
<tr>
<th>Select</th>
<th>Section</th>
<th>Eligible</th>
<th>Section Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Meeting Patterns</th>
<th>Instructor</th>
<th>Section Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>ECON 108-1 - Principles of Economics</td>
<td>✔️</td>
<td>Open</td>
<td>02/01/2021</td>
<td>05/14/2021</td>
<td>Mon/Wed</td>
<td>2:00 PM - 3:15 PM</td>
<td>Steven Landsburg</td>
</tr>
</tbody>
</table>
Return to “Find Course Sections” to search for additional course sections

- Return to the Find Course Sections report in order to search for additional courses.
- Open course section in a new tab.
- Add course section to Saved Schedule

<table>
<thead>
<tr>
<th>Subject</th>
<th>Open (54)</th>
<th>Closed (8)</th>
</tr>
</thead>
</table>

### Current Search
- PSYC

### Find Course Sections URSTU N1201

<table>
<thead>
<tr>
<th>62 Results</th>
</tr>
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<tbody>
<tr>
<td>GSWS 209-1 - Psychology of Human Sexuality</td>
</tr>
<tr>
<td>PSYC 101-1 - Intro to Psychology</td>
</tr>
<tr>
<td>PSYC 101A-1J - Introduction to Psychology</td>
</tr>
<tr>
<td>PSYC 110-1 - Neural Foundations of Behavior</td>
</tr>
</tbody>
</table>

- Right click to open in a new tab
Add another course section to Saved Schedule

- Continue building out your Saved Schedule by adding additional course sections.
- Creating Saved Schedules before registration day should allow you to register more easily.

View Course Section
PSYC 101-1 - Intro to Psychology (Actions)

Course: PSYC 101 - Intro to Psychology
Academic Period: Spring 2021 AS&E
Status: Open
Start/End Date: 02/01/2021 - 05/14/2021
Grading Basis: Audit
Units: 4 Semester Units
Description: Is a balanced and integrated survey of psychology with coverage of both social and natural science domains. Sections of PSY 101 vary, but most consist of lectures, readings, discussions, and demonstrations. One Fall section is limited to first year students only.

Instructional Formats: Lecture
Delivery Mode: Online
Enrolled/Capacity: 162/200
Meeting Patterns: Tues/Thurs | 3:25 PM - 4:40 PM

Instructor
Marie-Joelle Estrada

Teaching Assistant
Abhishek Saxena
Betul Zeyrek
Meghan Huang

Notes: 10/31/2020 LB - Edited long title (changed Psych to Psychology), removed S/F grading option, updated capacity and projected enrollment, set to online, added instructor, added meeting pattern. Ready to publish after these changes.
1/2/2021 LA - added teaching assistants.

Once the registration window is open and you have no holds, this button can be used to start the registration process.
Repeat Alert

- An alert will display if a course sections is added that would represent a repeat (i.e., a course for which the student already earned credit). Alerts DO NOT prevent registration.
Meeting Conflict Alert

- An alert appears when two course sections with conflicting meeting times are added to the same Saved Schedule. When you go to register, though, the alert becomes an error. Errors DO prevent registration.
View Saved Schedule and Register

- From the Academic dashboard, click "View My Saved Schedules" to find your schedule and start registration (once registration has opened for you).
Once the registration window opens your Saved Schedule can be used for a potentially simpler registration process by clicking “Start Registration.”

### View My Saved Schedules

**Student**  |  Suzy Senior
---|---
**Academic Period**  |  Spring 2021 AS&E

#### Physics and Astronomy [PAS] BS Undergraduate Major (BS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Grading Basis</th>
<th>Units</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CSC 161 - Introduction to Programming</strong></td>
<td>Graded</td>
<td>4</td>
<td>Open</td>
</tr>
<tr>
<td><strong>CSC 161-15 - Intro to Programming Lab</strong></td>
<td></td>
<td></td>
<td>Laboratory</td>
</tr>
<tr>
<td><strong>CSC 161-10 - Intro to Programming Wkshp</strong></td>
<td></td>
<td></td>
<td>Workshop</td>
</tr>
<tr>
<td><strong>CSC 161-1 - Intro to Programming</strong></td>
<td></td>
<td></td>
<td>Lecture</td>
</tr>
<tr>
<td><strong>ECON 108 - Principles of Economics</strong></td>
<td>Graded</td>
<td>4</td>
<td>Open</td>
</tr>
<tr>
<td><strong>ECON 108-1 - Principles of Economics</strong></td>
<td></td>
<td></td>
<td>Lecture</td>
</tr>
<tr>
<td><strong>PSYC 101 - Intro to Psychology</strong></td>
<td>Graded</td>
<td>4</td>
<td>Open</td>
</tr>
<tr>
<td><strong>PSYC 101-1 - Intro to Psychology</strong></td>
<td></td>
<td></td>
<td>Lecture</td>
</tr>
<tr>
<td><strong>ANTH 256 - American Empire</strong></td>
<td>Graded</td>
<td>4</td>
<td>Open</td>
</tr>
<tr>
<td><strong>ANTH 256-1 - American Empire</strong></td>
<td></td>
<td></td>
<td>Lecture</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Meeting Patterns</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2021</td>
<td>05/14/2021</td>
<td>Mon/Wed</td>
</tr>
<tr>
<td>02/01/2021</td>
<td>05/14/2021</td>
<td>Wednesday</td>
</tr>
<tr>
<td>02/01/2021</td>
<td>05/14/2021</td>
<td>Tues/Thurs</td>
</tr>
<tr>
<td>02/01/2021</td>
<td>05/14/2021</td>
<td>Mon/Wed</td>
</tr>
<tr>
<td>02/01/2021</td>
<td>05/14/2021</td>
<td>Tues/Thurs</td>
</tr>
<tr>
<td>02/01/2021</td>
<td>05/14/2021</td>
<td>Mon/Wed</td>
</tr>
</tbody>
</table>
Add additional courses or change meeting times once registration has been initiated

