

STUDENT GUIDE

REGISTRATION INTERFACE

2019–2020

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1. ACCESSING THE REGISTRATION INTERFACE

1. Log in to [DrexelOne](#).
2. Select the **Academics** tab.
3. Under **Prepare to Register**, select **Review Your Registration Information** to view information regarding your academic status and to see when registration opens.
4. Once you are ready to register for courses, select the blue **Register for Courses** button to access the new Registration landing page.



Registration

Prepare to Register
If you need help prior to registering, schedule an appointment with your academic advisor.

[Review Registration Information](#)
View your current information such as academic status, program, and when you can register for courses.

[DegreeWorks Graduation Requirements](#)
Use DegreeWorks to review your graduation requirements and completed courses as you build your registration schedule.

[Review the Term Master Schedule](#)
Use the Term Master Schedule as a guide before you actually register.

[Schedule Ahead](#)
Build your schedule before your registration time ticket opens. You can register from your schedule when you are ready.

Registration
Select the "Register for Courses" button below to:

- Check for course availability
- Add/drop courses
- View your schedule

[Register for Courses](#)

Buy Books
Look up and purchase the required textbooks for your course(s).

On the Registration landing page, choose one of the following options to get started:

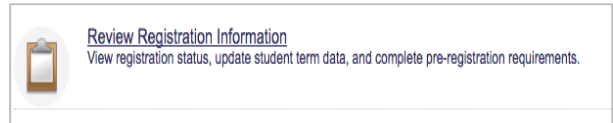
- Review Registration Information
- Register for Courses
- Check Course Availability
- View Schedules
- Browse Course Catalog

The screenshot shows the 'Registration' landing page. At the top, there's a navigation bar with 'Student' and 'Registration' tabs. Below that, the page title is 'Registration'. A section titled 'What would you like to do?' contains six interactive cards:

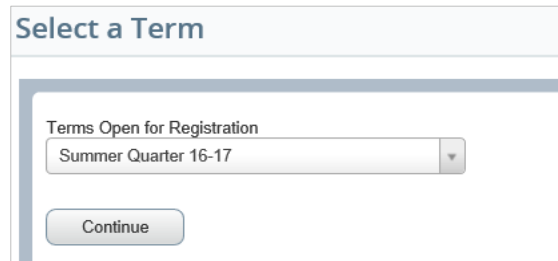
- Review Registration Information**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Courses**: Search and register for your classes. You can also view and manage your schedule.
- Schedule Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Check Course Availability**: Looking for classes? In this section you can browse classes you find interesting.
- View Schedules**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

2. REVIEWING REGISTRATION INFORMATION

1. From the Registration landing page, select **Review Registration Information**.



2. Choose the appropriate term and select **Continue**.



3. Review your Registration Status.

 A screenshot of the "Prepare for Registration" page. The "Registration Status" section shows:

- Term: Summer Quarter 16-17
- Green checkmarks: "Your Student Status permits registration." and "Your academic status Good Standing permits registration."
- Red warning icon: "You have holds which prevent registration." with a sub-section for "Academic Probation" (Processes Affected: Registration, Graduation, Grades, Enrollment Verification).
- Information icon: "Time tickets allow registration at this time. Please register within these times: 04/01/2017 07:00 AM - 06/01/2017 05:00 AM"
- Information icon: "You have Earned Hours for Level: Graduate Quarter, Institution Hours: 51, Transfer Hours: 0"
- Information icon: "You have Earned Hours for Level: Undergraduate Quarter, Institution Hours: 186, Transfer Hours: 0"
- Information icon: "Your class standing for registration purposes is Senior"

 The "Primary Curriculum" section on the right lists:

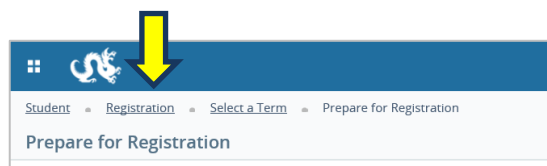
- Level: Undergraduate Quarter
- College: Antoinette Westphal COMAD
- Degree: Bachelor of Architecture
- Program: Bachelor of Architecture CODA
- Campus: University City
- Catalog Term: Summer Quarter 16-17
- Admit Term: Summer Quarter 16-17
- Admit Type: New Student
- Major: Architecture
- Department: Architecture & Interior Design

 A green arrow points to the first green status bar, and a red arrow points to the red hold warning bar.

Green icons indicate that you are in good registration status and can register for courses for the upcoming term.

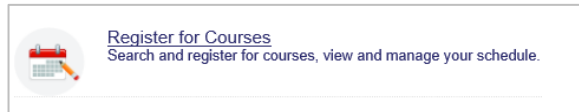
Red icons indicate that you must take some sort of action prior to being able to register for courses. If you see a red icon next to Academic Status, please contact your academic advisor; if you see a red icon next to Holds, please review the information about the hold on your account via DrexelOne for information about how to resolve the issue.

4. Once you have finished reviewing your registration information, select **Registration** to return to the **Registration** landing page.

