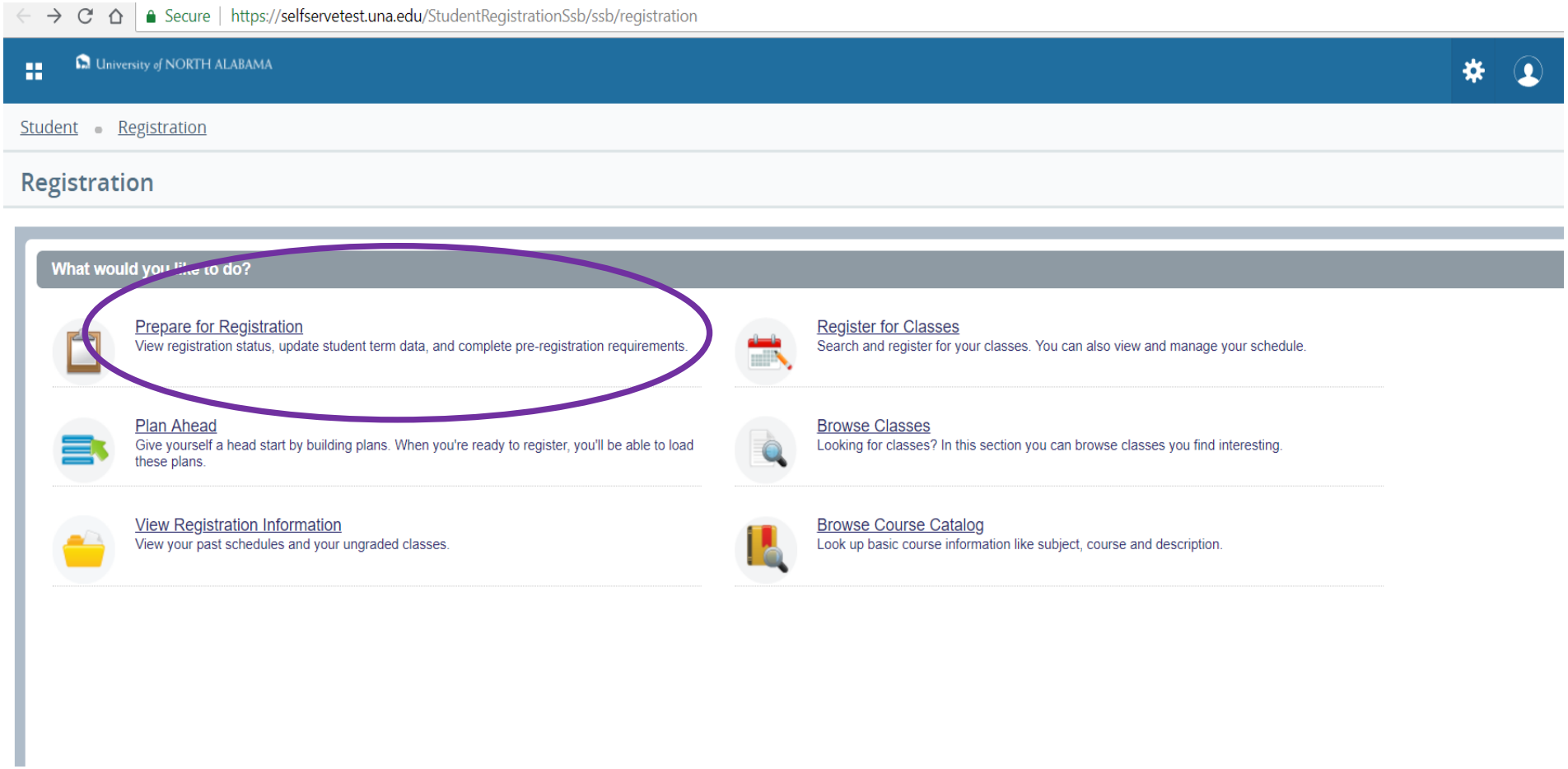
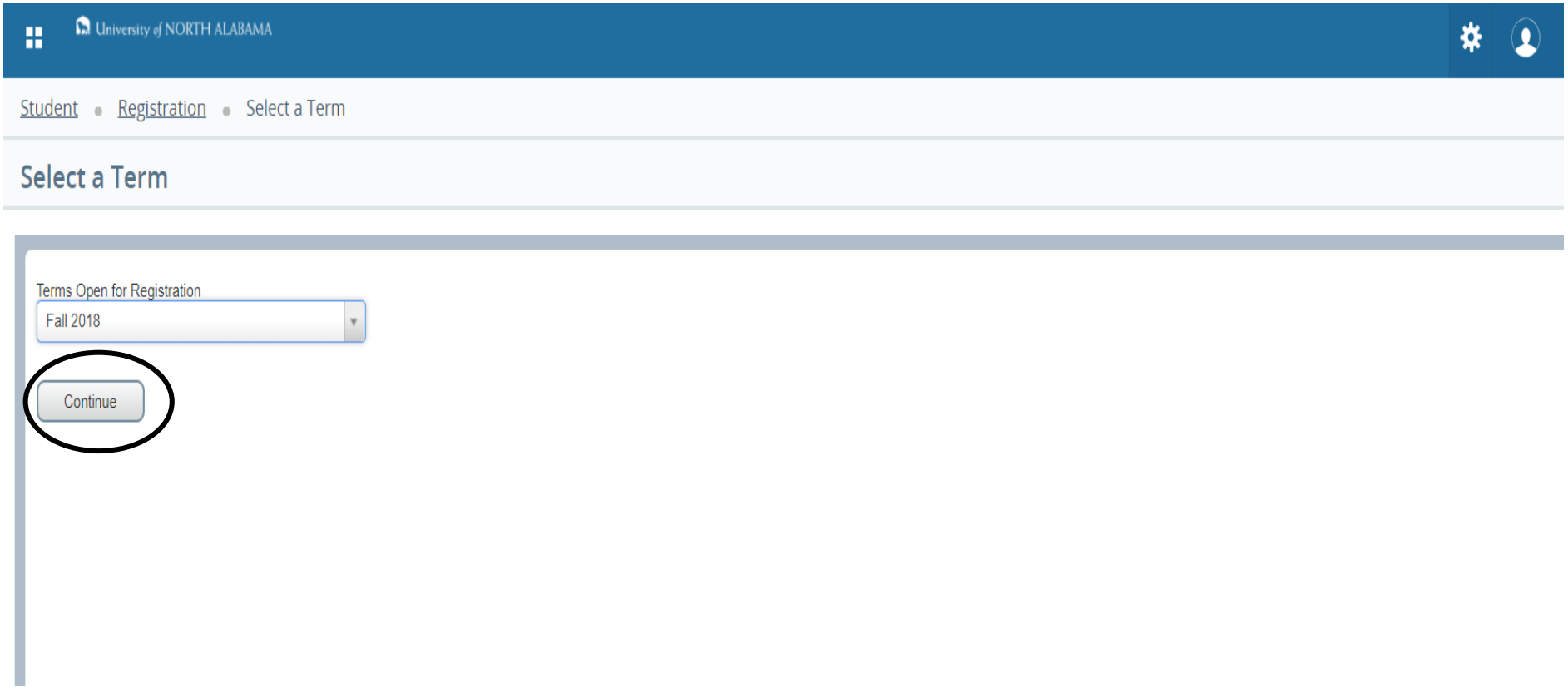
The following instructions are to assist you as you go through the registration process at the University of North Alabama. Each area that pertains to regsitration will be explained below

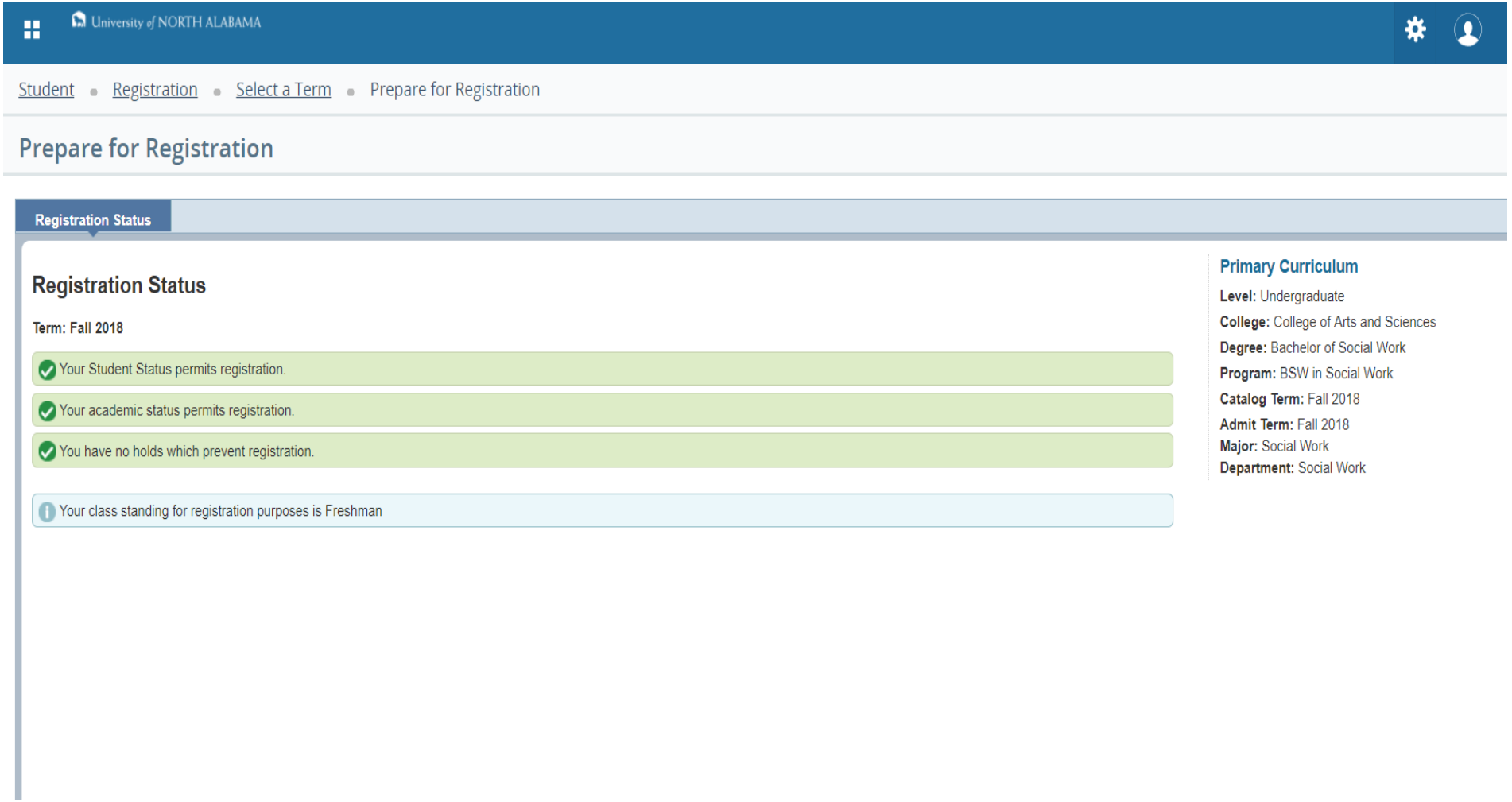
PREPARE FOR REGISTRATION – This will give you information about your registration status



