

ONLINE REGISTRATION INSTRUCTIONS

(Minimum system requirements: recent version of Internet Explorer, Firefox or Safari Web Browser and 800 X 600 dpi resolution; AOL users may need to minimize AOL and use alternate browser to utilize web registration. You also will need to disable all pop-up blockers in order for this program to run successfully.)

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- STEP 0** Get your URID (or Student ID) from the Warner Registrar. Create a NetID and password (not over 8 characters), using your URID: <http://www.rochester.edu/its/netid/>.
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- STEP 1** Go to Warner's website (<http://www.rochester.edu/warner/programs/courses/index.html>), select the correct term and print out a copy of Warner's Official Course Schedule. If you're unable to do so, contact the Warner Registrar to receive a copy via e-mail, or drop in the Registrar's Office during office hours to get a hard copy schedule.
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- STEP 2** Go to Student Services page on Warner's website (<http://www.rochester.edu/warner/student-services/index.html>); click on Online Registration on right – *OR* – go directly to online registration site (<https://webreg.its.rochester.edu/prod/web/RchRegDefault.jsp>)
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- STEP 3** Read the disclaimer (in red) and click on *I agree*.
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- STEP 4** Sign in using your NetID and password. Click *Enter*.
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- STEP 5** If you're a newly matriculated Warner student, you will be required to complete a Payment Agreement online this first time, using your NetID and password. Follow the link in online registration – *OR* – go to: <https://secure1.rochester.edu/bursar/payment/login.php>.
Once you have completed the Payment Agreement, you may:
- 1) call the Bursar's Office (585.275.3931—9:00 a.m. – 4:30 p.m.), provide your URID and indicate which payment option you chose;
 - 2) e-mail Warner's representative in the Bursar's Office, Melissa Torchia, providing her your URID and payment option: mtorchia@admin.rochester.edu; when she arrives in the morning, she will enter your payment option;
 - 3) wait 24 hours, and complete your registration after your Payment Agreement is recorded on your record.
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- STEP 6** If this is your first time registering this term, you'll be directed to the Address Verification page. You must complete all fields marked with a red asterisk. ***SCROLL DOWN and check all information on this page carefully.*** (If you click *Submit* at the top of the page before completing all required fields, including the separate Residential Address section, you will receive an error message to that effect.) When complete, click *Submit* at the bottom of the page.
- If you've made corrections to any of your personal contact information, **make a note to contact the Warner Registrar so Warner's records will be correct.** Failure to update outdated address information will result in holds on your account preventing future registrations.
 - Should you need to change contact information mid-term, contact the Warner Registrar.
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- STEP 7** You will next be directed to the Personal Information page, where you will be able to view any holds on your account. Check information on this page, as well. If anything appears incorrect, contact the Warner Registrar. Click on *Continue*.
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- STEP 8** You are now ready to register (if you wish to abort this process at any time, you may click the yellow *Logout* tab at the top left of the screen). The Warner School and current term will open by default. On the Course Schedule, select the courses for which you wish to register. Note the course prefix (*ED 404* or *EDU 404*).
- Click on the heading where your course will appear (*ED 404* would appear in the *ED Prefix* list). Select the course from the drop down menu.
 - When the course details appear in the window on the right of the page, click *Add Now* (if you wish to audit a class, before clicking *Add Now*, click the little box to the right of the course details).
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- Repeat process until you have selected all courses you plan to take; should you make a mistake, simply click the box to the left of the course you want to remove and click *Remove Selected*.
- When you've completed your selections, click *Submit Shopping Cart*

STEP 9 If everything worked properly, you will receive a message that your course(s) were "successfully added." Click *OK*. You'll now be back at the registration home page.

STEP 10 Should you wish to view or print your schedule, click *View Current Schedule* and click your choice from the options listed: *View Weekly Schedule*, *Print This Page*, *E-Mail This Page*. When you are finished, click *Return to Registration*.

STEP 11 Should you wish to change your registration after having submitted your shopping cart, click the *Main Menu* "folder" tab at the top right of your screen, and select *Drop Courses*.

STEP 12 Log out, and you are finished! (FYI: the UR's Online Registration process utilizes a remote access connection to the same database the registrars use to register students, so if your schedule shows that you have successfully added the course[s] you believe you added, you can rest assured that you have registered correctly.)

COMMON GLITCHES/PROBLEMS & SOLUTIONS

#1 Hold(s) on Account	If you have hold(s) on your account (most often because you owe the University money), you will not be able to register until you've cared for them. Contact the Bursar's Office (585.275.3931) and ask to speak with Melissa Torchia, Warner's Student Account Rep; she can assist you in determining the reason for the hold and what you need to do to see that it is removed.
#2 Permission Code	When you try to add a class to your Shopping Cart and receive the message, "Permission of the course instructor is required. At this time a Permission Code is required to register for..." you need to contact the Warner Registrar to receive the four-digit code. Your advisor will not supply you with this code.
#3 Variable Credit Course	When you register for an Independent Study, Field Study, Research Apprenticeship, Administrative Internship class, a pop-up window will appear asking you to indicate the number of credit hours and the instructor for this course. When you click "Send Request to Your Registrar," another pop-up will appear telling you that you have successfully sent a request for this class. It will also tell you that 1) this change in course hours will not be reflected immediately until your registrar processes it and 2) you must close this window and go back and click the "Add Now" button in order to add the course to your Shopping Cart. When you submit your Shopping Cart, you've done all you need to do. The Warner Registrar will receive an e-mail indicating the instructor and hours, will update your registration accordingly, and will notify you when the update has been made.
#4 Multiple Sections	Some courses have more than one section, and it is difficult to know which one to choose from the list. Go to Warner's Course Schedule on the Warner website under Student Services/Courses: http://www.rochester.edu/warner/programs/courses/index.html , note the CRN and choose the course with the corresponding CRN.
#5 Number & Title Mismatch	A few courses appear on the course pull-down menu with a number corresponding to a course on the Course Schedule, but the title is vastly different. Ignore the erroneous title. If the prefix and number are correct, when you click on the course, the selection at the right will show the correct title. (These numbers originally belonged to another course, and the online registration menu displays titles from the original list when there are two or more sections of a particular class.)

IRRESOLVABLE PROBLEMS

#1 NetID Problems	Should you receive an error message (most often that birthdate does not correspond to the Student ID), complete and e-mail Joe Parker the "Triage Template for NetID Issues" located on the Registrar's page of Warner's website under "NetID"; click on Report a Problem" (http://www.rochester.edu/warner/student-services/forms/netid_help.doc).
#2 Registration Problems	Contact Warner's Registrar first. If that does not resolve the problem, complete and e-mail Garry Henderson the "Online Registration Triage Form" located on the Registrar's page of Warner's website under "Online Registration"; click "Report a Problem" (http://www.rochester.edu/warner/student-services/forms/reg_help.doc).
