

REGISTRATION INSTRUCTIONS & CHECKLIST

Rev. August 2011

___ 1. See **Registration Rules & Procedures**

___ 2. Check for **important dates and deadlines.**

___ 3. Check your registration status for each term (in Voyager go to Student Services/Academic Resources & Services/Registration/Register for Classes/2) Check Registration Times & Status).

___ 4. Review your academic record and degree summary (in Voyager go to Student Services/Academic Resources & Services/Academic Records).

___ 5. Draft your registration plan

___ A **worksheet** is available for your convenience.

___ Look at the **class schedule** to find out what classes will be offered.

___ Identify alternate classes in case some you select are full.

___ Check prerequisites.

___ Check for time conflicts

___ Identify classes requiring instructor approval.

___ Identify classes requiring special registration forms. The appropriate form (**tutorials, directed study, independent study, internships, and supervised accompanying**) must be completed, signed and submitted at the Registrar's Office, first floor, Brokaw Hall, during the registration period.

___ **Registration for music ensembles (MUEN)** is done through the ensemble directors at the beginning of each term. You must sign the sign-up sheet.

___ Identify class options you will need to change or request: **variable credit class, S/U option, cross list, F repeat, and audit (non-degree only).**

___ **Registration for affiliated off-campus** programs is handled by the Registrar's Office.

___ 5. Meet with your academic advisor and revise your plan as needed. You may talk with any member of the faculty about your plans, but you **MUST** meet with your academic advisor(s) at least once during a registration period if you wish to register or make registration changes. Your advisor will release the advising hold on your record after you have met.

___ 6. Obtain required instructor approvals. The approval of the instructor (recorded in Voyager by the instructor) is required for registration if any of the following apply:

- The class is marked in the schedule as requiring the instructor's approval to register (APR).
- The class has an enrollment limit and the term in which it is scheduled has started.
- It is the second week of classes of the term in which the class is scheduled.
- You are in one of the following non-degree programs: General Non-Degree, Audit Only, Lawrence Academy, or Teacher Certification.

___ 7. During your assigned times, add/drop classes (in Voyager go to Student Services/Academic Resources & Services/Registration/REGISTER FOR CLASSES)

Choose **'1) SELECT TERM'** to select a term.

Choose **'2) Check Registration Times & Status'** to check times, holds, and approvals.

Choose **'3) Add/Drop Classes'**. You will not be able to access this page until your assigned registration time begins and all registration holds have been cleared.

- **Enter CRNs** of classes to be added in boxes at the bottom of the form (Add Classes Worksheet section).
- Click on the **'Submit Changes'** button.
- Scroll down to see if there are any **'Registration Add Errors'**. Review any problems displayed. [Click here for more information on possible error messages.](#)
 - **Waiting lists** for limited enrollment classes will be made available one term in advance. If you want to be added to a wait list choose 'Student Web Waitlisted' in the action box; if not, then choose 'None'.
 - **YOU MUST** click 'Submit Changes' again to for your changes to take effect.
 - Repeat this process until the 'Add Errors' box is cleared.
- Classes for which you are registered or waitlisted will be shown in the **'Current Schedule'** section of the form. **NOTE: If you are waitlisted you DO NOT have a seat in the class.**
- **To drop a class** for which you are registered or waitlisted, use the action drop-down box on the class listing and select 'Student Web Drop'. Click on 'Submit Changes' to make the change.
- **The 'Reset' button** will clear CRNs to be added and set 'None' in any action boxes displayed in the 'Registraton Add Errors' section.
- **Total credit hours** is equivalent to the total units for which you are registered for the session (waitlisted courses are NOT included in this total). **You will not be able to register for more than the maximum hours shown on the page.** To request an overload, you must submit an [overload request form](#) at the beginning of the term and before the 8th day of classes.
- **VERY, VERY IMPORTANT: ALWAYS** click 'Submit Changes' before exiting the 'Add/Drop Classes' page to make sure your changes take effect.

Choose **'4) Change Class Options'** to adjust class qualities. For example, music lessons will default to three units. A student wishing to take 6-unit lessons must change the number of units using this menu.

Choose **'5) View Your Schedule and Waiting List Information'** to check your work.

8. Limited Enrollment Classes & Waiting List Rules: If you are registered or waitlisted for one or more limited enrollment classes please read this section carefully.

- **If you are on the waiting list for a class and no longer wish to take it**, you should use the '3) Add/Drop Classes' page to drop the waiting list request.
- **During the first class meeting, instructors MAY cancel the registration of students who do not attend (they are not required to do so), and may offer open seats first to students on the waiting list in rank order, and then to any other students in attendance at the meeting.** Degree-seeking students will be given priority for seats when a class is full. If you cannot make the first class meeting due to travel problems or illness, you should contact the instructor or the Dean of Student Academic Services.
- **If you are offered a seat in the class**, the instructor will record approval to register in Voyager. **YOU MUST** use the Voyager '3) Add/Drop Classes' page to register for the class. If the waiting list record has not been deleted, you will need to drop it before the system will allow you to add the class.

9. If needed, submit completed registration forms for [tutorials, directed study, ndependent study.](#)

[internships](#), or [supervised accompanying](#). All regular registration deadlines and rules apply.

____ 10. BEFORE YOU EXIT VOYAGER -- Select '5) View Your Schedule & Waiting List Information' from the REGISTER FOR CLASSES page and review your schedule for errors.

- **You are responsible** for maintaining an accurate registration record with the Registrar's Office.
- **After the 10th day of classes of the term** , you must petition the Faculty Subcommittee on Administration to correct registration problems and may be assessed a late registration fee of \$25 per class addition or cancellation approved from the third week of the term through the last day of classes. The fee increases to \$50 per class addition or cancellation made after the last day of classes of the term. *Please note: The Committee on Instruction has determined that petitions for correct registration problems must be submitted no later than the last day of classes of the term immediately following the one for which the correction is requested.*
- **Improperly completed registration** can result in receiving no credit for a completed course and/or receiving an 'F' in a course not completed.