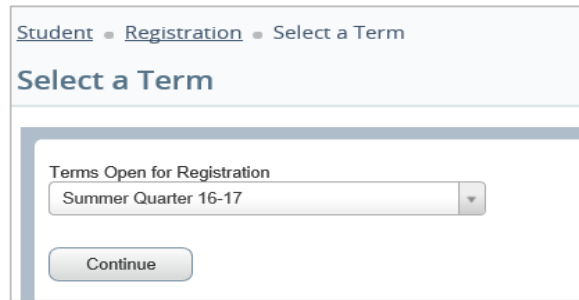


3. REGISTERING FOR COURSES

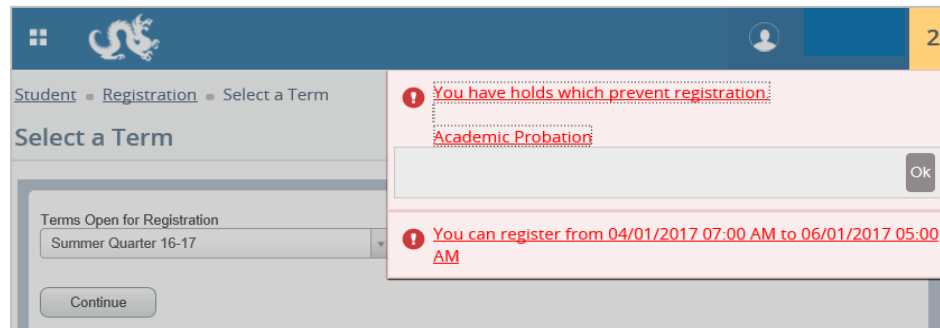
1. From the Registration landing page, select **Register for Courses**.



2. Choose the appropriate term and select **Continue**.



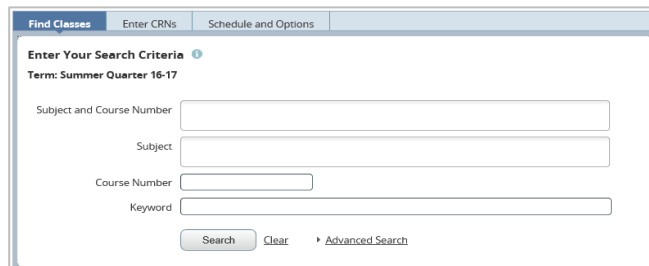
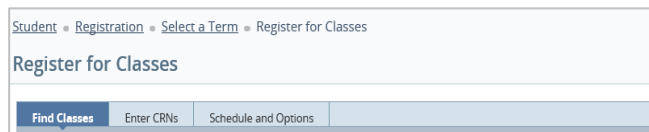
Please note that if you have a registration hold on your account, you will need to contact Drexel Central to resolve the hold prior to registering for classes. The system will not allow you to continue.



3. Search for Courses to Add.

A. FINDING COURSES BY SUBJECT, COURSE NUMBER, AND/OR KEYWORDS

- a. Select the Find Classes tab to enter your search criteria.



By default, you can search for courses by Subject, Course Number, and/or Keyword.

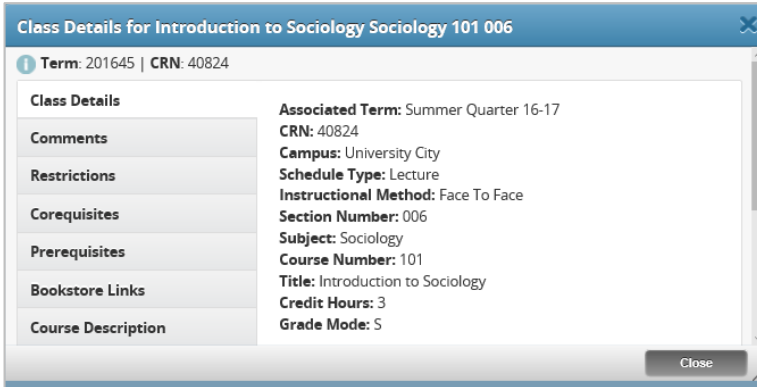
You can also use the **Advanced Search option** at the bottom of the page to enter additional search criteria.

b. Once you have entered all of your search criteria, select the **Search** button to see the results.

The results screen will display basic course information such as Title, Credit Hours, Instructor, Meeting Times and Seats Remaining (Status).

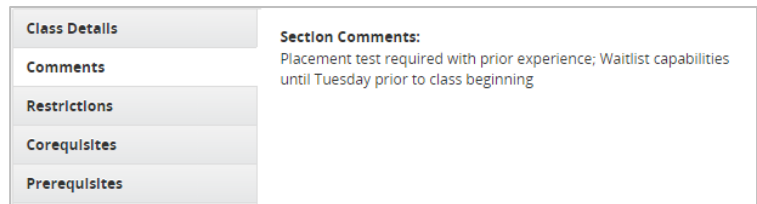
Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Introduction to Sociology Lecture	Sociology	101	002	3	40...	Su...		S M T W T F S 09:00 AM - 09:50 AM	U...	58 of 60 se...
Introduction to Sociology Lecture	Sociology	101	006	3	40...	Su...	Cohen, Jessica (...)	S M T W T F S 09:30 AM - 10:50 AM	U...	59 of 60 se...
Introduction to Sociology Lecture	Sociology	101	007	3	41...	Su...		S M T W T F S 06:00 PM - 08:50 PM	U...	60 of 60 se...
Introduction to Sociology Lecture	Sociology	101	900	3	41...	Su...		S M T W T F S - Building: None F	O...	40 of 40 se...
Introduction to Sociology Lecture	Sociology	101	940	3	41...	Su...		S M T W T F S - Building: None F	O...	60 of 60 se...

c. For additional details on a particular course, including section comments, course restrictions, co-requisites, and prerequisites, select the course title.