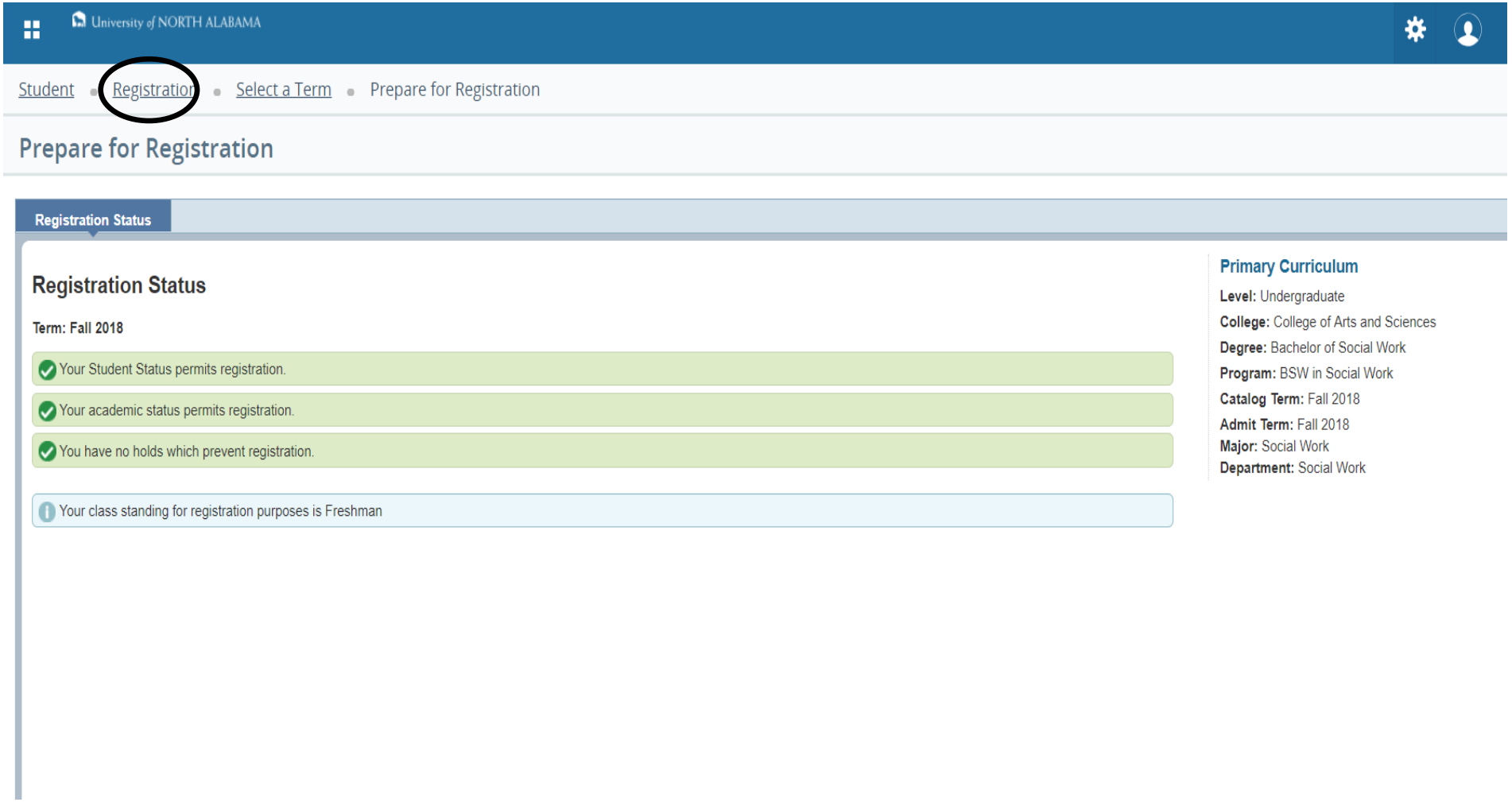
Once you click on the **PREPARE FOR REGISTRATION** link, select the appropriate term from the drop down box and click the **CONTINUE** button.



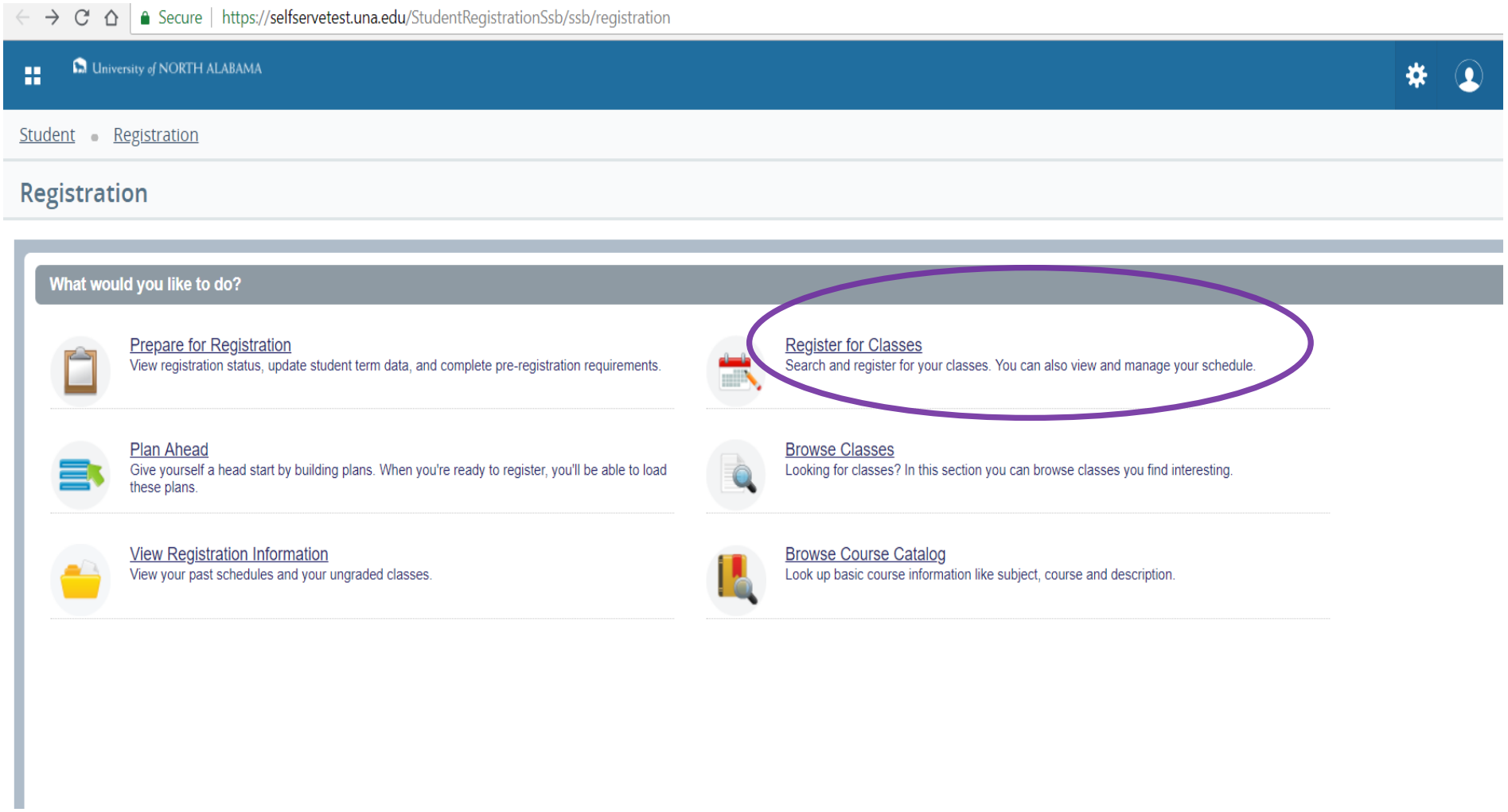
The information listed below indicates any possible information that could prevent registration or if you are cleared for the subsequent steps.



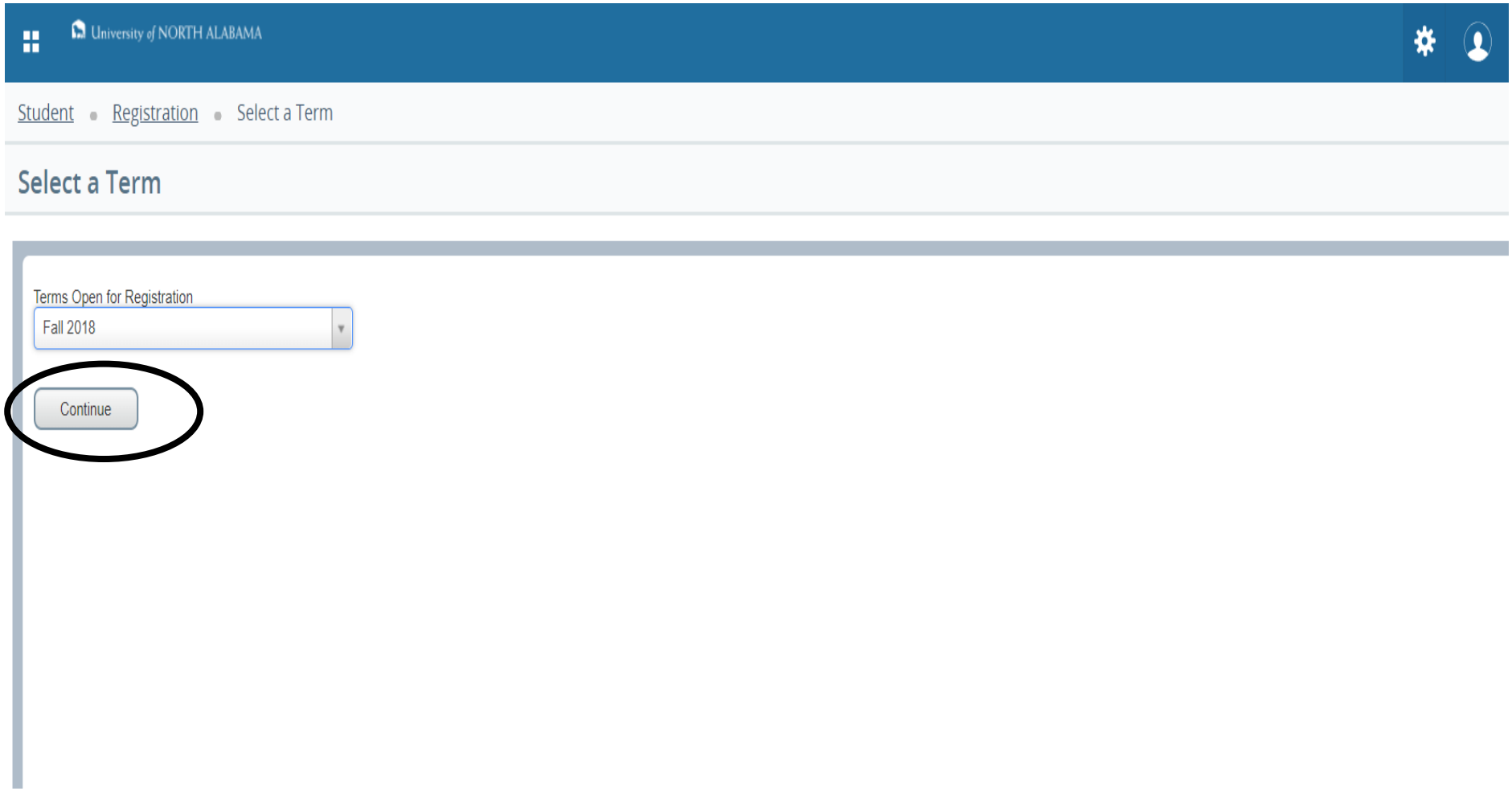
Once you have verified your Registration Status, click on the **REGISTRATION** link to return to the main menu.



