The following instructions are to assist you as you go through the registration process at the University of North Alabama. Each area that pertains to registration will be explained below.

**PREPARE FOR REGISTRATION** – This will give you information about your registration status.
Once you click on the **PREPARE FOR REGISTRATION** link, select the appropriate term from the drop down box and click the **CONTINUE** button.
The information listed below indicates any possible information that could prevent registration or if you are cleared for the subsequent steps.
Once you have verified your Registration Status, click on the **REGISTRATION** link to return to the main menu.

![Registration Status](image-url)
REGISTER FOR CLASSES – Steps on how to register for classes

What would you like to do?

- **Prepare for Registration**
  View registration status, update student term data, and complete pre-registration requirements.

- **Plan Ahead**
  Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

- **View Registration Information**
  View your past schedules and your ungraded classes.

- **Register for Classes**
  Search and register for your classes. You can also view and manage your schedule.

- **Browse Classes**
  Looking for classes? In this section you can browse classes you find interesting.

- **Browse Course Catalog**
  Look up basic course information like subject, course and description.
Click the drop down box, select the appropriate term and hit **CONTINUE**.
Type in a subject, the auto selection will appear, select and hit search.
By entering EN, this will generate **ALL** English courses as noted by the below examples of EN 099 and EN 111.

<table>
<thead>
<tr>
<th>Title</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>CRN</th>
<th>Term</th>
<th>Instructor</th>
<th>Meeting Times</th>
<th>Campus</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>099 01</td>
<td>3</td>
<td>10080</td>
<td>Fall 2018</td>
<td>Graham Anissa (Primary)</td>
<td>TUE TH 9:00 AM - 10:50 AM</td>
<td>Main</td>
<td>Available</td>
</tr>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>099 02</td>
<td>3</td>
<td>10082</td>
<td>Fall 2018</td>
<td></td>
<td>WED 12:30 PM - 01:45 PM</td>
<td>Main</td>
<td>Available</td>
</tr>
<tr>
<td>First-Year Composition I Lecture</td>
<td>EN - English</td>
<td>111 08</td>
<td>3</td>
<td>14217</td>
<td>Fall 2018</td>
<td>Howell Latasha (Primary)</td>
<td>TUE TH 9:00 AM - 10:50 AM</td>
<td>Main</td>
<td>Available</td>
</tr>
<tr>
<td>First-Year Composition I Lecture</td>
<td>EN - English</td>
<td>111 09</td>
<td>3</td>
<td>10115</td>
<td>Fall 2018</td>
<td>Howell Latasha (Primary)</td>
<td>TUE TH 9:00 AM - 10:50 AM</td>
<td>Main</td>
<td>Available</td>
</tr>
</tbody>
</table>
To retrieve a certain subject and course number, list as below:
This will produce all courses available for the certain **subject and course number**. To search for another course offering, select the **SEARCH AGAIN** button to return to search criteria screen.
To register a course, click the **ADD button**. This will place it in your schedule in **PENDING** status.
Once you hit the **SUBMIT** button, the course will then show **REGISTERED**. If you do not submit, then the course will not be registered.
Courses can also be registered by entering the **CRN** of a course. Select the **ENTER CRNs** tab (**CRNs** stands for **Course Registration Number**. That is a number generated and assigned to each course when created).
Click **ADD TO SUMMARY** button and the course will appear in **PENDING** status in both the **summary** and **schedule listing** below. *Please note: The summary and schedule listing boxes will not appear until you click the add to summary button.* Click submit to register the course(s).
To view the detail schedule along with a calendar view, select **SCHEDULE AND OPTIONS** tab. **Please Note**: The schedule and options tab will display a detail summary of your courses registered, courses dropped, waitlisted, etc. You will only see this information in this tab.
If a course requires a lab and if it is not selected an error will occur. The error will appear on the upper right hand corner. The course will be listed as REMOVE for the action.
To correct this, select the lab, then on the drop down box next to the course with the error, select WEB REGISTERED, hit submit and the registration should be complete with a status of REGISTERED.
CONDITIONAL ADD/DROP PROCESS – Clicking the Conditional Add/Drop option at the bottom of the summary box allows you to add a potential class (Accounting Concepts II) that occurs at the same time as one you are already registered for, like World Civilization. This will preserve your initial schedule should you not meet the prerequisites associated with a course like Accounting Concepts II.
If you are not able to register the course, a message will appear on the upper right hand corner of the screen. The course will be changed from Pending to Remove. **Click submit** to remove this course and return to the original schedule.
If you get an error message you can click on the **course title** to get the specifics of the course. Ex: If you get a prerequisite error, you click on the **prerequisites listing** to find out what is needed to be able to register for the course.
HOW TO WAITLIST A COURSE: To waitlist a course, add the course to your schedule by selecting the **ADD button**. The course will appear as **CLOSED** and **NONE** for the action.
HOW TO WAITLIST A COURSE, cont.. - Select the drop down box under ACTION and select WAITLIST to waitlist the course. Once you submit, you will receive a message in the upper right hand corner and the course status will reflect “waitlisted”.