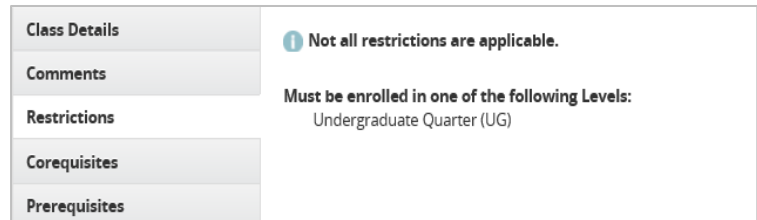


The Class Details section provides a basic overview of the course section. You can find additional information via the section tabs to the left.

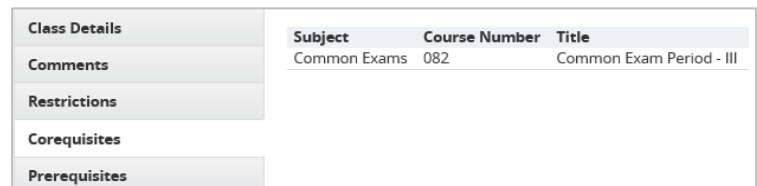
Section Comments display information relative to the section of the selected course.



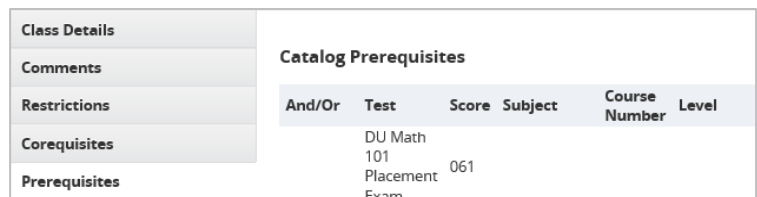
Course Restrictions display classifications that need to be met in order to register for the selected course.



Co-Requisites display other courses that must be registered for in tandem with the selected course.



Prerequisites display requirements such as placement exam results and previous course completions needed to register for the selected course.



- d. Once you are ready to add a course to the registration screen, select the **Add button** at the right end of the course row.

Introduction to Sociology Lecture	Sociology	101	002	3	40...	Su...		S M T W T F S	09:00 AM - 09:50 AM	U...	58 of 60 se...	Add
Introduction to Sociology Lecture	Sociology	101	006	3	40...	Su...	Cohen, Jessica (...)	S M T W T F S	09:30 AM - 10:50 AM	U...	59 of 60 se...	Add
Introduction to Sociology Lecture	Sociology	101	007	3	41...	Su...		S M T W T F S	06:00 PM - 08:50 PM	U...	60 of 60 se...	Add



After the course has been added, it will appear as Pending on the Schedule and Summary screens.

- e. Select the **Submit button** to register for the Pending course.

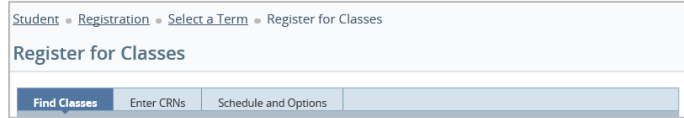


Please Note: You will not be officially registered for the course until you select the Submit button.

The course will turn from Pending to Registered and a green checkmark will appear next to the course in the Schedule view. At this point, you are officially registered for the course.

B. REGISTERING FOR COURSES BY CRN (COURSE REGISTRATION NUMBER)

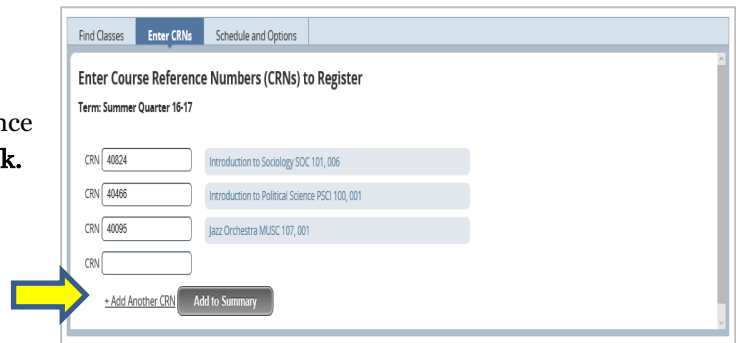
- a. Select the Enter CRNs tab to enter your search criteria.



- b. Enter the CRN for the course you would like to add.