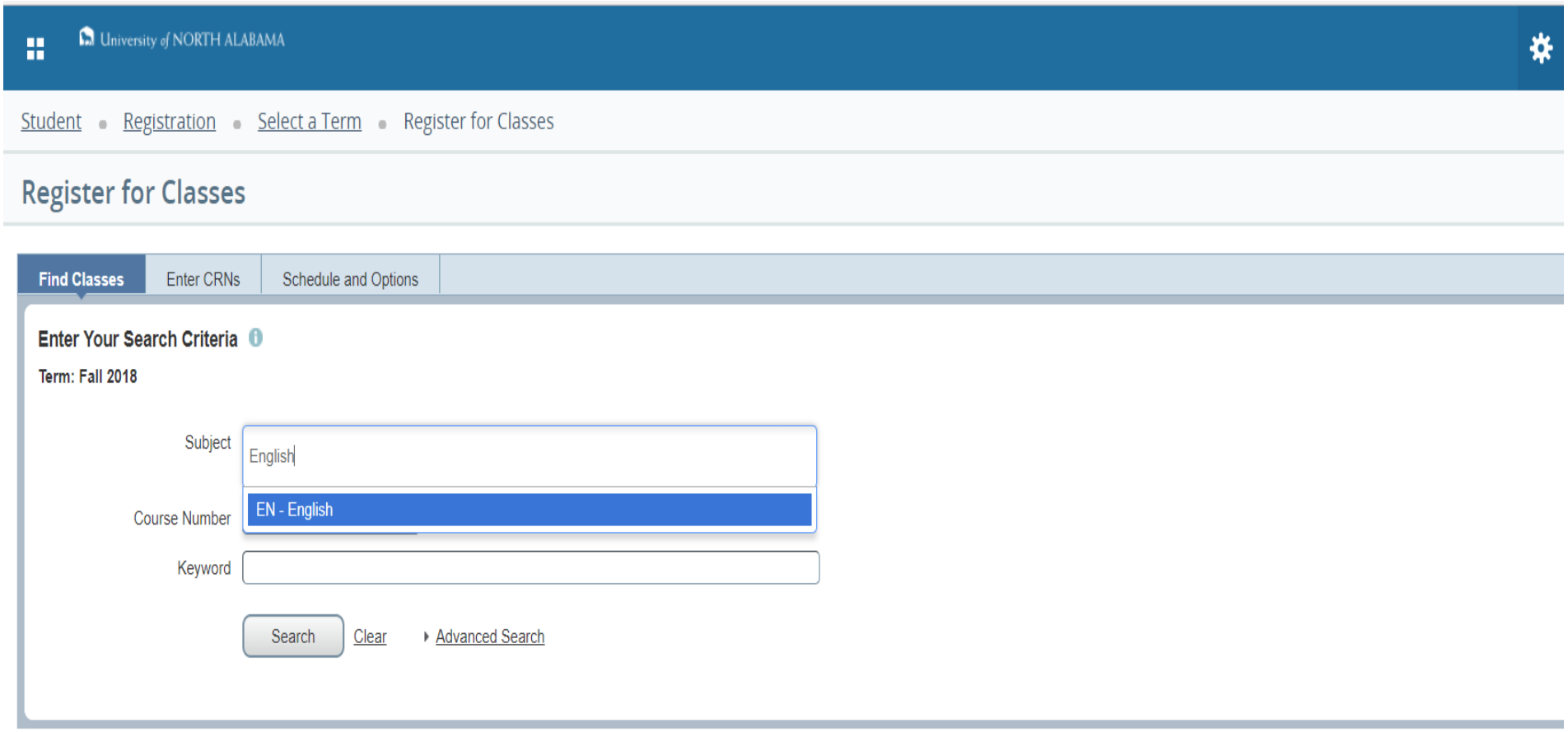
REGISTER FOR CLASSES – Steps on how to register for classes



Click the drop down box, select the appropriate term and hit **CONTINUE.**



Type in a subject, the auto selection will appear, select and hit search.



By entering EN, this will generate **ALL** English courses as noted by the below examples of EN 099 and EN 111.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 142 Classes
Term: Fall 2018 **Subject:** EN - English

Search Again

Title	Subject Description	Course Nbr	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
Basic English Lecture	EN - English	099	01	3	10080	Fall 2...	Graham, Anissa (Primary)	S M T W T F S 09:00 AM - 09:50 AM **Type:** Class	Main	**15** of 15 seats re... **5** of 5 waitlist se...	Add
Basic English Lecture	EN - English	099	02	3	10082	Fall 2...		S M T W T F S 12:30 PM - 01:45 PM **Type:** Class	Main	**15** of 15 seats re... **5** of 5 waitlist se...	Add

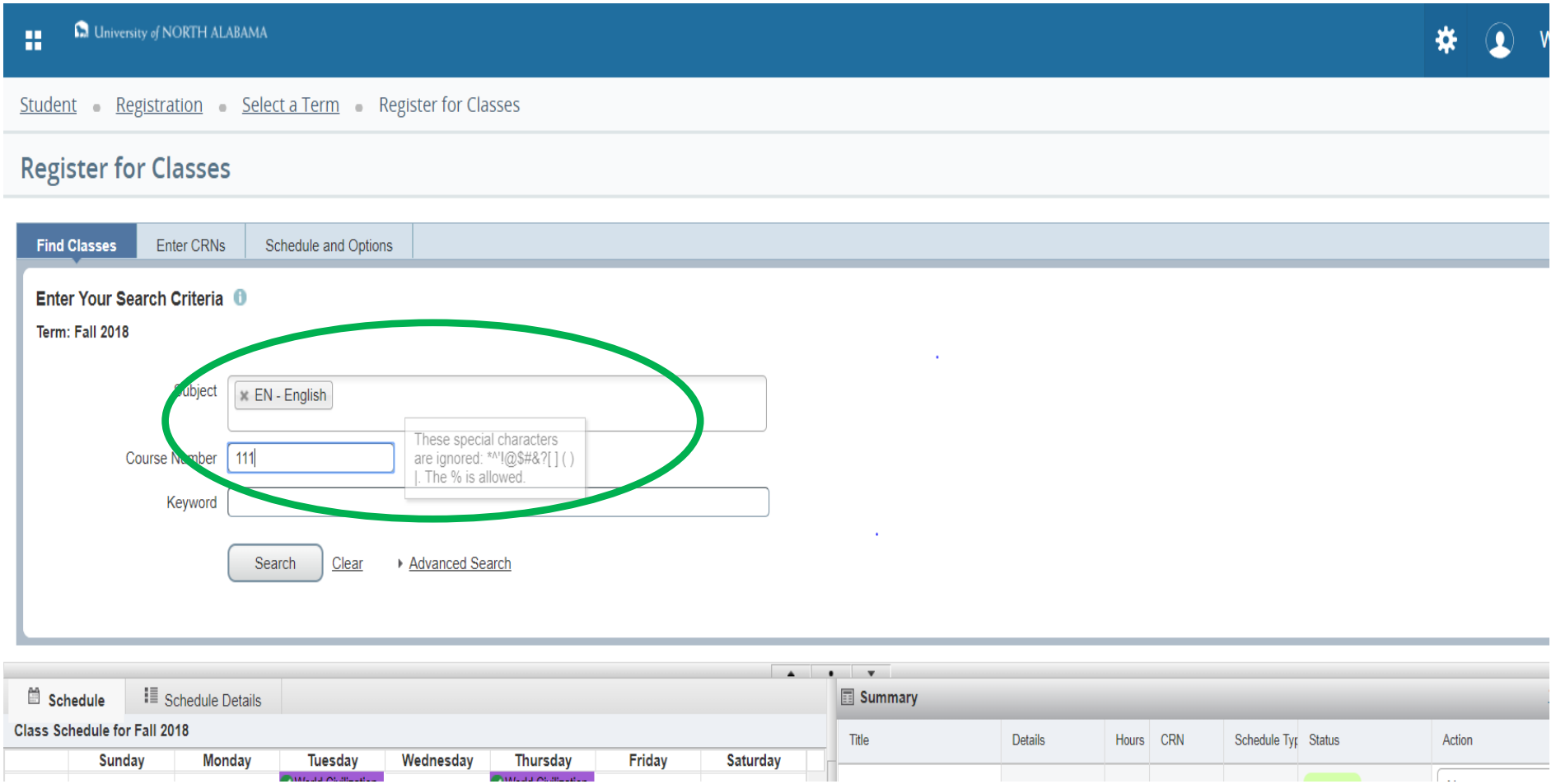
Find Classes | Enter CRNs | Schedule and Options

