

Registration Guide

College of Pharmacy & Health Sciences

How to Determine your Registration Day & Time:

Health Sciences and Pre-Pharmacy Students

Step One: Determine your **Earned Credit Hours** (Note: This includes primary level earned credits only. It does not include classes you are currently enrolled in nor graduate classes for joint degree students.)

- In MyDUSIS click on the **Student Services and Financial Aid** → **Registration** link → **View Registration Status OR**
- In MyDUSIS click on the **Student Services and Financial Aid** → **Student Record** link → **Unofficial Transcript**

Step Two: View the **Registration Day & Time Chart** to determine the date and time you are eligible to register.

- Available on the **Student Records** website (<http://www.drake.edu/studentrecords>) under the **Registration** link

Pharmacy Students

View the **Registration Day & Time Chart** to determine the date and time you are eligible to register.

- Available on the **Student Records** website (<http://www.drake.edu/studentrecords>) under the **Registration** link

How to Look Up Classes:

Basic Class Search

In MyDUSIS click on the **Student Services and Financial Aid** link → **Registration** link → **Look Up Classes to Add**. To search for classes within a subject, select a subject or subjects in the subject box [A] followed by the **Class Search** button. To search for a specific course, select the subject and enter the course number into the **Course Number** box. ****Note:** You must enter the course number **exactly** as it is listed in the catalog.

The screenshot shows a search form with the following fields:

- Subject:** Accounting, Actuarial Science, Adult Education
- Course Number:** [Empty]
- Title:** [Empty]
- Schedule Type:** A, All, Web instructed
- Credit Range:** [Empty] hours to [Empty] hours
- Part of Term:** Non-date based classes only
- Instructor:** All, Adams, Barbara M, Adams, James Albert
- Attribute Type:** All, Artistic Experience, Biology lab courses
- Start Time:** Hour: 00, Minute: 00, am/pm: am
- End Time:** Hour: 00, Minute: 00, am/pm: am
- Days:** Mon, Tue, Wed, Thur, Fri, Sat, Sun
- Buttons:** Class Search, B

AOI Class Search

In the **Look Up Classes to Add** screen, select all subjects in the subject box [A]. (To select all subjects, click on the first subject in the list, scroll to the last subject in the list, hold down the Shift key and select the last subject). Next select the AOI you are interested in seeing in the Attribute Box [B] followed by the **Class Search** button.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute	
C	3384	ART	013	0	DU	3.000	2-D DESIGN	MW	09:00 am-11:50 am	5	8	-3	0	0	0	0	0	0	Ignatius M. Widiapradja (P)	08/24-12/18	FAC 0340	Artistic Experience
C	2923	ART	013	1	DU	3.000	2-D DESIGN	TR	09:00 am-11:50 am	5	5	0	0	0	0	0	0	0	Ignatius M. Widiapradja (P)	08/24-12/18	FAC 0340	Artistic Experience
C	1930	ART	014	0	DU	3.000	3-D DESIGN	MW	09:00 am-11:50 am	3	8	-5	0	0	0	0	0	0	Robert G. Craig (P)	08/24-12/18	STAH 0114	Artistic Experience
C	4286	ART	014	0	DE	3.000	3-D DESIGN	TR	06:00 pm-08:50 pm	3	13	-10	0	0	0	0	0	0	TBA	08/24-12/18	STAH 0114	Artistic Experience
C	1007	ART	015	0	DU	3.000	DRAWING I	MW	09:00 am-11:50 am	4	8	-4	0	0	0	0	0	0	Benjamin A. Gardner (P)	08/24-12/18	FAC 0330	Artistic Experience
C	1008	ART	015	1	DU	3.000	DRAWING I	TR	09:00 am-11:50 am	2	3	-1	0	0	0	0	0	0	Phillip Chen (P)	08/24-12/18	FAC 0334	Artistic Experience
C	1010	ART	015	2	DU	3.000	DRAWING I	MW	02:00 pm-04:50 pm	4	4	0	0	0	0	0	0	0	Benjamin A. Gardner (P)	08/24-12/18	FAC 0330	Artistic Experience
<input type="checkbox"/>	1026	ART	021	0	DU	3.000	DIGITAL PRINT PRODUCTION	MW	01:00 pm-02:20 pm	13	8	5	0	0	0	0	0	0	Hilary D. Williams (P)	08/24-12/18	CARN 0300	
<input type="checkbox"/>	1028	ART	021	1	DU	3.000	DIGITAL PRINT PRODUCTION	MW	02:30 pm-03:50 pm	13	11	2	0	0	0	0	0	0	Hilary D. Williams (P)	08/24-12/18	CARN 0300	

Course Registration: Points to the 'Select' column.

Credits: Points to the 'Cred' column.

Instructor and Location: Points to the 'Instructor' and 'Date' columns.

C = Class Closed
Check Box = Seats Available

Number of Seats Available: Points to the 'Cap' column.

How to View Course Information:

View Course Description

Once you have performed a class search click on the [CRN](#) to view specific information about the course. On the course screen, click the [View Catalog Entry](#) link to see a description of the course. This screen will also list the course attributes. If a course fulfills an AOI requirement, it will be listed as an attribute [\[A\]](#) (i.e. STAT 060 fulfills the Critical Thinking or Quantitative AOI).