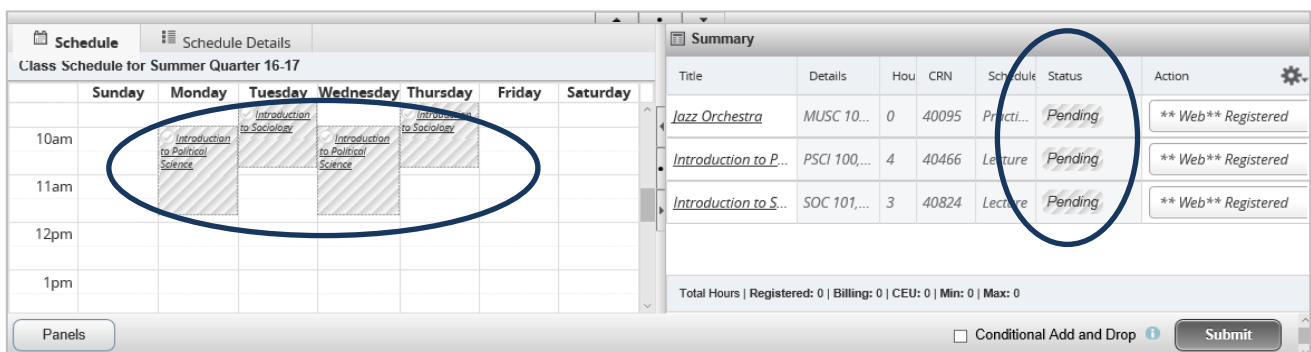


You can also add multiple CRNs at once by selecting + **Add Another CRN** link.



- c. Once you have entered the CRNs, select the **Add to Summary** button to add the courses to your registration screen.

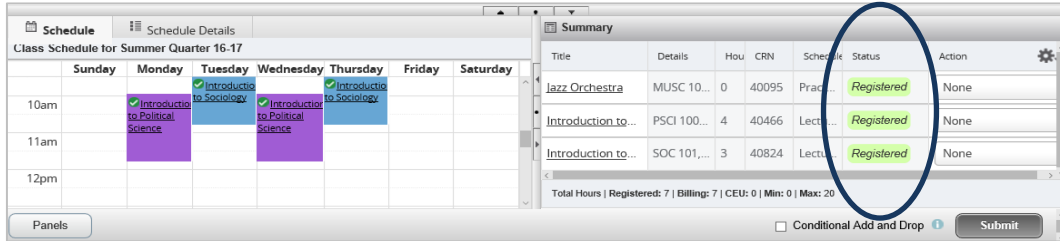
After the course(s) has been added, it will appear as **Pending** on the Schedule and Summary screens.



- d. Select the **Submit** button to register for the pending course(s).

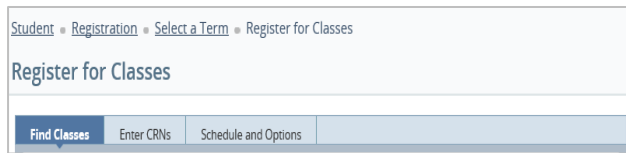
Please Note: You will not be officially registered for the course until you click the Submit button.

The course(s) will turn from Pending to Registered and a green checkmark will appear next to the course(s) in the schedule view. At this point you are officially registered for the course(s).

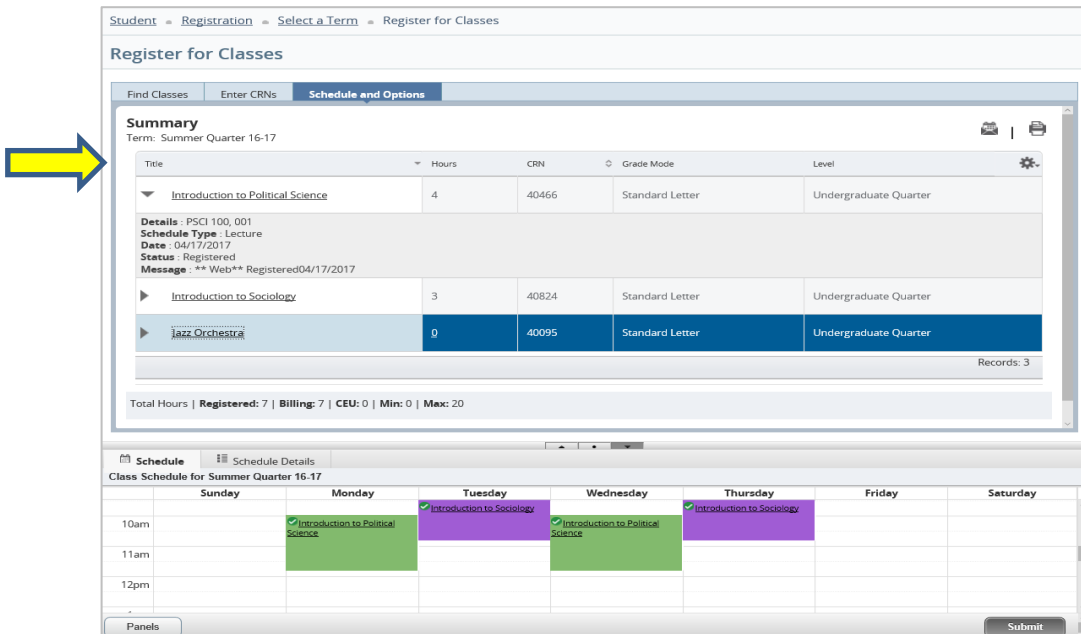


C. VIEWING CLASS SCHEDULE, UPDATING VARIABLE CREDITS, AND OPTIONS

- a. Select the Schedule and Options tab.