Search Results — 142 Classes
Term: Fall 2018 **Subject:** EN - English

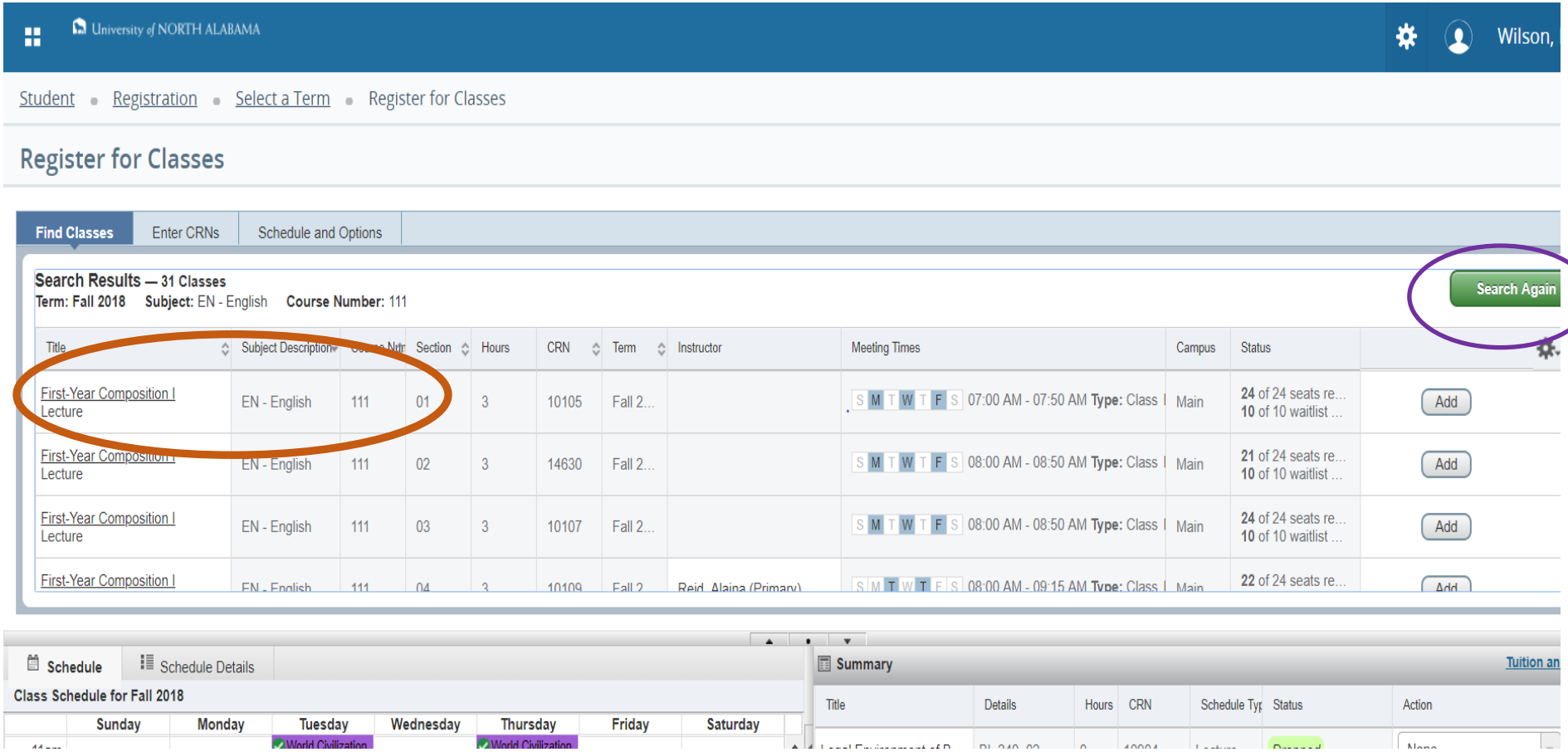
Search Again

First-Year Composition I Lecture	EN - English	111	08	3	14217	Fall 2...		S M T W T F S 09:00 AM - 09:50 AM **Type:** Class	Main	**23** of 24 seats re... **10** of 10 waitlist ...	Add
First-Year Composition I Lecture	EN - English	111	09	3	10115	Fall 2...	Howell, Latasha (Primary)	S M T W T F S 09:00 AM - 09:50 AM **Type:** Class	Main	**24** of 24 seats re... **10** of 10 waitlist ...	Add

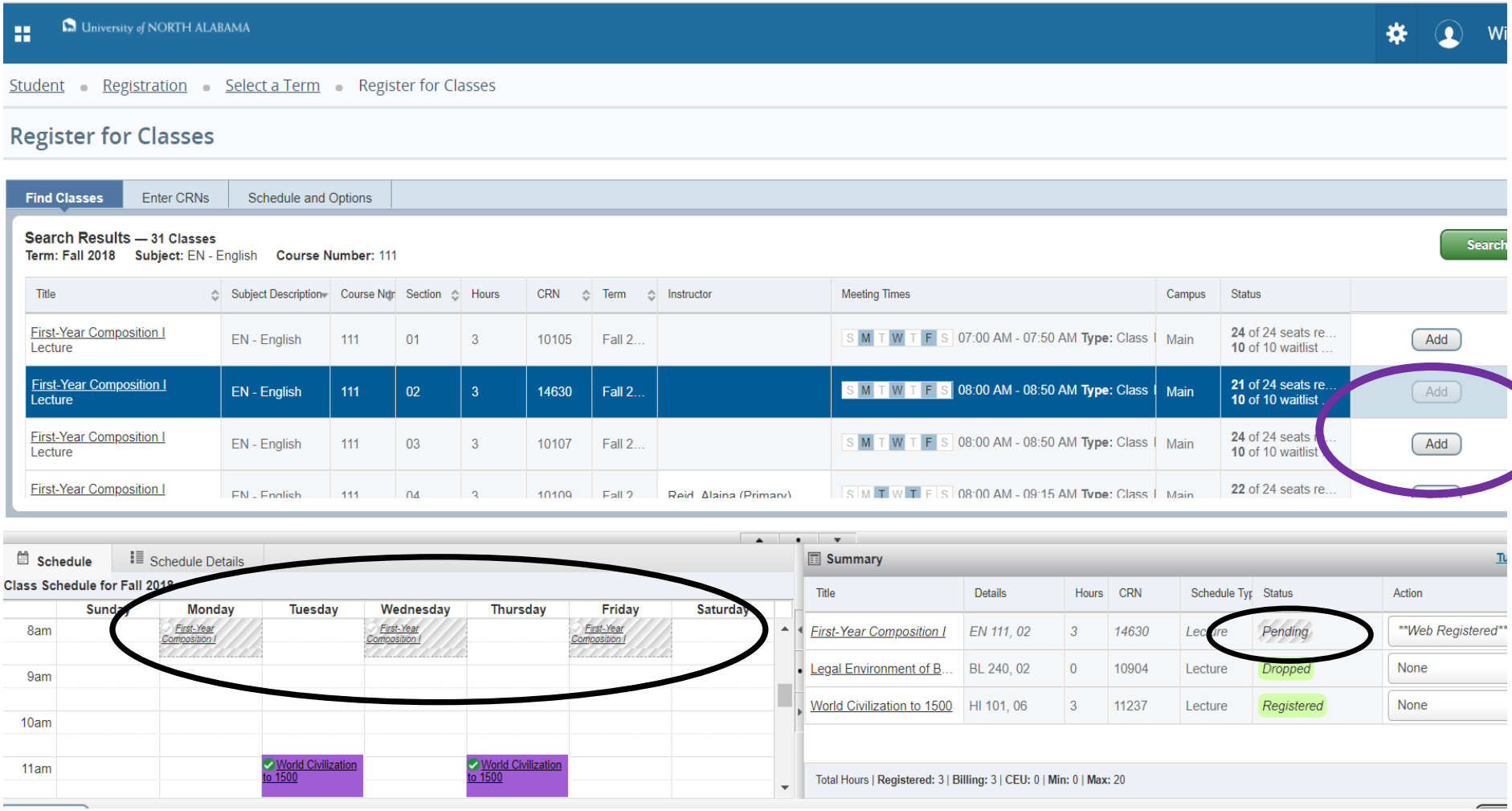
To retrieve a certain **subject and course number**, list as below:



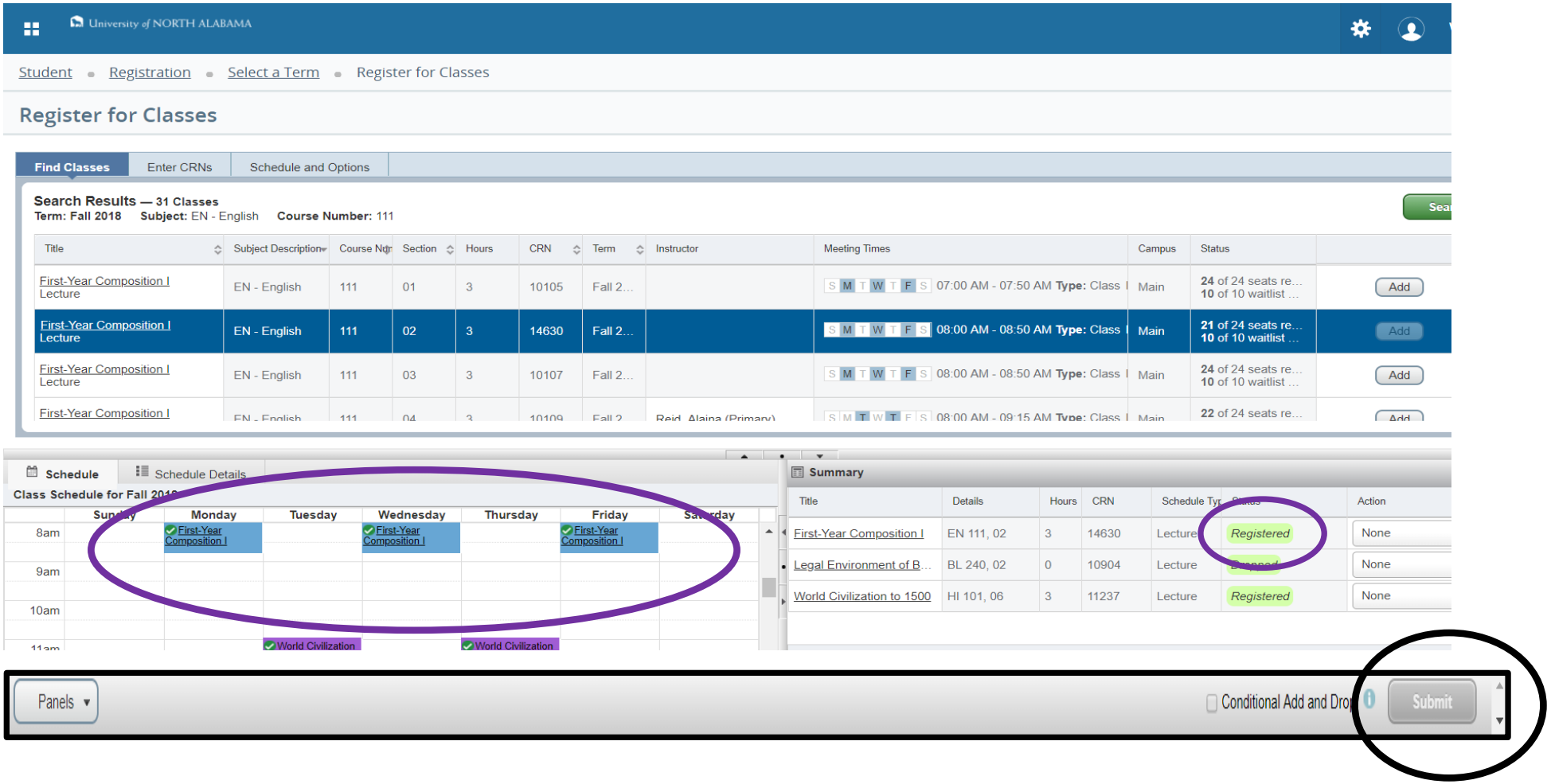
This will produce all courses available for the certain **subject and course number**. To search for another course offering, select the **SEARCH AGAIN** button to return to search criteria screen



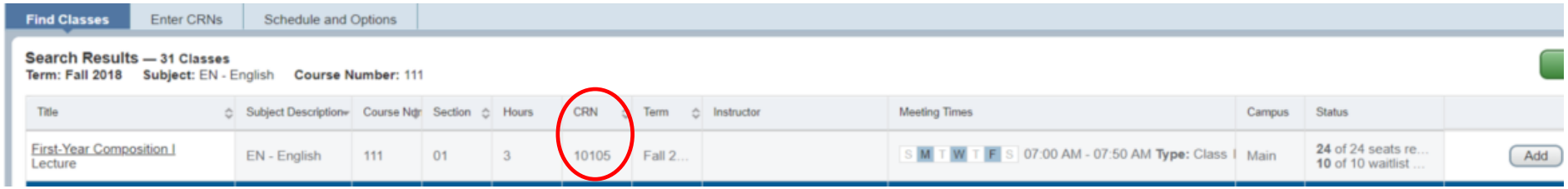
To register a course, click the **ADD button**. This will place it in your schedule in **PENDING** status.

