Once a student has the ability to register based upon completed credit count, s/he can access the WEBregistration Register/Remove Previously Selected Courses until the conclusion of Add/Drop week for the semester.

Students will have registration activation for initial access in half-hour segments throughout each day during the two week Early/Priority Registration period. Students will continue to have access to registration until the end of the add/drop period for the term.

Beginning at 8:00 am and continuing until 4:30 pm, each registration day will be divided into 18 activation times. Students will be randomly assigned to each time as their first opportunity to register.

Students and faculty advisors have online information indicating each student’s date/time of first access to the registration process using screen WEBregistration APPROVALS & BLOCKS.

All academic departments will be provided with a hard-copy listing of their majors and the assigned date / registration access time.
REGISTRATION UPDATE:

Terms / Dates: (including adjusted week)

<table>
<thead>
<tr>
<th>Term</th>
<th>Session Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/SA</td>
<td>First 4-week summer session</td>
<td>05/13/19 to 06/12/19</td>
</tr>
<tr>
<td>19/SB</td>
<td>First 6-week summer session</td>
<td>05/20/19 to 07/01/19</td>
</tr>
<tr>
<td>19/SC</td>
<td>12 week summer session</td>
<td>05/20/19 to 08/12/19</td>
</tr>
<tr>
<td>19/SD</td>
<td>Second 4-week summer session</td>
<td>06/17/19 to 07/11/19</td>
</tr>
<tr>
<td>19/SE</td>
<td>Second 6-week summer session</td>
<td>07/02/19 to 08/12/19</td>
</tr>
<tr>
<td>19/FA</td>
<td>Fall 2019</td>
<td>09/03/19 to 12/17/19</td>
</tr>
<tr>
<td>20/SP</td>
<td>Spring 2020</td>
<td>01/21/20 to 05/05/20</td>
</tr>
</tbody>
</table>

Course Prerequisites, Restrictions, Maximum Credits and Course Types:

**Course Prerequisites**

Students attempting to register for a course that requires a prerequisite which has not been met, will be unable to register for that course.

Course Prerequisites are listed under the WEBmenu button ‘Course Descriptions’. The quickest way to determine if a student meets the prerequisite is to use the drop-down selection under “ADVISEES” and pick “Registration Pre-Reqs”. Students can access the information under Registration Tools, Course Prerequisite Worksheet.

If a student is registering for Summer, Fall and Spring courses, enter each term individually, with the earliest term first, and update in between terms. This allows WEBregistration to ‘read’ the registered courses and use them to satisfy prerequisites.

Remember, SUBSTITUTED COURSES DO NOT FULFILL PREREQUISITES.

**Maximum Credits**

Students will be prevented from registering for excess credits. Undergraduate students requesting more than 18 credits in a regular term require Chair approval and Dean approval for 22+ credits. Graduate students are limited to 15 credits per regular term.

Summer limits also apply:
Undergraduate students may register for no more than 12 credits total for the summer; Graduate students for a maximum of 9 credits.

**Special Topic Courses**

Some students take more than one special topic course; the system does not recognize that they are different topics because they share the same number. Students need to register for ‘duplicate’ special topic courses in person at the Registrar’s Office.

**Undergrads Re-Registering for the Same Course**

Undergrad students cannot register for a course they have already completed unless they have received a grade of “C-” or lower. The maximum number of times to take a course is two. If a student must repeat a course for a third time, the registration needs to be approved by the school dean.

**Course Types**

Use ‘Search for Classes’ in WEBadvisor to find course types for specific departmental courses and for Gen Ed requirements. Please see the academic audit for details.

Departmental Overrides, Closed Courses and Waitlists

Override screens can only be accessed using the special Chair / Dean login.

Department chairs and school deans have the ability to register students into closed courses or courses for which the prerequisite has not been met.

All closed courses with waitlist will offer the student the ability to enter themselves. Students also have the ability to remove their waitlisted status utilizing WEBregistration REMOVE FROM WAITLIST. Departments are requested to ‘clear-out’ waitlists 3 weeks before the beginning of the term so the student schedule is as accurate as possible.

Departments have the ability to manage their own waitlists using screen CWLM.
Students and faculty advisors have a WEBmenu selection that lists student registration blocks.

Encourage your advisees to check this screen frequently as blocks are determined nightly.

Please direct the student to the office that placed the block to resolve any outstanding issues before attempting to register. Students have a "HELP" selection that indicates the name, telephone, and email for questions concerning a particular block.

Students who have completed more than 80 credits undergraduate, or 18 credits graduate, will be blocked from future registrations if they have not submitted an application for graduation. This process is a necessary step in order to obtain a degree. When students complete an application for graduation they begin the evaluation process through the Registrar’s Office which determines that they are on target to meet their academic goals.

In order to remove this block the student will need to complete an application for graduation found under the Graduation section of WEBstudent. The block will be removed the day after the application has been completed.

Students need to clear all blocks before their scheduled registration date / time in order to be able to register.
Course Types

Course Types are used to designate courses which fulfill specific requirements. They can be selected as a group and displayed under WEBmenu "SECTIONS BY TERM". Certain majors also use COURSE TYPE to indicate major distributions, e.g. HSEU for European History. Departments should work with the Registrar’s Office for individual codes.

INFORMATION PROVIDED IN FEBRUARY INCLUDES:

ADVANCED SUMMER REGISTRATION PROGRAM

Starting on March 4, 2019 continuing students in good academic standing can register for classes in the summer terms. The class schedule for summer terms is available online.

EARLY / PRIORITY REGISTRATION

An email will be sent to all continuing students eligible to participate in Early/Priority Registration indicating important information. This email describes two registration screens for WEBregistration—Search/Select and Register for Courses and Register/Remove Previously Selected Courses.

Search/Select and Register for Courses:

Students are able to search for courses and add them to a list of potential courses, selecting any number of course sections that they might be interested in taking. There is no restriction as to the number of sections because registration is not entered at this time.

Register/Remove Previously Selected Courses:

This screen displays the list of potential courses selected earlier. It is from this screen that students register into courses that are open and for which they meet the prerequisite or restriction.

INFORMATION PROVIDED IN MARCH INCLUDES:

The course schedule for the 19/FA and 20/SP semester will be available online in March. An email notice will be sent to the University community when it is available.

An email will be sent to all continuing students eligible to participate in Early/Priority Registration outlining the registration process.

In early-March an email will be sent to the University community discussing the priority process and how students obtain information as to their earliest activation date / time. Included with this email will be a file of step-by-step instructions on how to use WEBregistration to register. This information will also be available online under the WEBregistration 'help' button.

OUTLOOK Ads

Ads will be running with information concerning registration.

WEBregistration TUTORIAL

Available from WEBstudent or the Registrar’s WEB page.