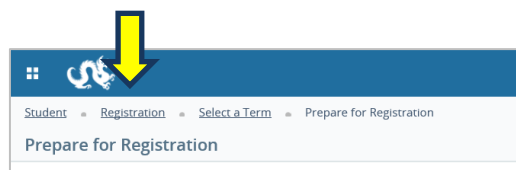


A summary of your registered courses will appear on the top half of the screen and a block schedule view will appear on the bottom half.



- b. To view the details of a particular course, click on the arrow icon to the left of the course title.

- c. Once you have finished registering for courses, select **Registration** to return to the Registration landing page.



D. UNDERSTANDING COMMON REGISTRATION ERRORS

Certain registration errors can occur when attempting to add courses. Listed below are the most common types of error messages that you may come across:

Prerequisite Errors

CHEM 101 CRN 40020: Prerequisite and Test Score error

Some courses require you to meet a prerequisite prior to registering for them. Common prerequisites include passing a certain course or achieving certain results on a placement exam before taking the desired course.

Co-Requisite Errors

CHEM 101 CRN 40020: Corequisite EXAM 080 required

Some courses require you to register for EXAM 080, which is a common exam period for midterms and finals.

Linked Course Errors

CHEM 101 CRN 40020: Linked course required Lab

Some courses require you to register for a linked course in tandem with them. A common example of a required linked course is a lab that accompanies a lecture (e.g., CHEM 101 requires that you register for both a lecture and a lab, which has its own course registration number).

Time Conflict Errors

CHEM 101 CRN 40020: Time conflict with CRN 40824

Time conflict errors occur when you are already registered for a course during the same time period that the desired course is offered.

Course Restriction Errors

FMVD 206 CRN 41439: Field of Study Restriction Major

Some courses require you to be in a certain major or program in order to register for them. If you are not enrolled in the specified major/program, a course restriction error will occur.

E. WEB DROPPING REGISTERED COURSES

- a. On the Registration Summary screen, under the Action column, change None to ****Web**Drop** for the appropriate course.

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Political Science	PSCI 100, 001	4	40466	Lecture	Registered	**Web**Drop
Introduction to Sociology	SOC 101, 006	3	40824	Lecture	Registered	None
Jazz Orchestra	MUSC 107, 001	0	40095	Practice	Registered	None

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 20

Submit

- b. Once the appropriate course is marked as ****Web**Drop**, select the **Submit** button to commit the change.
- c. A Save Successful message will appear once the change has been committed and the dropped course will now show a status of Deleted.

Student » Registration » Select a Term » Register for Classes

Save Successful

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Political Science	PSCI 100, 001	0	40466	Lecture	Deleted	None
Introduction to Sociology	SOC 101, 006	3	40824	Lecture	Registered	None
Jazz Orchestra	MUSC 107, 001	0	40095	Practice	Registered	None

The next time you go to view your registration page, the deleted course will no longer appear.

Please Note: You will be able to web drop courses via the registration page up until the end of the first week of the new term.

F. CONDITIONALLY ADDING & DROPPING COURSES

The Conditional Add/Drop feature allows you to drop a course from your schedule on the condition that you are also able to add a new course to your schedule without error.

- a. Via the **Find Classes** or **Enter CRNs** tab, enter the search criteria or Course Registration Number (CRN) of the course you would like to conditionally add.
- b. Once added, the course will be marked as Pending.
- c. On the Registration Summary screen, under the Action column for the course you would like to conditionally drop, change the dropdown menu from None to ****Web**Drop**.

Schedule							Schedule Details	Summary
Title	Details	Hours	CRN	Schedule Type	Status	Action		
<u>American Government I</u>	PSCI 110, 001	4	40766	Lecture	Pending	** Web ** Registered		
<u>Introduction to Political Scien...</u>	PSCI 100, 001	4	40466	Lecture	Registered	**Web**Drop		
<u>Introduction to Sociology</u>	SOC 101, 006	3	40824	Lecture	Registered	None		
<u>Jazz Orchestra</u>	MUSC 107, 001	0	40095	Practice	Registered	None		

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 20

Conditional Add and Drop Submit

- d. Check the Conditional Add and Drop checkbox to only drop the selected course if the new course is available to add.
- e. When ready, select the Submit button.
- f. Once the changes have been committed, if there are no errors, a Save Successful message will appear at the top of the screen.

Student • Registration • Select a Term • Register for Classes

Save Successful

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Schedule							Schedule Details	Summary
Title	Details	Hours	CRN	Schedule Type	Status	Action		
<u>American Government I</u>	PSCI 110, 001	4	40766	Lecture	Registered	None		
<u>Introduction to Political Scien...</u>	PSCI 100, 001	0	40466	Lecture	Deleted	None		
<u>Introduction to Sociology</u>	SOC 101, 006	3	40824	Lecture	Registered	None		
<u>Jazz Orchestra</u>	MUSC 107, 001	0	40095	Practice	Registered	None		

If a registration error occurs, an error message will appear at the top of the screen (please refer to page 10 of this guide for common error messages). However, since the Conditional Add and Drop checkbox was selected, you will remain registered for the course that you've identified as a drop (e.g., PSCI 100), as the condition of adding the new course was not met.

Please note: This is a safe and easy way to explore substitutions for registered courses.