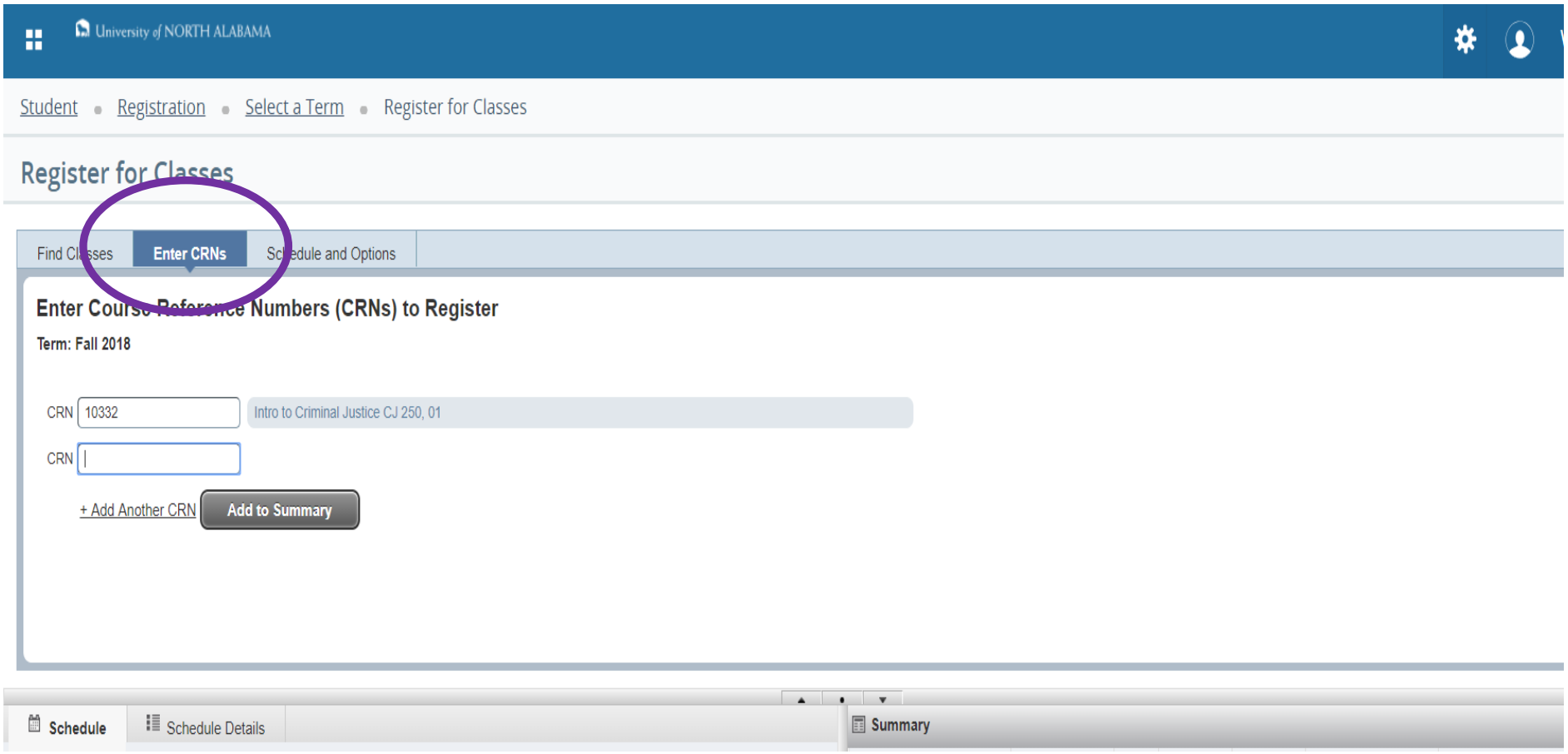


Once you hit the **SUBMIT** button, the course will then show **REGISTERED**. If you do not submit, then the course will not be registered

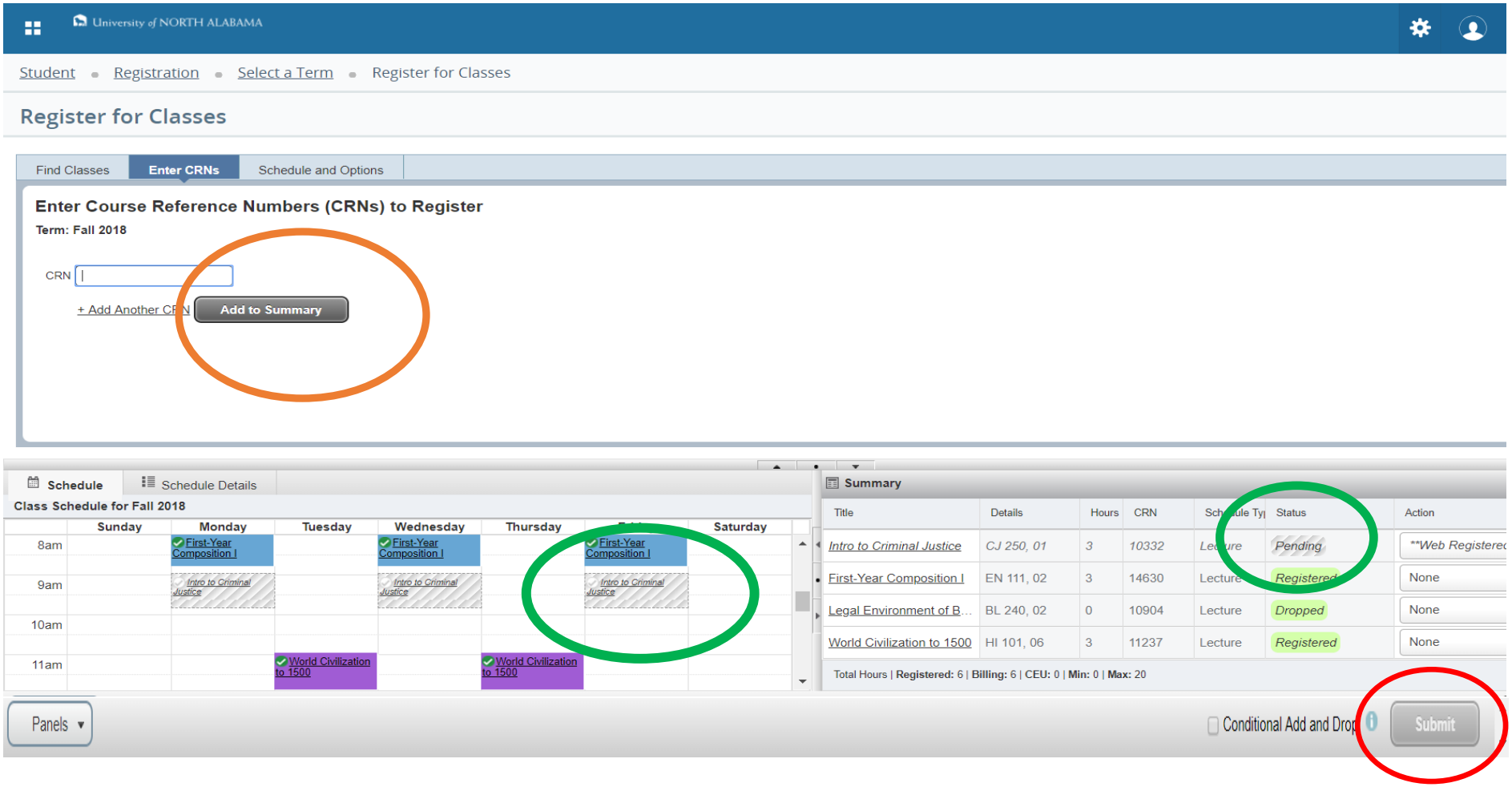


Courses can also be registered by entering the **CRN** of a course. Select the **ENTER CRNs** tab *(CRNs stands for **Course Registration Number.** That is a number generated and assigned to each course when created).*