<table>
<thead>
<tr>
<th>Title</th>
<th>Subject Description</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Criminal Justice</td>
<td></td>
<td>10332</td>
<td>Lecture</td>
<td>Full</td>
<td>None</td>
</tr>
<tr>
<td>Police Org and Pol Sci Lecture</td>
<td></td>
<td>15583</td>
<td>Lecture</td>
<td>Available</td>
<td>None</td>
</tr>
<tr>
<td>Intro to Criminal Justice</td>
<td></td>
<td>13864</td>
<td>Lecture</td>
<td>Waitlisted</td>
<td></td>
</tr>
</tbody>
</table>

Open and close bottom panels to display extra registration information.
Dropping courses, select the drop down and select the appropriate action, hit submit.
The course will appear as dropped in the “status” column of the Summary box, and nothing will be listed in the Class Schedule box.
EMAILING YOUR SCHEDULE – You have the option of emailing your schedule from the SCHEDULE and OPTIONS tab by simply selecting the envelope icon on the upper right hand corner.
PRINTING YOUR SCHEDULE – You print your schedule from the SCHEDULE and OPTIONS tab by clicking on the printer icon on the upper right hand corner. To return to the main menu select the REGISTRATION link.
To get a full review of your schedule, select, **VIEW REGISTRATION INFORMATION:**

- **Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- **Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- **View Registration Information**: View your past schedules and your ungraded classes.
- **Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- **Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- **Browse Course Catalog**: Look up basic course information like subject, course and description.
Click the drop down, select the term to view current to past registrations.
To view your current registration in full detail, click on the **ACTIVE REGISTRATION** tab. To return to the main menu select the **REGISTRATION** link.

### First-Year Composition, EN - English 111, Section 02
- **Term:** Fall 2018
- **CRN:** 14650
- **Status:** "Web Registered" 07/26/2018
- **Schedule Type:** Lecture
- **Hours:** 3

#### Instructional Methods:
- **Campus:** Main
- **Start Date:** 08/22/2018
- **End Date:** 12/12/2018
- **Level:** Undergraduate

#### Instructor:
- **Name:** Freshman English

### Intermediate Algebra, MA - Mathematics 100, Section 02
- **Term:** Fall 2018
- **CRN:** 10202
- **Status:** "Web Registered" 07/26/2018
- **Schedule Type:** Lecture
- **Hours:** 3

#### Instructional Methods:
- **Campus:** Main
- **Start Date:** 08/22/2018
- **End Date:** 12/12/2018
- **Level:** Undergraduate

#### Instructor:
- **Name:** Driskell, Karen
- **Grade Mode:** Standard Letter Grade

### Introductory Chemistry, CH - Chemistry 101, Section 01
- **Term:** Fall 2018
- **CRN:** 11054
- **Status:** "Web Registered" 07/26/2018
- **Schedule Type:** Lecture
- **Hours:** 3

#### Instructional Methods:
- **Campus:** Main
- **Start Date:** 08/22/2018
- **End Date:** 12/12/2018
- **Level:** Undergraduate

#### Instructor:
- **Name:** Johnson, Sara
- **Grade Mode:** Standard Letter Grade
To view current, past or future course offerings, select **BROWSE CLASSES**: 

- **Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- **Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- **View Registration Information**: View your past schedules and your ungraded classes.
- **Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- **Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- **Browse Course Catalog**: Look up basic course information like subject, course and description.
Click on the drop down box and select the appropriate term:
Enter a subject to retrieve all sections of that subject or leave it blank to get the entire listing of courses and hit search:

Below is a listing of English classes offered:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subject</th>
<th>CRN</th>
<th>Section</th>
<th>Instructor</th>
<th>Meeting Times</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>10080</td>
<td>01</td>
<td>3</td>
<td>08:00 AM - 09:50 AM Type: Class E Main</td>
<td>15 of 15 seats re... 8 of 5 waitlist sea...</td>
</tr>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>10082</td>
<td>02</td>
<td>3</td>
<td>12:30 PM - 01:45 PM Type: Class E Main</td>
<td>15 of 15 seats re... 8 of 5 waitlist sea...</td>
</tr>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>14216</td>
<td>03</td>
<td>3</td>
<td>10:00 AM - 11:50 AM Type: Class E Main</td>
<td>15 of 15 seats re... 8 of 5 waitlist sea...</td>
</tr>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>10096</td>
<td>04</td>
<td>3</td>
<td>10:00 AM - 11:50 AM Type: Class E Main</td>
<td>15 of 15 seats re... 8 of 5 waitlist sea...</td>
</tr>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>10096</td>
<td>05</td>
<td>3</td>
<td>10:00 AM - 11:50 AM Type: Class E Main</td>
<td>15 of 15 seats re... 8 of 5 waitlist sea...</td>
</tr>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>10097</td>
<td>06</td>
<td>3</td>
<td>01:00 PM - 02:50 PM Type: Class E Main</td>
<td>15 of 15 seats re... 8 of 5 waitlist sea...</td>
</tr>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>15520</td>
<td>07</td>
<td>3</td>
<td>09:30 AM - 10:45 AM Type: Class E Main</td>
<td>15 of 15 seats re... 8 of 5 waitlist sea...</td>
</tr>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>15521</td>
<td>08</td>
<td>3</td>
<td>09:30 AM - 10:45 AM Type: Class E Main</td>
<td>15 of 15 seats re... 8 of 5 waitlist sea...</td>
</tr>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>15522</td>
<td>09</td>
<td>3</td>
<td>11:00 AM - 12:15 PM Type: Class E Main</td>
<td>15 of 15 seats re... 8 of 5 waitlist sea...</td>
</tr>
<tr>
<td>Basic English Lecture</td>
<td>EN - English</td>
<td>15523</td>
<td>10</td>
<td>3</td>
<td>02:00 PM - 03:15 PM Type: Class E Main</td>
<td>15 of 15 seats re... 8 of 5 waitlist sea...</td>
</tr>
</tbody>
</table>
OFFICE OF THE REGISTRAR

Ext. 4316 or via email, registrar@una.edu