

WEB REGISTRATION PROCEDURES

General Instructions

Permission to register can be given only by a student's faculty advisor. After meeting with you, your academic advisor will clear you for registration on the WEB. You cannot register on the WEB until your advisor has cleared you.

You may come to the Registrar's Office to register at or after your assigned registration time. Students registering at the Registrar's Office must bring written permission from their advisor.

Entering WEB Registration

1. Go to my.augie.edu.
2. Enter your user name.
3. Enter your password.
4. Click the login button.
5. Select the Academics tab.
6. On the left hand side of the screen select **Registration and Schedules**.

Reviewing Available Courses

7. Before registering for classes, you may wish to review what courses are available/open for the term. There are three options available on the Registration and Schedules page: **Course Search, Departmental Offerings, and Open GENL ED Courses**.
 - A. **Course Search** allows you to search for all courses that meet a number of criteria including instructor, meeting time, etc.
 - B. **Open GENL ED Courses** provides a view of open General Education courses by time of day with current enrollment information.
 - C. **Department Offerings** provides a list of all courses in a selected department with current enrollment information and course descriptions.

Registering for Classes

8. Click on Add/Drop Courses.
9. At the top of the screen is the term for which the system is currently set. If this is not the term and year for which you need to register, change it by clicking on the down arrow and selecting the correct term.
10. In the space below Course Code, enter the course, prefix and number, leaving a space between the prefix and number (i.e. BSAD 100 or SOCI 250 or PE 280.) Click in the space below Section. Enter the section designation (e.g. A or A3 or G, etc) exactly as it appears in the schedule. You may enter up to 6 courses at one time.
11. Click on **ADD COURSE(S)** to register for the course(s).
12. If the course can be taken for variable credit, you will be asked to click on the number of credit hours for which you wish to take the course.
13. Course Search Option:
Clicking on the Course Search button will allow you to search for all courses that meet whatever criteria you select (e.g. instructor, day and time of class meetings, etc.) When you have found the course you want, click in the box next to the course, then click on Add Course.

Changing Course Registration

14. To drop a course, click on the button beside the course you wish to drop and then click on **Drop Selected Courses** at the bottom of that column.

Completing Course Registration

15. Follow steps 10-12 until you have completed your registration.
16. To view your schedule, click on the image in the Student Schedule Portlet and then print for a hard copy of your schedule.
17. **When finished with registration, completely log out of the site by clicking the Logout button next to your name near the top of the page. If you are using a public accessible machine you should also close the browser.** If you do not do this, the student who next uses this computer may be able to modify your registration.

Trouble Shooting

1. **The computer says that the course is not offered this term.** Make sure the term, departmental prefix, number and section is correct.
2. **The class is closed.** In order to enter a closed class, you need the permission of the instructor. The instructor may authorize you through the WEB to register or give you written permission to bring to the Registrar's Office.
3. **Course Prerequisites.** If you have not had the prerequisite required for a class, you must get permission from the instructor of the course to register. The instructor may authorize you through the WEB to register or give you written permission to bring to the Registrar's Office.
4. **Course Conflict.** If two courses conflict, you must have permission from one of the instructors to register for the course. The instructor may authorize you through the WEB to register or give you written permission to bring to the Registrar's Office.
5. **Independent Scholarship, Independent Study, Practicum courses** can only be registered for at the Registrar's Office with the appropriate completed and signed forms.
6. **Instructor Permission Courses.** If the course requires Instructor Permission for registration, talk with the instructor who may choose to authorize you to take the course. The instructor may authorize you through the WEB to register or give you written permission to bring to the Registrar's Office.

NOTE: Instructors authorize, they do not register! It is the responsibility of the student to register either online or at the Registrar's Office once authorization has been granted.