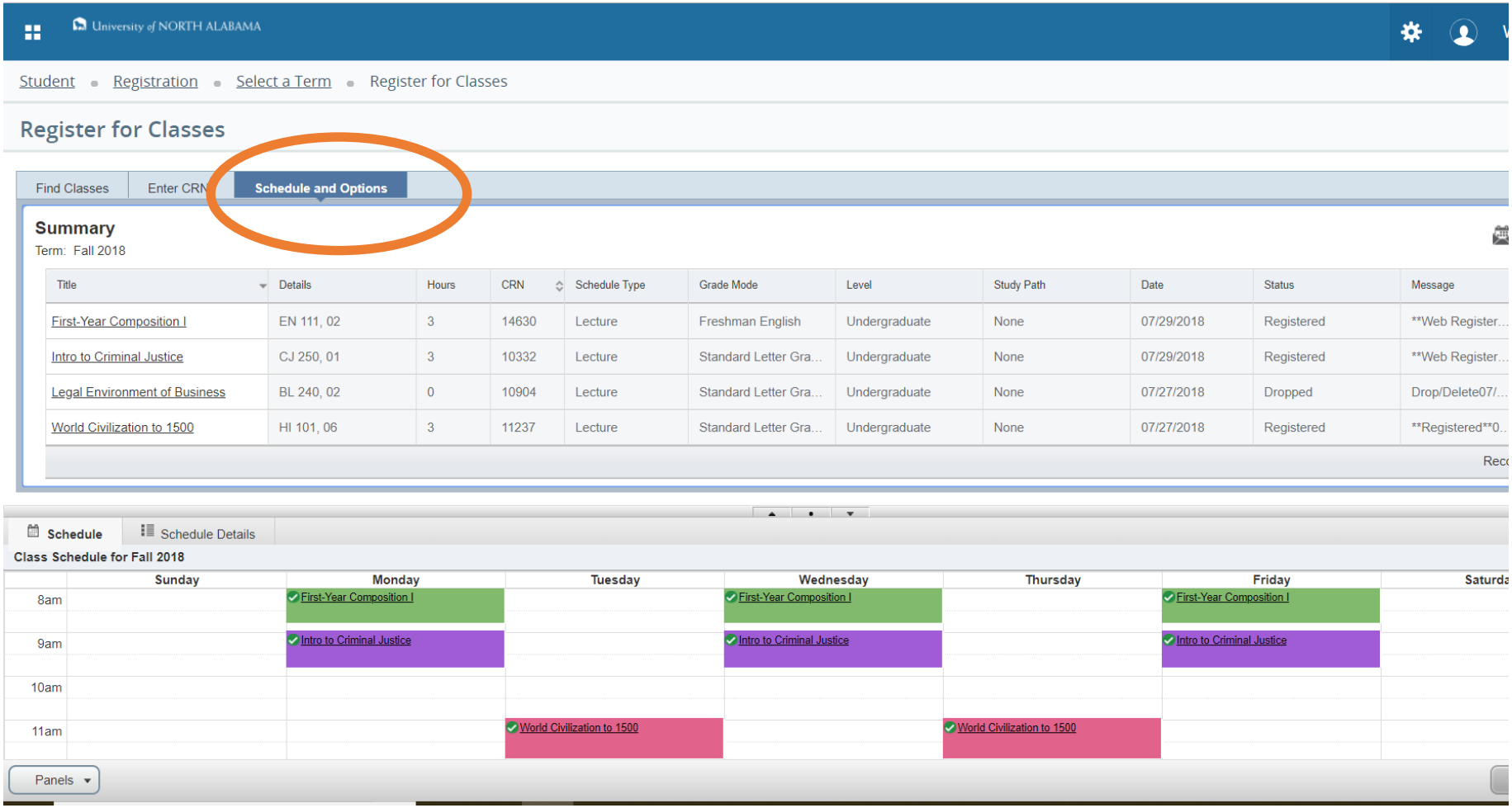




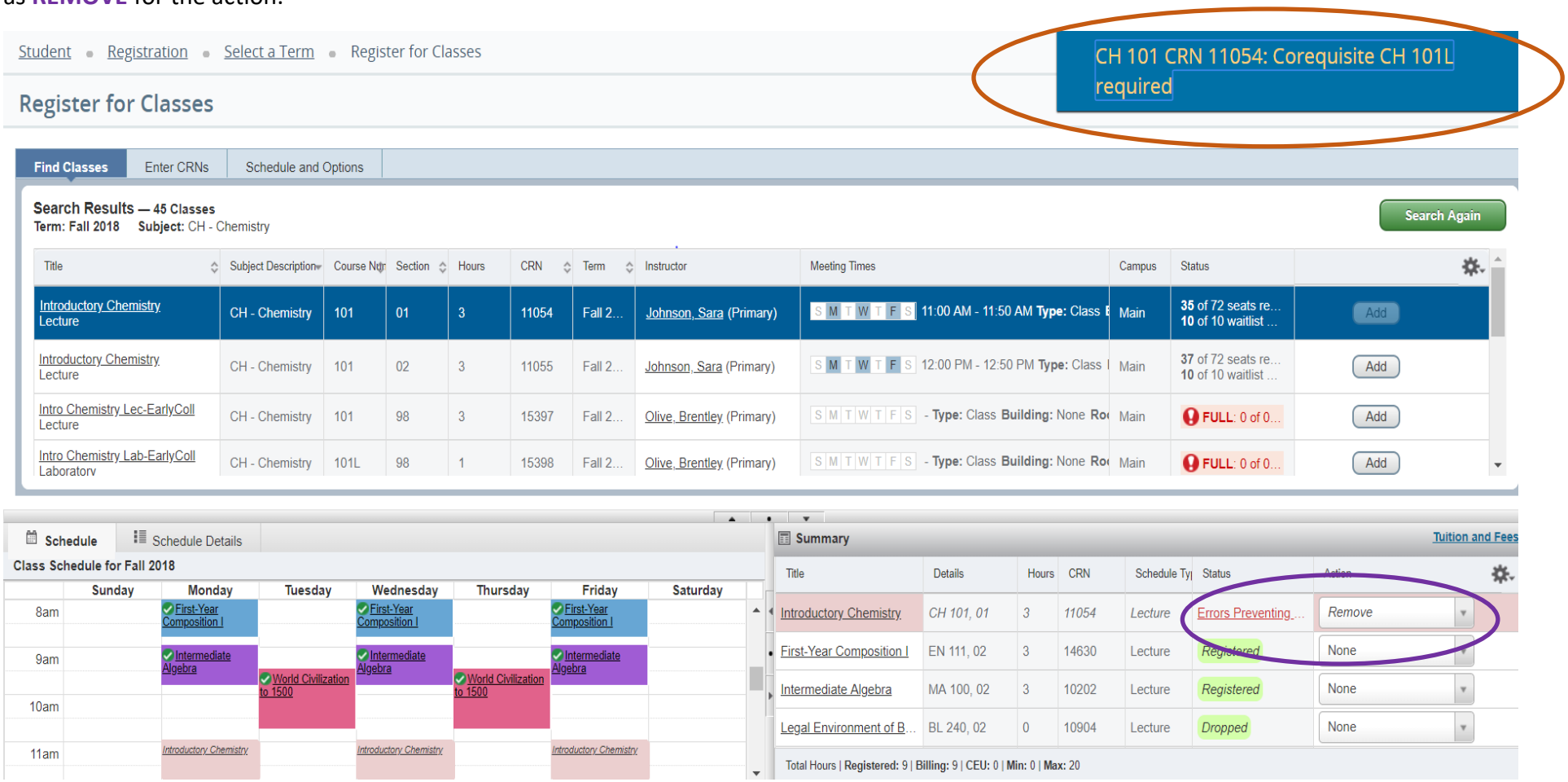
Click **ADD TO SUMMARY** button and the course will appear in **PENDING** status in both the ***summary*** and ***schedule listing*** below. **Please note: The summary and schedule listing boxes will not appear until you click the add to summary button.* Click submit to register the course(s).



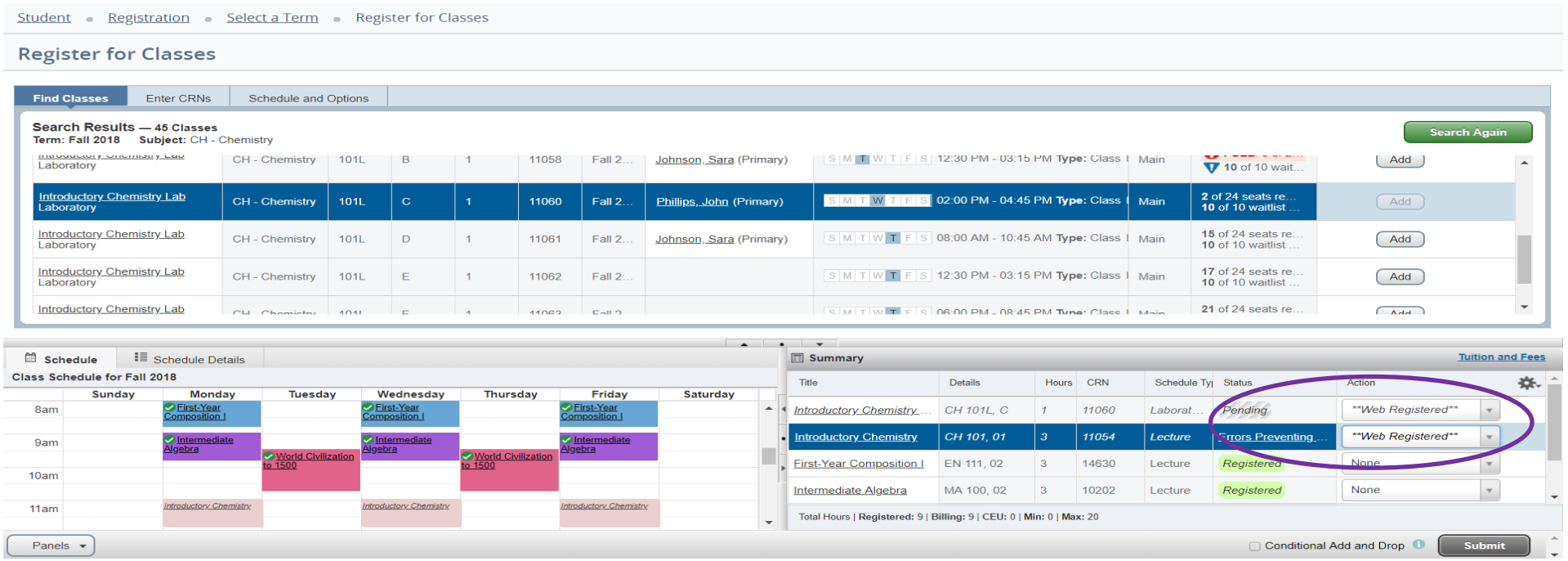
To view the detail schedule along with a calendar view, select **SCHEDULE AND OPTIONS** tab. ***Please Note**: *The schedule and options tab will display a detail summary of your courses registered, courses dropped, waitlisted, etc. You will only see this information in this tab.*

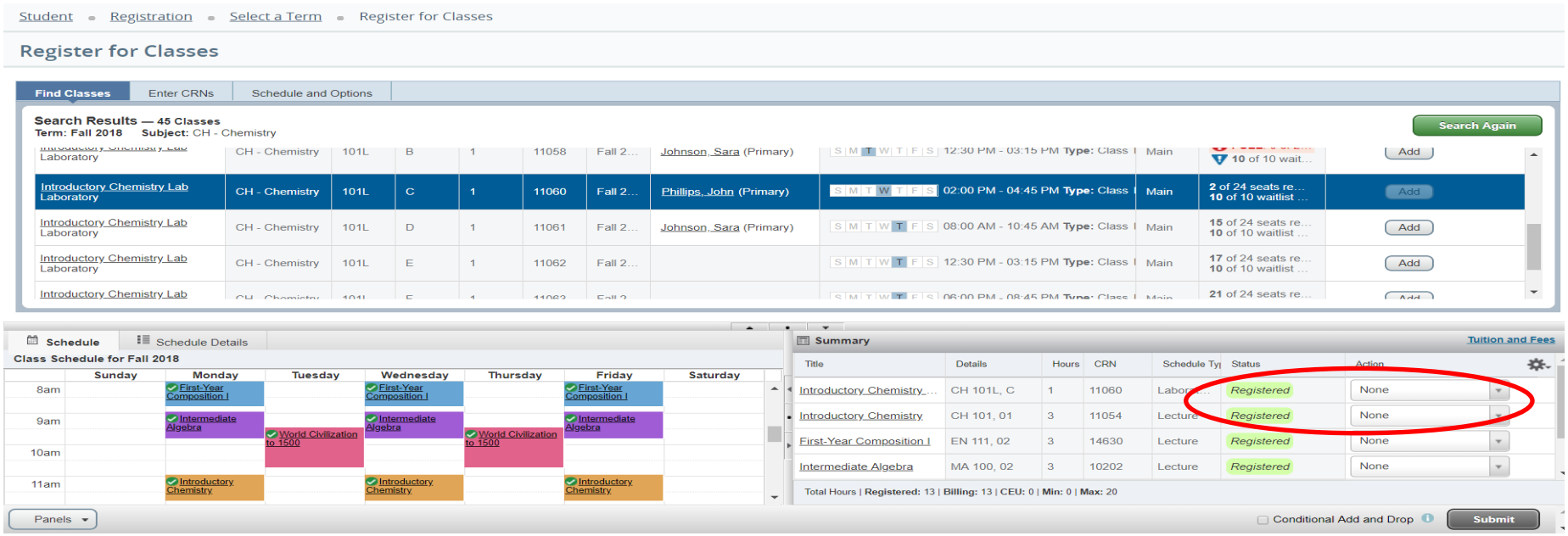


If a course requires a lab and if it is not selected an error will occur. The error will appear on the upper right hand corner. The course will be listed as **REMOVE** for the action.

