




CPHS Registration Information & Instructions

Please review this presentation and the CHPS Registration Bulletin for important information about schedule planning and registration.



CPHS Registration Bulletin

<http://www.drake.edu/cphs/currentstudent/cphsregistrationbulletin/>

- Important registration policies and deadlines
- Curriculum-specific information and reminders
- Answers to common registration questions
- Resolutions to common registration errors
- Helpful links to registration resources

Registration Overview

- Registration Basics
 - How to Look Up Classes by AOI & Subject
 - How to View Course Descriptions & Restrictions
- How to Register for Classes
 - Step 1: Determine Your Earned Credit Hours
 - Step 2: Determine Your Registration Day and Time
 - Step 3: Review Your Curriculum Guide & Degree Audit
 - Step 4: Look Up Classes to Add & Create Multiple Schedules
 - Step 5: Register for Classes
 - Step 6: Review Your Degree Audit

Registration Overview

- Registration Timeline
 - Phase I: Monday, March 30 – Sunday, April 12
 - Phase II: Monday, April 13 to Sunday, August 30
 - Phase III (first day of class): Monday, August 31
 - Utilizing Waitlists
- Transfer Credits
 - Submit Transfer Credit Request Form to pre-approve transfer courses
- Registration Reminders
- Advising Roles & Responsibilities

Registration Basics

How to Look Up Classes by AOI

1. In the **Look Up Classes to Add** screen
2. Select all subjects in **Subject Box**
- *Select first subject, hold down shift key and select last subject*
3. Select the **Attribute** (AOI) in the **Attribute Box**
4. Click the **Class Search** button

The screenshot shows a web form for searching classes. The following fields are highlighted with green circles:

- Subject:** A dropdown menu with options: Accounting, Actuarial Science, Adult Education.
- Instructor:** A dropdown menu with options: All, Adams, Barbara M., Adams, James Albert.
- Attribute Type:** A dropdown menu with options: All, Artistic Experience, Biology lab courses.
- Class Search:** A button located at the bottom left of the form.

Other visible fields include:

- Course Number:** Text input field.
- Title:** Text input field.
- Schedule Type:** Dropdown menu with options: All, Web instructed.
- Credit Range:** Two text input fields for "hours to" and "hours".
- Part of Term:** Text input field.
- Non-date based classes only:** Text label.
- Start Time:** Three dropdown menus for Hour (00), Minute (00), and am/pm (am).
- End Time:** Three dropdown menus for Hour (00), Minute (00), and am/pm (am).
- Days:** Radio buttons for Mon, Tue, Wed, Thur, Fri, Sat, Sun.
- Reset:** A button located to the right of the Class Search button.

[[Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [View Holds](#)]

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Registration Basics

How to Look Up Classes by Subject

1. In the **Look Up Classes to Add** screen
2. Select the **Subject** in the **Subject Box**
3. Click the **Class Search** button

Course Registration Number (CRN)

Instructor & Course Location

Sections Found

Art & Design

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	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
<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	

Select Column: Availability
C = Class Closed
Check Box = Seats Available

Cap = Number of Seats in course
Act = Students enrolled in course
Rem = Remaining seats available

WL = Waitlist Seats
XL = Cross-listed Seats

Attribute = AOI

Registration Basics

How to View Course Descriptions & Registration Restrictions:

1. Perform a class search (see previous slides)
2. Click on the **CRN** of a course
3. Click on **Course Title** (in blue)

Important Definitions:

- **Prerequisite:** Course(s) that must be completed before you can register for the course.
- **Co-requisite:** A lab/discussion section that must be taken with the lecture. Must register for both at the same time.
- **Restrictions:** Must have a certain major/minor/concentration or credit hours to register for the course.

Class Schedule Listing

Sections Found

[STATISTICS FOR THE LIFE SCIENC - 3278 - STAT 060 - 01](#)

Associated Term: Spring 2013

Registration Dates: Oct 29, 2012 to Mar 15, 2013

Levels: Non-Drake, Pharmacy, Undergraduate

Attributes: Critical Thinking, Quantitative

Drake University Campus

Lecture Schedule Type

Traditional Instructional Method

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 3:15 pm	MW	Aliber Hall	0103 Jan 28, 2013 - May 17, 2013	Lecture	Lisa Gardner (P) (S)

[Return to Previous](#)

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Registration Basics

Click View Catalog Entry to read a course description

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](#)