The screenshot shows the 'Register for Classes' interface. At the top, there is a breadcrumb trail: Student » Registration » Select a Term » Register for Classes. A red error message box states: 'Unable to make requested changes so your schedule was not changed.' Below this, the 'Register for Classes' title is visible. The interface has tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Schedule and Options' tab is active, showing a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The table contains the following data:

Title	Details	Hours	CRN	Schedule Type	Status	Action
General Chemistry I	CHEM 101, A	3.5	40497	Lecture	Errors Preventing Regis...	Remove
Introduction to Political Scien...	PSCI 100, 001	4	40466	Lecture	Registered	None
Introduction to Sociology	SOC 101, 006	3	40824	Lecture	Registered	None
Jazz Orchestra	MUSC 107, 001	0	40095	Practice	Registered	None

G. UPDATING VARIABLE CREDIT COURSE CREDIT VALUE

- Select the Schedule and Options tab. A summary of your registered courses will appear on the top half of the screen and a block schedule view will appear on the bottom half.
- To view the details of a particular course, click on the arrow icon to the left of the course title.
- Click on the number in the Hours column for the course to change the number of credits.

The top screenshot shows the 'Register for Classes' interface with the 'Schedule and Options' tab selected. It displays a summary of registered courses for Summer Quarter 16-17. The summary table is as follows:

Title	Hours	CRN	Grade Mode	Level
Introduction to Political Science	4	40466	Standard Letter	Undergraduate Quarter
Introduction to Sociology	3	40824	Standard Letter	Undergraduate Quarter
Jazz Orchestra	0	40095	Standard Letter	Undergraduate Quarter

The bottom screenshot shows the 'Schedule' tab selected, displaying a block schedule for Summer Quarter 16-17. The schedule is organized by day (Sunday through Saturday) and time (10am, 11am, 12pm). The following courses are scheduled:

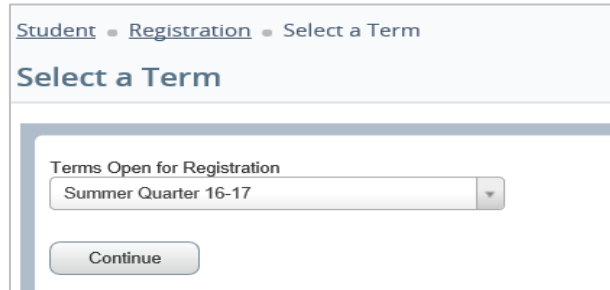
- Monday 11am: Introduction to Political Science
- Tuesday 11am: Introduction to Sociology
- Wednesday 11am: Introduction to Political Science
- Thursday 11am: Introduction to Sociology

4. CHECKING COURSE AVAILABILITY

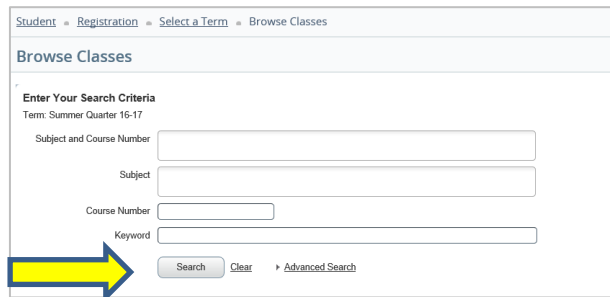
1. From the Registration landing page, select Check Course Availability.



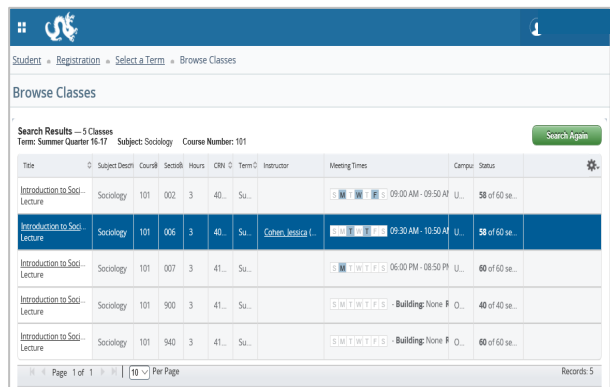
2. Choose the appropriate term and select **Continue**.



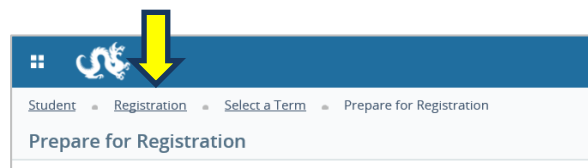
3. Enter your search criteria to browse for available courses and select the Search button. You can click on the Advanced Search link to enter additional search parameters.



4. The search results will display all available courses that meet your search criteria as well as basic information on the courses, such as meeting times, seats available, etc. For more details on a particular course, select the course title.




5. Once you have finished checking for course availability, select the **Registration** link to return to the Registration landing page.