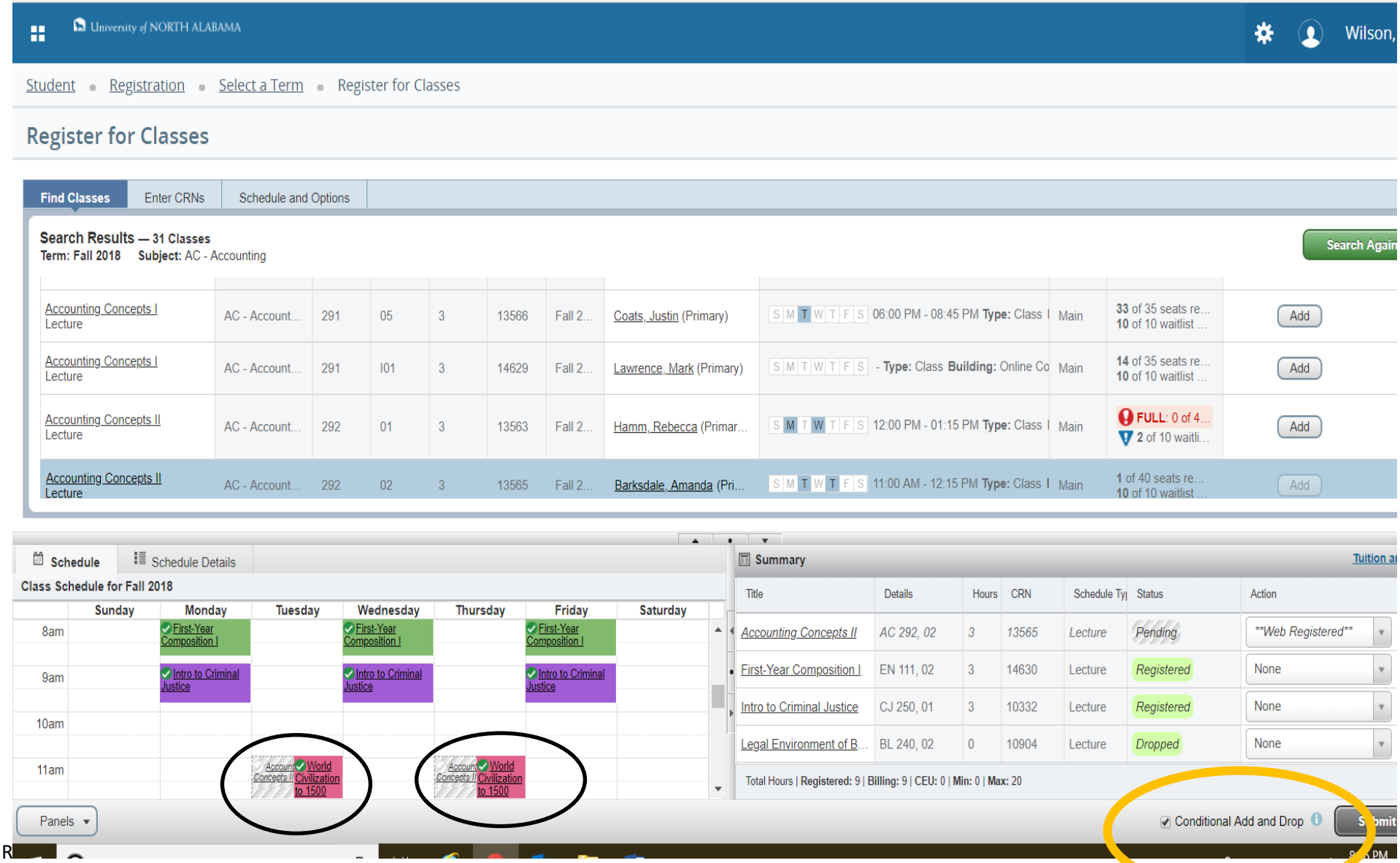


To correct this, select the lab, then on the drop down box next to the course with the error, select **WEB REGISTERED**, hit submit and the registration should be complete with a status of **REGISTERED.**

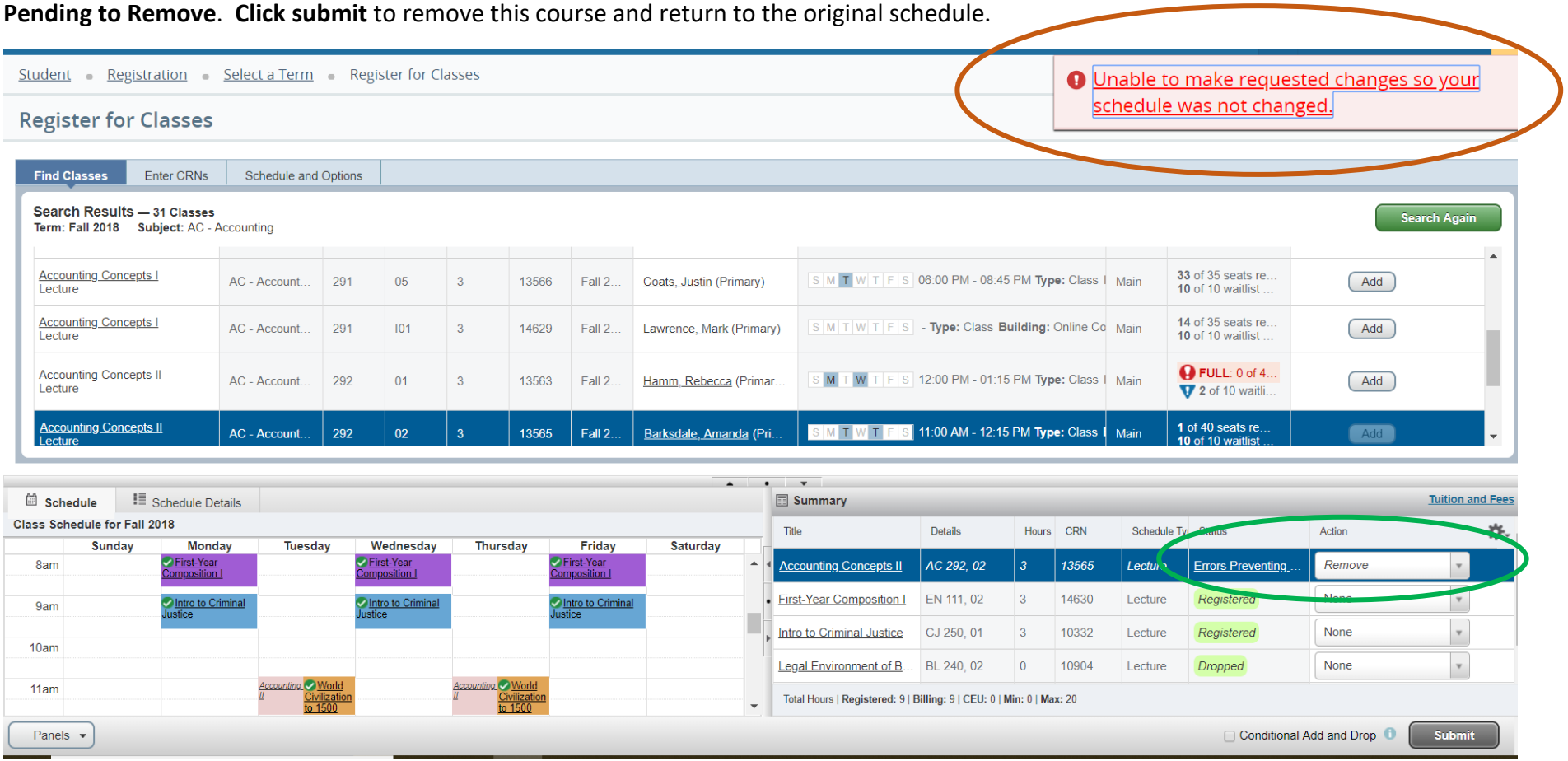




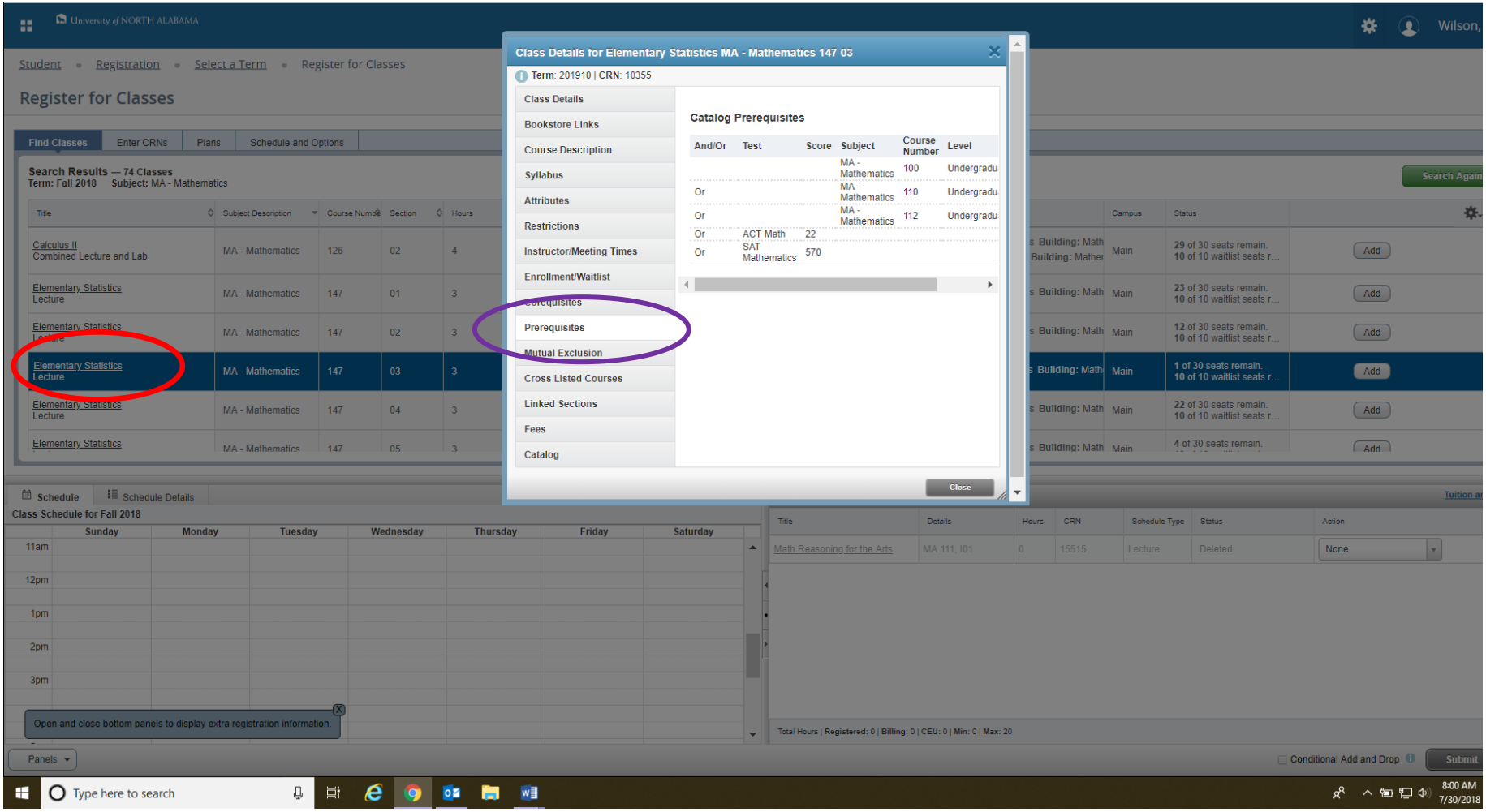
CONDITIONAL ADD/DROP PROCESS – Clicking the *Conditional Add/Drop* option at the bottom of the summary box allows you to add a potential class (***Accounting Concepts II)*** that occurs at the same time as one you are already registered for, like ***World Civilization***. This will preserve your initial schedule should you not meet the prerequisites associated with a course like ***Accounting Concepts II***.