You can only register for a course if you meet the registration restrictions (i.e. A journalism major cannot register for STAT 060)

Registration Availability

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

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 are course(s) you are required to complete before you can register for a course

Co-requisites are labs, discussions that you must register at the same time as the course (i.e. BIO 012 and BIO 012L)

Prerequisites:

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

How to Register for Classes

Step One: Determine your Earned Credit Hours

Option One:

1. Click on [Student Services and Financial Aid](#) link or tab
2. Click the [Registration](#) link
3. Click the [Check Registration Status](#) link

Option Two:

1. Click on [Student Services and Financial Aid](#) link or tab
2. Click the [Student Records](#) link
3. Click the [Unofficial Academic Transcript](#) link followed by [Submit](#)
4. Locate the [Transcript Totals Table](#)

TRANSCRIPT TOTALS (UNDERGRADUATE) -Top-						
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	0.000	0.000	0.000	0.000	0.00	0.00
Total Transfer:	0.000	0.000	5.000	0.000	0.00	0.00
Overall:	0.000	0.000	5.000	0.000	0.00	0.00

How to Register for Classes

Step Two: Determine your Registration Day and Time

- Registration Chart is available at:
 - Student Records website under the Registration link:
<http://www.drake.edu/studentrecords/registration/>

Step Three: Review your Curriculum Guide & Degree Audit

- What AOI's do you need to complete?
- What courses are listed on the Curriculum Guide?

Step Four: Look up available courses & create multiple schedules

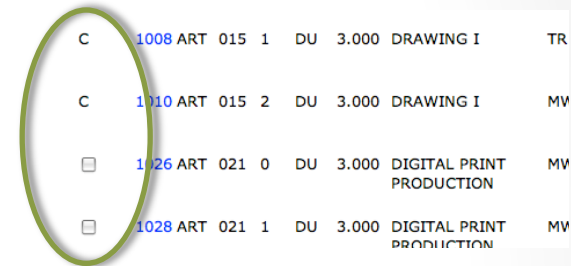
- Use curriculum guide and degree audit to determine what courses you need to complete
- Have back-up options for labs, AOI courses, etc.
- Write down CRN's for all class options
- Check your schedule the night before your registration day to ensure classes are still available

How to Register for Classes

Step Five: Register for Classes

Option One:

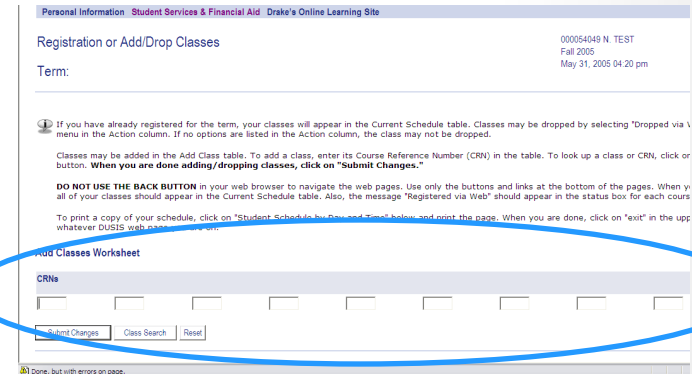
1. Access the **Look-up Classes to Add Screen**
2. Select the **Check Box** of the course
3. Click the **Register** button



<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 type="checkbox"/>		1028	ART	021	1	DU	3.000	DIGITAL PRINT PRODUCTION	MW

Option Two:

1. Click the **Registration** link
2. Click the **Register Add or Drop Classes** link
3. Type the **CRNs** for each course into the text boxes and click **Submit Changes**



Personal Information Student Services & Financial Aid Drake's Online Learning Site

Registration or Add/Drop Classes 000054049 N. TEST
Fall 2005
Term: May 31, 2005 04:20 pm

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 \ menu in the Action column. If no options are listed 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 or button. **When you are done adding/dropping classes, 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 all of your classes should appear in the Current Schedule table. Also, 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 Term" below and print the page. When you are done, click on "exit" in the upper whatever DUSSIS web page.

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"/>	<input type="text"/>
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Done, but with errors on page.