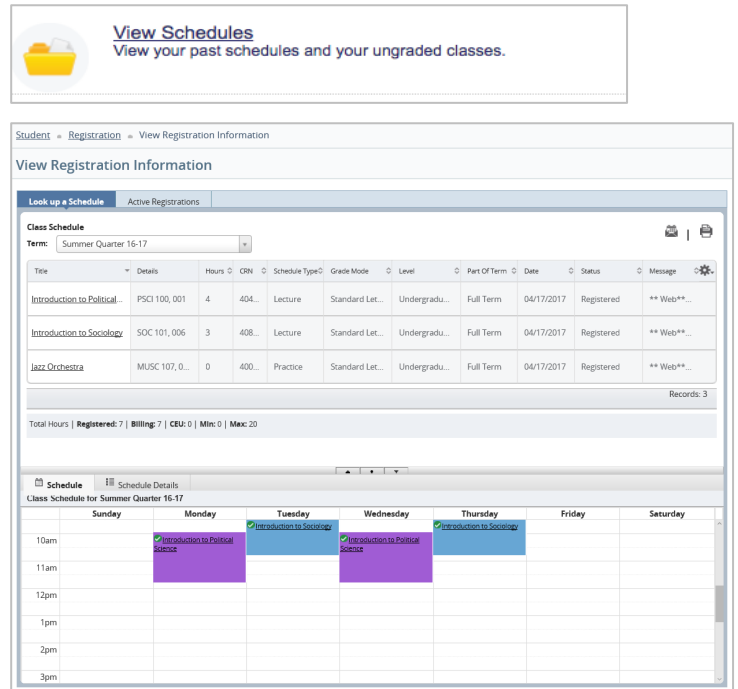
5. VIEWING SCHEDULES

1. From the Registration landing page, select [View Schedules](#).

2. Select the **Look up a Schedule** tab to view current and past course schedules. 

A list of your courses will appear on the top half of the screen and a block schedule view will appear on the bottom half. You can also view past schedules by clicking on the Term dropdown menu.

Please Note: To email or print your schedule, click on the appropriate icon at the top of the screen.



View Schedules
View your past schedules and your ungraded classes.

Student » Registration » View Registration Information

View Registration Information

Look up a Schedule | Active Registrations

Class Schedule

Term: Summer Quarter 16-17

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part of Term	Date	Status	Message
Introduction to Political	PSCI 100, 001	4	404...	Lecture	Standard Let...	Undergradu...	Full Term	04/17/2017	Registered	** Web**...
Introduction to Sociology	SOC 101, 006	3	408...	Lecture	Standard Let...	Undergradu...	Full Term	04/17/2017	Registered	** Web**...
Jazz Orchestra	MUSC 107, 0...	0	400...	Practice	Standard Let...	Undergradu...	Full Term	04/17/2017	Registered	** Web**...

Total Hours | Registered: 7 | Billing: 7 | CRU: 0 | Min: 0 | Mex: 20

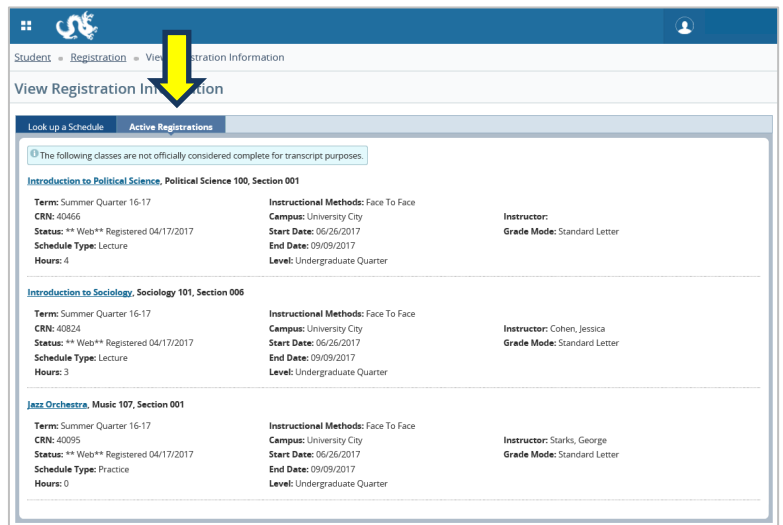
Schedule | Schedule Details

Class Schedule for Summer Quarter 16-17

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am			Introduction to Sociology	Introduction to Political Science	Introduction to Sociology		
11am		Introduction to Political Science		Introduction to Political Science			
12pm							
1pm							
2pm							
3pm							

3. Select the [Active Registrations](#) tab to view information on the courses that you've registered for in preparation for the upcoming term.

Details on the courses that you've registered for will appear on this screen, including: Start Date, End Date, Schedule/Course Type, and Instructor.



Student » Registration » View Registration Information

View Registration Information

Look up a Schedule | **Active Registrations**

The following classes are not officially considered complete for transcript purposes.

Introduction to Political Science, Political Science 100, Section 001

Term: Summer Quarter 16-17
CRN: 40466
Status: ** Web** Registered 04/17/2017
Schedule Type: Lecture
Hours: 4

Instructional Methods: Face To Face
Campus: University City
Start Date: 06/26/2017
End Date: 09/09/2017
Level: Undergraduate Quarter

Instructor:
Grade Mode: Standard Letter

Introduction to Sociology, Sociology 101, Section 006

Term: Summer Quarter 16-17
CRN: 40824
Status: ** Web** Registered 04/17/2017
Schedule Type: Lecture
Hours: 3

Instructional Methods: Face To Face
Campus: University City
Start Date: 06/26/2017
End Date: 09/09/2017
Level: Undergraduate Quarter

