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).

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.

<table>
<thead>
<tr>
<th>Hold Description</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
<th>Instructor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>The permission of your advisor will be required to allow you to register</td>
<td>CONTACT YOUR ACADEMIC ADVISOR</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

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.
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.

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.

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.

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.