Step Six: Review your Degree Audit

- Generate a new audit to ensure your classes are fulfilling the appropriate requirements

Registration Errors

Common Error Messages:

- **DUPLICATE Course** – you are already enrolled in that course.
- **PRE-REQ or Test Score Error** – you do not have the prerequisites to take that course
- **CO-REQ Missing** – the course has more than one part and you need to enroll in a lab or discussion group at the same time.
- **LINK Error** – the course has more than one part and you need to enroll in a lab or discussion group at the same time.
- **CLASS Error** – class is restricted to students at a certain level (i.e. junior, senior).
- **MAJOR Restriction** – class is limited to certain majors.
- **TIME Conflict** – you have enrolled in two or more classes meeting at the same time or the class times overlap.

Registration Timeline

Major Change or Declaration of Minors/Concentrations

- All change of major or adding a minor or concentration forms must be submitted by **Monday, March 23**.
- Any paperwork submitted after March 23 may not be processed until AFTER registration.

Phase I – Field-of-Study Restrictions

- **Monday, March 30– Sunday, April 12**
- Course on the Field-of-Study Restrictions list are open to majors/minors/concentrations. **ONLY** during registration
- You can view the restricted course list on the Student Records website at <http://www.drake.edu/studentrecords/registration/>.

Registration Timeline

Phase II – Field-of-Study Restrictions Lifted

- **Monday, April 13– Sunday, August 30**
- During Phase II course on the field-of-study restrictions list will be open to ALL majors.
- Electronic Add/Drop available during Phase II.

Phase III – Classes Begin

- **Monday, August 31**
- Electronic drop/adds continue through add and drop deadlines:
 - Add Deadline: First Friday of the semester at 4:30 pm
 - Drop Deadline: Second Friday of the semester at 4:30 pm
- Withdraw Deadline: 5 class days after Midpoint of semester

Registration Timeline


Utilizing a Course Waitlist

- You may have the option to add yourself to a waitlist. This DOES NOT guarantee you a seat in the course.
- DO NOT register yourself for more than one waitlist for the same course.
 - **If your name appears on more than one waitlist for the same course, you will be dropped from each waitlist.**
- If a seat becomes available in the course, you will receive an email notification with instructions on how to register for the course. You will have 48 hours to add the course. After 48 hours you will be dropped from the waitlist.

Wait List Registration

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 changes will be saved to the current schedule table. Also, 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 page you are on.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Class
CLOSED SECTION: This section is closed, but a wait list is available. Select "Wait Listed" from the Action pull-down menu to the right and click the Submit button to add your name to the wait list.	<input type="text" value="None"/> <input type="text" value="None"/> <input type="text" value="Wait Listed"/>	6103	UNOC	014	0	Graduate	C

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"/>

Transfer Credit/AP Credit

College Credit: Send official transcripts to:

Office of Student Records
Drake University
2507 University Ave
Des Moines, IA 50311

Advanced Placement Credit: Call 1-888-308-0013 to request your scores. Drake College Code 6168.

Future Transfer Coursework: Complete a Transfer Credit Request Form at <http://www.drake.edu/cphs/forms/> to have your courses pre-approved.

Registration Reminders

Practice, Practice, Practice

- You will need to know this information for the rest of your time at Drake!
- Utilize your resources and each other
- Try to look-up your answer BEFORE sending an email!

Considering Switching Your Lecture Professor?

- New teaching style/methods
- Different testing styles
- Do what is in YOUR best interest

Set Realistic Expectations for Registration!

- Plan Ahead
- Choose multiple back-up options
- If you do not get the class you hoped for, you likely have several more semesters to take it!

Your Advising Responsibilities

Degree Requirements

- Degree Audit
- Curriculum Guide

Follow Registration Procedures

- Registration Bulletin (available each semester)
<http://www.drake.edu/cphs/currentstudent/cphsregistrationbulletin/>

Keep Track of Progress

- Degree Audit
- Academic Transcript

Academic Calendar

- Student Services Tab in blueView

Who should I contact?

Advisor

- Professional Development
- Discuss potential career pathways
- General questions about the curriculum
- Provide input on electives
- Is NOT going to approve your schedule

College Office

- Specific registration questions
- Curriculum/AOI
- How to interpret your degree audit/transfer credits
- Specific questions about study abroad, double majors, minors, etc.
- Questioning your major?
Contact Kate Evans!

Questions or Concerns?

- Direct questions regarding registration, curriculum or AOI's to Jill Batten
 - jill.batten@drake.edu
 - Read registration bulletin first!
 - To schedule a meeting, request a meeting time in Webmail Calendar using the Scheduling Assistant.
- Direct technology support questions to the IT Help Desk at 515-271-3001
 - Help Desk Hours: M-F 8:00 a.m. to 4:30 p.m.