- Click the plus (+) sign next to “Add Course,” type in some keywords, the course subject, or the course number you are looking for.
- Hover over the course and then click the “twinkie” to pull up the full information for the course section. **Be sure to read the description before adding to your schedule or registering to be sure you meet prerequisites.**

This tells you if you are eligible to register for course, but doesn’t account for missing prerequisite

Add to saved schedule or register for this course directly with these buttons.
Register from Saved Schedule

- Once you are satisfied with your Saved Schedule and the registration window opens, you will see the “Register” button when viewing your saved schedule.

This tells you if you are eligible to register for course, but doesn’t account for missing prerequisite

Click here to finish registration
An error is created when you attempt to register for two course sections with conflicting meeting times. Errors DO prevent registration and must be resolved.

Error

1. Page Error
ATH 256-1 - American Empire, and ECON 108-1 - Principles of Economics conflict in time. Please select sections that do not have overlapping meeting times.
Alerts May Still be Present (Repeat Warning)

- The system will indicate any remaining alerts, such as repeat warnings. Alerts DO NOT prevent registration.
Click “Register” and View Course Schedule

- Once you have completed registration, the system will show you your successfully registered courses.

- If any of the courses in your Saved Schedule were closed at the time of registration, the system will register you for the rest of your courses and then you can go back to find additional courses and register for them individually.

<table>
<thead>
<tr>
<th>Successfully Registered Courses</th>
<th>5 items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Section</strong></td>
</tr>
<tr>
<td>CSC 161 - Introduction to Programming</td>
<td>CSC 161-15 - Intro to Programming Lab</td>
</tr>
<tr>
<td></td>
<td>CSC 161-1 - Intro to Programming</td>
</tr>
<tr>
<td></td>
<td>CSC 161-10 - Intro to Programming Wkshp</td>
</tr>
<tr>
<td>ECON 108 - Principles of Economics</td>
<td>ECON 108-1 - Principles of Economics</td>
</tr>
<tr>
<td>PSYC 101 - Intro to Psychology</td>
<td>PSYC 101-1 - Intro to Psychology</td>
</tr>
</tbody>
</table>
View My Courses (Academics Dashboard)

- View schedule and edit registration from the View My Courses page.

## View My Courses

### Physics and Astronomy [PAS] BS Undergraduate Major (BS)

**Spring 2021 AS&E**

<table>
<thead>
<tr>
<th>Course Listing</th>
<th>Units</th>
<th>Grading Basis</th>
<th>Enrolled Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 161 - Intro to Programming</td>
<td>4</td>
<td>Graded</td>
<td>Laboratory</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mon/Wed</td>
</tr>
<tr>
<td>CSC 161-1 - Intro to Programming</td>
<td></td>
<td></td>
<td>Lecture</td>
</tr>
<tr>
<td>CSC 161-10 - Intro to Programming Wkhp</td>
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<td>ECON 108 - Principles of Economics</td>
<td>4</td>
<td>Graded</td>
<td>Lecture</td>
</tr>
<tr>
<td>PSYC 101 - Intro to Psychology</td>
<td>4</td>
<td>Graded</td>
<td>Lecture</td>
</tr>
</tbody>
</table>

**Enrolled Units**: 12

**Load Status**: Full-time
View My Courses in Student Schedule Format

- Click “View Schedule” to see a weekly calendar of your meeting times.
Drop and Swap Courses

- Use the “Drop” and “Swap” Course buttons to from the View My Courses page.
- “Swap” allows the student to drop and add a course section at the same time.
- The “Edit Registration” button can be used to change the Grading Basis of a registration (e.g., switch from Audit to Grades).
Some courses require that the instructor approve the student’s registration. This information can be found in the Eligibility section when viewing the course section.

To request instructor permission, click the UR logo to go back to your home screen and enter the Academics dashboard.

Note that the Registration button is not present if you have not received permission from the instructor.
Request Course Section Pre-requisite Override

- If a course requires instructor permission, choose the Request Course Section Pre-requisite Override option from the Academic dashboard.
Request Course Section Pre-requisite Override

- Choose the Course and Course Section that requires permission from the instructor.
Request Course Section Pre-requisite Override

- Enter a comment to explain to the instructor why you should be permitted to join the course and click “Submit.”
- The student will receive a notification with the instructor decision. If approved, registration is NOT automatic, so the student then must log into UR Student and register for the course.
- The notification will be found under the notification “bell” at top right of screen.

It is important for you to give the instructor the information that they need to make a decision on your request.
- Why do you need the course?
- What is your major?
- Have you met the prerequisites?

The instructor most likely does not have access to your academic history.
UR Student Web-Portal for Students

http://www.rochester.edu/urstudent/project/student/

- See links to tutorials and resources to help you to use UR Student and prepare for registration
Q&A