

REGISTRATION INSTRUCTIONS

- STEP 1:** Review your academic record/degree audit, program of study requirements, and the schedule of classes. Develop a preliminary list of class choices prior to meeting with your academic advisor.
- STEP 2:** Get your registration time by accessing your online student account (username and password required). When you set your options to the correct session and year for which you will be registering, your registration time will appear on the initial page.
- STEP 3:** Contact your academic advisor to schedule an advising meeting prior to your registration time to discuss your courses for the upcoming semester. Don't wait until the last minute to try to schedule an appointment because finding a mutually convenient time may not be easy.
- STEP 4:** Access web registration when your registration time comes up. Log in to your student account; set the options to the session and year for which you are registering; choose 'Registration' from the list on the left; enter your course numbers and sections as indicated. Pay close attention to messages received during registration. If a course cannot be added, a message will appear in a blue bar at the top of the registered courses box. This message will explain the reason the course is not being added. There is no "save" or "finish" to keep your registration. The courses are automatically registered as you enter courses and sections and they are successfully added to your schedule.

SESSION & YEAR - Spring 2012

REGISTRATION PERIOD - Begins Wednesday, November 9; last group is scheduled for Saturday, December 3. However, once your registration time opens, you will have registration access through drop/add during the semester unless the system is down for maintenance.

REGISTRATION TIME – Your registration time is based on your total earned hours. Do not include current semester hours in earned hours. Your registration time will display when you access your online account and set your options to spring 2012.

REGISTRATION CLEARANCE – You must meet with your academic advisor to be cleared for registration. Without this clearance, you will not be able to proceed with registration. The advisor is responsible for registration clearance.

REGISTRATION SYSTEM ACCESS – Log in to your student account; set the options to the session and year for which you are registering; choose 'Registration' from the list on the left.

ADVISOR MEETING – It is the student's responsibility to meet with the advisor for scheduling advice. Don't wait until the last minute to try to schedule an appointment because finding a mutually convenient time may not be easy.

CLASS SCHEDULE – The schedule of classes and other registration information is available at <http://www.lhup.edu/registrar/registration>.

CLOSED CLASSES – The list of closed classes is available at <http://www.lhup.edu/registrar/registration>. Courses highlighted in red are full.

PREREQUISITES OR OTHER REGISTRATION "BLOCKS" – If you try to register for a course with prerequisites or other requirements that you have not met, the registration system will not permit the add. If you feel you must have that course or specific section, you may contact the department chairperson of the course to see if an exception can be made. Department chairs have override capability for some registration blocks. The list of department chairs can be found at http://www.lhup.edu/registrar/department_chairpersons_list.pdf.

HOLDS ON STUDENT ACCOUNTS – Students with holds (normally financial but there are some other types of holds) are not able to register. Messages have been sent to the student well ahead of the registration period. Advisors may clear a student to register even if the student has a hold. Once the obligation is taken care of, the hold will be released and, if the student has been cleared, registration may occur.

DROP/ADD – Students may drop and add any time after their registration time starts. Deadlines for dropping and adding once the semester begins are on the academic calendar available at http://www.lhup.edu/registrar/academic_calendar/index.htm (choose the correct session's calendar).

ACADEMIC CALENDAR – The academic calendar is available at http://www.lhup.edu/registrar/academic_calendar/index.htm (choose the correct session's calendar).