

**WELLESLEY COLLEGE**  
**ONLINE REGISTRATION INSTRUCTIONS**

**I. Your first steps**

Each term students must acknowledge that they are responsible for the cost of their education. If you have not already done so, you will be prompted before you can proceed with registration. Check the “I Agree” circle, and click on **Done** to continue to register.

From the *Student Services Link*

Click on **Registration**

Click on **Register for Classes**

From the pull-down menu, choose the term. (Example: **Spring 2010**)

Click on **Submit Term**

Click on **Register for Classes**

**II. Registering for courses**

In the **Add Classes Worksheet** portion of the page, you may begin the registration process by placing your cursor in the first CRN field and typing in your first CRN.

Moving your cursor with the mouse or the tab key, continue to insert CRNs in each of the blocks until you have recorded all of your course selections, including lab, conference and discussion sections.

When all of your CRNs are recorded, click on **Submit Changes**. If you do not, **NO COURSES WILL BE ADDED**.

**III. I am registered. Now what am I seeing?**

Your registration results appear and include courses for which you are registered successfully and courses in which an error was encountered, with options for resolution. *Courses for which you are successfully registered appear first.*

Closed courses and those for which errors were encountered appear next, in a Registration Errors section. If you exit the registration process and do nothing about the errors or closed courses, the courses listed will disappear and it will be as if you never attempted to register for them.

**A. There are 10 columns of information for each course:**

**Status** - the fact that you are Web Registered appears here

**Action** - if registration is successful, then the word “None” appears, indicating that no further action is required

**CRN, Subject, Course Number, Section** – these columns identify the course

**Level** – this appears even though all except Post Bacs will see “Undergraduate”

**Credit** – the number of units the course carries (usually either 1.00 or 1.25)

**Grade Mode** – this distinguishes between taking a course for a grade and credit/non

**Title** – the course title

## B. Error Messages and Possible Actions

STATUS MESSAGE	EXPLANATION AND ACTION
CLOSED SECTION or CLOSED –NN WAITLISTED	Enrollment limit has been reached. Select another course or add yourself to the waitlist (if the course has a waitlist). <b>NN WAITLISTED</b> is the number of students already waitlisted. If you add yourself to the waitlist, <b>your waitlist number will be one more than this number.</b>
CLOSED –SECTION-X	Enrollment limit has been reached. This course is cross-listed with another course. Seats may be available in the cross listed counterpart. To find the cross-listed counterpart, refer to the online course catalog.
DUPLICATE CRN	You have added the same CRN twice. Web Drop this one.
LINK_ERROR TYPE XX REG	You have selected a course that requires lab or conference sections or vice versa. Add the <b>course CRN</b> again, <b>along with the lab or conference section.</b> One will not be accepted as registered without the other. If all labs or conferences are full but there is space in the lecture, request the instructor do an electronic override.
MAXIMUM HOURS EXCEEDED	You have registered for 4 courses at this time. You may not register for any more classes until drop/add.
TIME CONFLICT WITH CRN nnnnn	You must register for courses that meet at different times.
INSTRUCTOR CONSENT REQUIRED	You have selected a course that requires instructor permission. You will need an electronic approval entered by the professor teaching the class. Once the electronic approval has been entered by the professor, you may register online for class.

#### IV. Adjusting your schedule

- **How to select another course**

Scroll down to the **Add Classes Worksheet** portion of the screen. Proceed as you did with your original registration by typing in the CRNs you want to add. Click on **Submit Changes** to add the course(s).

- **How to change courses for which you are registered**

If you wish to **drop** a course from your current schedule, click on the pull down menu in the action column to the left of the course and select **WEB DROP**. Click on **Submit Changes** to drop course from your schedule.

- **How To Wait List Yourself For A Course**

Most courses do not have wait lists, but a few labs do allow students to add themselves to the waitlist. The **action** column has a pull-down menu with the following options:

1. *None*
2. *Web Drop*
3. *Web Wait List*

If you wish to add yourself to the waitlist, click on the triangle next to the action column until the *Web Wait List* option is highlighted and then click on the **Submit Changes** button. (If you do not click on this button, you will not be waitlisted.) There are no guarantees that being on the waitlist for a course will mean that you will get into the course, so try to find courses for which you may register rather than putting yourself on the waitlist.

- **Using the Class Search Capability**

The online registration system allows you to search the class schedule using any of the selection options provided. You may click on the **Class Search** button at the bottom of the registration screen or click on the **Look Up Class To Add** from the Registration menu.

This is particularly helpful when:

- you want to see what sections of a particular course have spaces
- you want to find out the CRN for a specific course
- you want to find out what sections meet at a specified time and day
- you want to find all courses taught by a particular instructor

You must select a **subject area** from the pull-down menu and then may chose any of the other criteria. When you have completed your selection criteria click on **Class Search**; this form returns the classes which have met your selection criteria, along with a check box to the left of the course only if there is space left in the course (or the notation that the course is closed if it is full.) If you find a course or courses that meet your needs and you wish to add it/ them to your schedule, **click** on the **check box** to the left of the course. When adding classes, you may click either the **Register** or the **Add to Worksheet** button.

The **Register** button will check to see if you have any class conflicts or any other registration errors and add the classes to your schedule. The **Add to worksheet button** will put the classes into the registration form of the Add/Drop Classes page and allow you to continue selecting classes by clicking on **Class Search** and following the procedure above. Once you have selected your class(es), click on **Submit Changes**.

## **V. Other Registration Menu Items:**

- **Student Schedule by Day & Time**

This displays your schedule online by day and time for a week at a glance. Courses for which you are waitlisted appear on this schedule and this may cause some confusion. The detail schedule gives you the registration status for each course. This may be printed from your browser's print function using landscape format.

- **Student Detail Schedule**

This displays your schedule online in more detail. This may be printed from your browser's print function landscape format.

## **VI. Exiting from the Online Registration System**

Click on the **Menu** or **Exit** button at the top of the form when you are finished with your registration.