Instructor: Cohen, Jessica
Grade Mode: Standard Letter

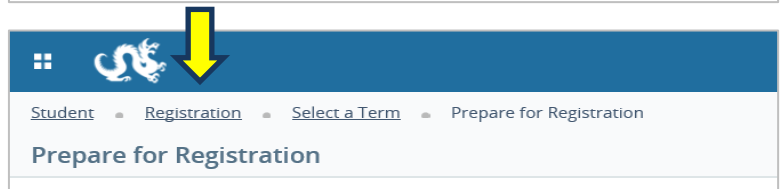
Jazz Orchestra, Music 107, Section 001

Term: Summer Quarter 16-17
CRN: 40295
Status: ** Web** Registered 04/17/2017
Schedule Type: Practice
Hours: 0

Instructional Methods: Face To Face
Campus: University City
Start Date: 06/26/2017
End Date: 09/09/2017
Level: Undergraduate Quarter

Instructor: Starks, George
Grade Mode: Standard Letter

4. Once you have finished viewing schedules, select the **Registration** link to return to the Registration landing page.




Student » **Registration** » Select a Term » Prepare for Registration

Prepare for Registration

6. BROWSING THE COURSE CATALOG

1. From the Registration landing page, select Browse Course Catalog.



Browse Course Catalog
Look up basic course information like subject, course and description.

2. Choose the appropriate term and select **Continue**.

[Student](#) » [Registration](#) » [Select a Term](#)

Select a Term

Terms Open for Registration

Summer Quarter 16-17

▼

Continue

3. Enter your search criteria and select the **Search button**. The results will display all available courses that meet your search criteria.

[Student](#) » [Registration](#) » [Select a Term](#) » [Browse Classes](#)

Browse Classes


Enter Your Search Criteria
Term: Summer Quarter 16-17

Subject and Course Number

Subject

Course Number

Keyword




[Student](#) » [Registration](#) » [Select a Term](#) » [Browse Classes](#)

Browse Courses

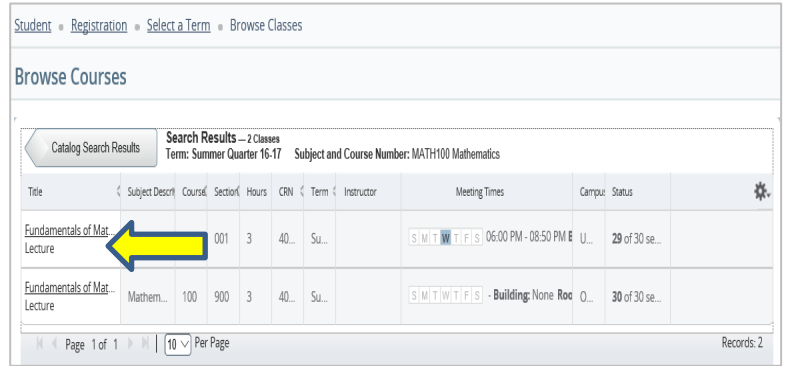
Search Results — 153 Courses
Term: Summer Quarter 16-17 Subject: Mathematics

Title	Subject Description	Course Number	Hours	Description	
Trigonometry	Mathematics	004	0	Required for all students...	<input type="button" value="View Sections"/>
Elements of College Algebra	Mathematics	049	0	Topics in algebra includi...	<input type="button" value="View Sections"/>
Elements of Precalculus	Mathematics	050	0	This course covers topic...	<input type="button" value="View Sections"/>
Fundamentals of Mathematics	Mathematics	100	3	Course covers propertie...	<input type="button" value="View Sections"/>
Introduction to Analysis I	Mathematics	101	4	Covers linear, quadratic,...	<input type="button" value="View Sections"/>
Introduction to Analysis II	Mathematics	102	0 OR 4	Covers limits, continuity,...	<input type="button" value="View Sections"/>
Algebra, Functions, and Trigonometry	Mathematics	105	0 OR 6	Properties of real numb...	<input type="button" value="View Sections"/>

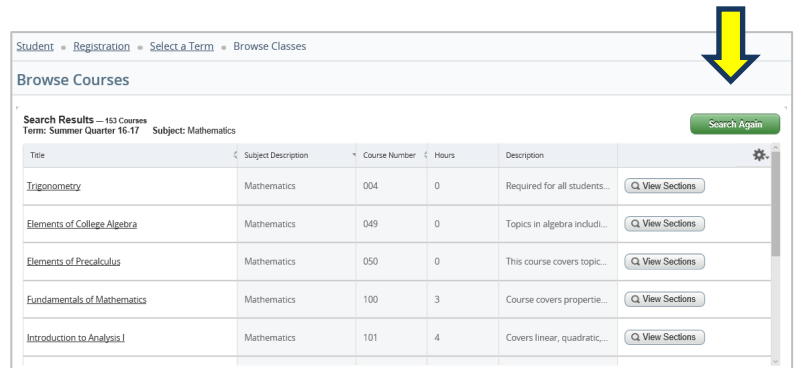


4. To view the sections of a particular course, select the **View Sections** button.

- The View Sections screen will list course meeting times, locations and status. You can also select the **course title** for additional information such as section comments, course restrictions, prerequisites and co-requisites.



- To return to the catalog results, select the **Catalog Search Results** button.



- Select the **View Sections** button for another course or select Search Again to enter new search criteria.

- Once you have finished browsing the course catalog, select the **Registration** link to return to the Registration landing page.