STAT 060 - STATISTICS FOR THE LIFE SCI

An introduction to statistical methods used in the life sciences. In this course the student will learn (1) to understand how to: (1) display and describe distributions, (2) display and examine r determine probabilities and use probability distributions, (5) conduct significance tes with two-way tables, and one-way ANOVA. Prereq.: MATH 20 or equivalent. For life :

3.000 Credit hours

Levels: Non-Drake, Pharmacy, Undergraduate

Schedule Types: [Lecture](#), Web instructed

Statistics Department

A **Course Attributes:**
Critical Thinking, Quantitative

View Prerequisites, Co-requisites & Registration Restrictions

Once you have performed a class search, click on the [CRN](#) to view specific information about the course. On the course screen, click the [course title](#) to view prerequisite and co-requisite requirements and registration restrictions.

Students must meet all prerequisites and registration requirements to be eligible to register for the class. If a course has a co-requisite requirement, students must register for both classes at the same time to avoid an error message. For example, to register for BIO 012 and BIO 012L students must enter both CRN's in the [Register Add/Drop Classes](#) screen or selecting both check boxes in the [Look Up Classes to Add Screen](#) at the same time before click the [Submit Changes](#) or [Register](#) button.

Detailed Class Information

STATISTICS FOR THE LIFE SCIENC - 1193 - STAT 060 - 01

Associated Term: Fall 2011

Levels: Non-Drake, Pharmacy, Undergraduate

Drake University Campus

Lecture Schedule Type

3.000 Credits

[View Catalog Entry](#)

Registration Availability

	Capacity	Actual	Remainin
Seats	35	34	1
Waitlist Seats	7	0	7

B **Restrictions:**
Must be enrolled in one of the following Fields of Study (Major, Minor, or Concentration):

- Biochem/Molecular Biology
- Biology
- Environmental Policy
- Environmental Science
- Health Sci:Clinical & Applied
- Health Sci:Pharm Sciences
- Pre-Pharmacy

Prerequisites:

([MATH 020](#) or [MATH 028](#) or [MATH 050](#) or [MATH 070](#) or [MATH 100](#))

How to Register for Classes:

Registration using the Look Up Classes to Add Screen

In MyDUSIS click on the [Student Services and Financial Aid link](#) → [Registration link](#) → [Look Up Classes to Add](#). Once you have completed a class search, select the check box [A] and then click the Submit button at the bottom of the page. You can select multiple classes at one time. If a class has a "C" instead of a check box, the course is full and you cannot register for the course.

<input type="checkbox"/>	C	1008	ART	015	1	DU	3.000	DRAWING I	TR
<input type="checkbox"/>	C	1010	ART	015	2	DU	3.000	DRAWING I	MW
<input type="checkbox"/>		1026	ART	021	0	DU	3.000	DIGITAL PRINT PRODUCTION	MW
<input checked="" type="checkbox"/>	A	1028	ART	021	1	DU	3.000	DIGITAL PRINT PRODUCTION	MW

Registration using the Register Add or Drop Classes Screen

In MyDUSIS click on the [Student Services and Financial Aid link](#) → [Registration link](#) → [Register Add or Drop Classes](#). To utilize this registration option, you must have a list of the CRN's for the courses you would like to add. You will enter the CRN's directly into the text boxes [A] at the bottom of the page and then click Submit Changes.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Dropping a Class in MyDUSIS

In MyDUSIS click on the [Student Services and Financial Aid link](#) → [Registration link](#) → [Register Add or Drop Classes](#). Next to the course you would like to drop, select **Drop Via Web** from the pull down menu and then click **Submit Changes** button. Do not drop a class until you are sure you can add a different course to your schedule. To add and drop classes at the same time select the Drop Via Web next to the course you are dropping and enter the CRN of the course you are adding before clicking the **Submit Changes** button.

Registration for a Waitlist

In MyDUSIS click on the [Student Services and Financial Aid link](#) → [Registration link](#) → [Register Add or Drop Classes](#). Enter the CRN of the course into the textbox at the bottom of the page and then click Submit Changes. You will receive an error message indicating the course is full with a pull down menu. Using the pull down menu select Waitlist and click Submit Changes. The waitlisted course will appear in your list of courses on this screen. You will receive an email message if a seat is available in the course. You will have 48 hours from the time the email is sent to add the course to your schedule. If you do not add the course within the 48 hour window, the course will be dropped from your schedule.

Registration or Add/Drop Classes

Term:

If you have already registered for the term, your classes will appear in the Current Schedule table. Classes may be dropped by selecting "Dropped via Web" from the pull-down menu in the Action column, the class may not be dropped.

Classes may be added in the Add Class table. To add a class, enter its Course Reference Number (CRN) in the table. To look up a class or CRN, click on the "Class Search" button. **When you click on "Submit Changes."**

DO NOT USE THE BACK BUTTON in your web browser to navigate the web pages. Use only the buttons and links at the bottom of the pages. When you are through registering, all of your data will be saved. The message "Registered via Web" should appear in the status box for each course.

To print a copy of your schedule, click on "Student Schedule by Day and Time" below and print the page. When you are done, click on "exit" in the upper right-hand corner of whatever DU:

Registration Add Errors

Status

CLOSED SECTION: This section is closed, but a wait list is available. Select "Wait Listed" from the Action pull-down menu to the right of the course and click the Submit button to add your name to the wait list.

Action	CRN	Subj	Crse	Sec	Level	
None	6103	NOC	014	0	Graduate	
None						
Wait Listed						

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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