

Directions for Registration Entry

Registration procedures are outlined within the following pages. Please note that computer generated messages regarding your registration will appear in blue within these procedure pages.

Responses regarding the computer generated messages are outlined in red.

Registration Entry

Registration is not open at this time for this session.

Check the Current Settings Box to determine if the correct term, year and program are chosen. Update information if necessary.

The Office of the Registrar will notify students when registration becomes open to students.

Registration closes part way thru the academic session.
Therefore, no registration can occur after the designated time.
Registration dates vary by program.

Registration Entry

You do not have clearance to register. You must first see your advisor.

Please contact your academic advisor so he/she can clear your registration. Your advisor is listed on your biographical page. An e-mail link is available or you can use the UF Directory to find out your advisor's phone number.

Registration Entry

You have a hold on your account.

If you are on financial hold, you will need to contact the Business Office.

If you are on hold for too many incomplete grades, you will need to complete the course requirements and have the grade changed by the appropriate instructor. A student's registration will be delayed if he/she has more than two incomplete grades.

Registration Entry-Adding a Course

Adding a class:

Enter a course number in the space provided (i.e. MBA 500, EDUC500). Note that the course number needs to be formatted with four characters and three numbers. MBA students need to add a space to represent the fourth character. Also note that there is no space between the four characters and three numbers.

Enter a section for the course in the space provided. If you aren't aware of the section number, please use the "?" button to view a section schedule. Click in the circle to the left of the desired section and click the select button. This will fill in the section field. If you are unable to find a section that fits into your schedule you can click the cancel button to return to the registration entry page.

Click the add button to finish the registration process. Clicking add will create a bill. Therefore, be positive that the courses appearing on the registration entry page are the ones for which you wish to be registered.

Registration Entry-Adding a Variable Credit Course

You can add a variable credit course (i.e. EDUC 546) to your schedule for the hours for which the system defaults. If you wish to increase your registration hours, you will need to e-mail the Registrar (goedde@findlay.edu) to complete your registration.

Please provide the Registrar with your name, UF ID#, semester and year the course hours are being changed, the course number and section you wish changed, and the corrected amount of hours.

Registration Entry-Message

The course (i.e. EDUC 500) has been added.

This comment appears when you successfully add a class. Remember this creates a bill. Therefore, be sure your registration is correct before you leave the registration screen. Costs for classes can be found on the Business Office's website.

Registration Entry-Dropping a Course

Dropping a course:

Click in the circle to the left of the course you wish to drop. Then click the drop button. You can only drop one course at a time. Note there will be a financial penalty for dropping a course after the start date. Please refer to the refund policy available on the Business Office's website.

Registration Entry-Message

The course (i.e. EDUC 500) has been
dropped.

This comment appears when you
successfully drop a class.

Registration Entry-Message

There is no section for this course in the session and year specified.

Check your Current Settings Box to determine if the session, program and year are correct.

At the section field, click on the “?” button to determine which sections are offered for the term. Change if necessary.

Registration Entry-Message

There are no seats available for this section.

Choose a different section if available.

If you want to add a closed class, either send an approved closed class permit form to the Office of the Registrar. Closed class permit forms are available in the Office of the Registrar. This form must be signed by you and the instructor of the course.

Or, you can e-mail the instructor of the course and ask for permission to add the closed class. That instructor will then need to e-mail the Registrar (goedde@findlay.edu) with his/her approval for the adding of the class. Be sure to include your name and ID# and the session and year you wish to take the class.

Registration Entry-Message

The course you are adding conflicts with another course on your schedule: (i.e. EDUC 500)

You can finish the add by clicking the override button. Be sure to have the instructors permission to be in a conflict.

Or you can enter a new course number, section number and click the add button to add a different course.

Registration Entry-Repeat Course

You have already registered for this course in this session and year. You may not register for the same course a second time in the same session. The add is cancelled.

In order to be registered for the second section of the course you can send a signed add/drop slip to the Office of the Registrar where the add will be completed. Add/drop forms are available in the Office of the Registrar.

Or, you can e-mail the Registrar (goedde@findlay.edu) to complete the registration. Be sure to include your name and ID#, the session and year for which you wish to register and the course number and section that needs to be added to your schedule.

Registration Entry-Message

You have repeated this course previously. The course (i.e. EDUC 500) has been added to your schedule.

Repeating a class can change your GPA and earned hours.

Please discuss with your advisor all possible ramifications before registering for a course you have enrolled in previously.