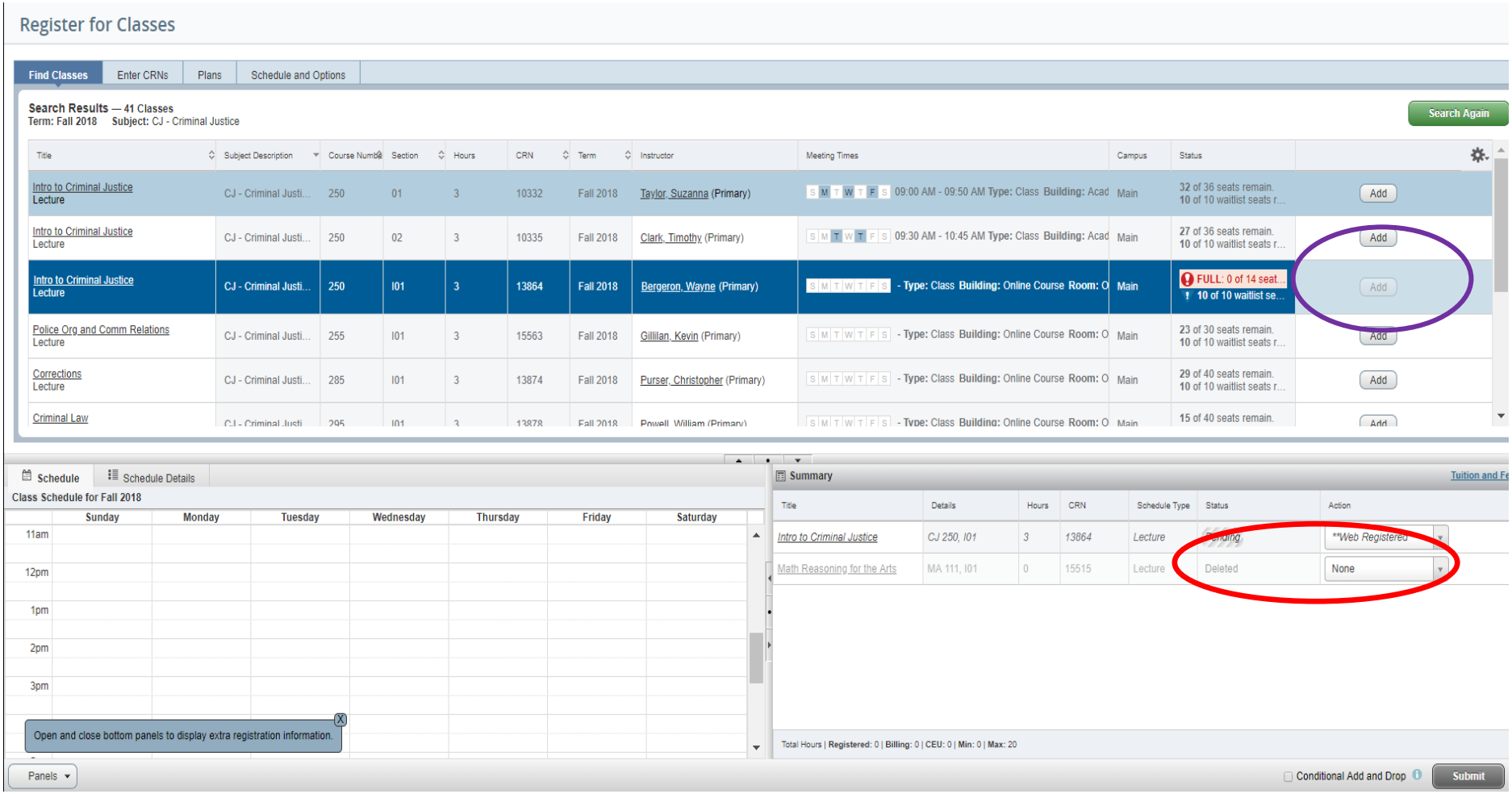
If you are not able to register the course, a message will appear on the upper right hand corner of the screen. The course will be changed from **Pending to Remove**. **Click submit** to remove this course and return to the original schedule.



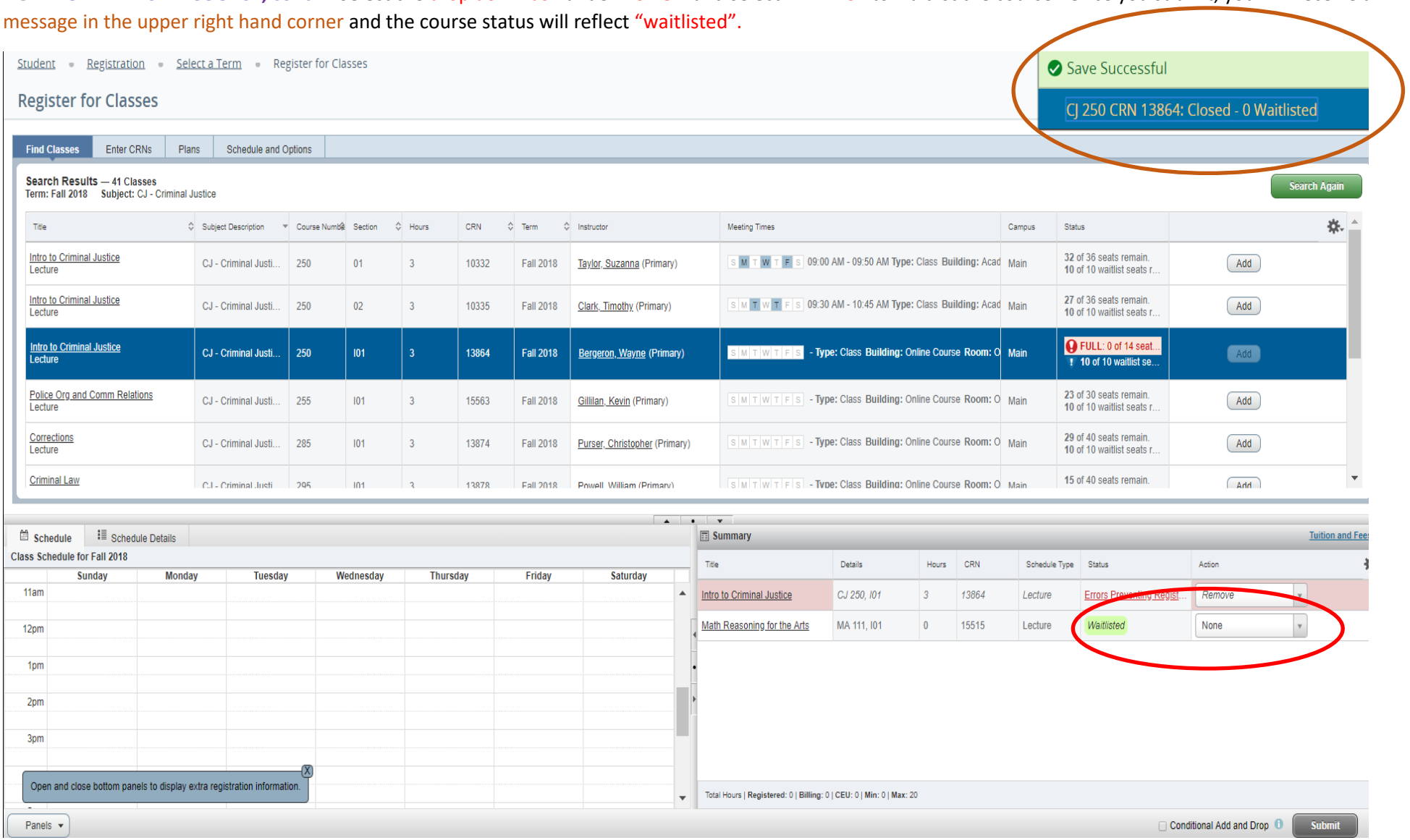
If you get an error message you can click on the course title to get the specifics of the course. Ex: If you get a prerequisite error, you click on the **prerequisites listing** to find out what is needed to be able to register for the course.



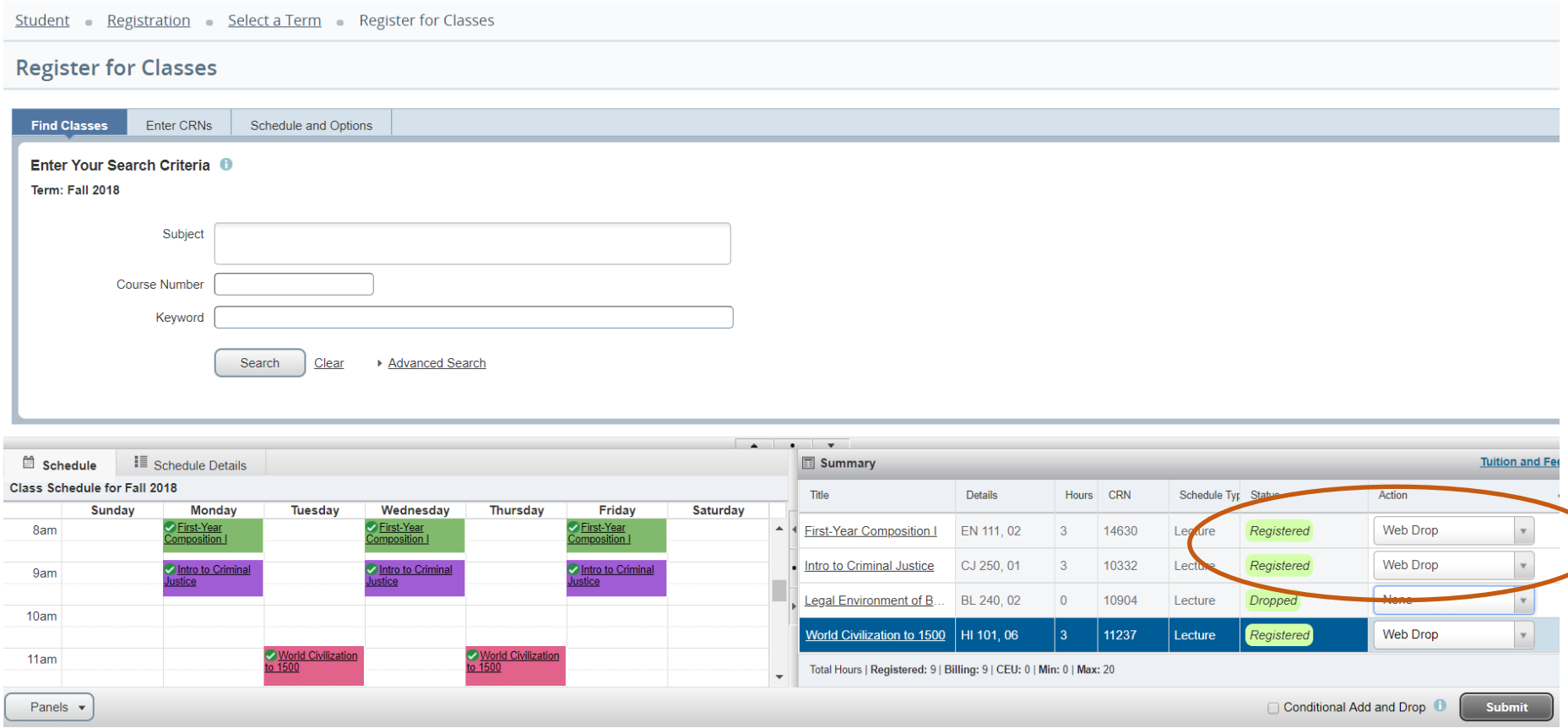
HOW TO WAITLIST A COURSE- To waitlist a course, add the course to your schedule by selecting the **ADD button**. The course will appear as **CLOSED** and **NONE** for the action



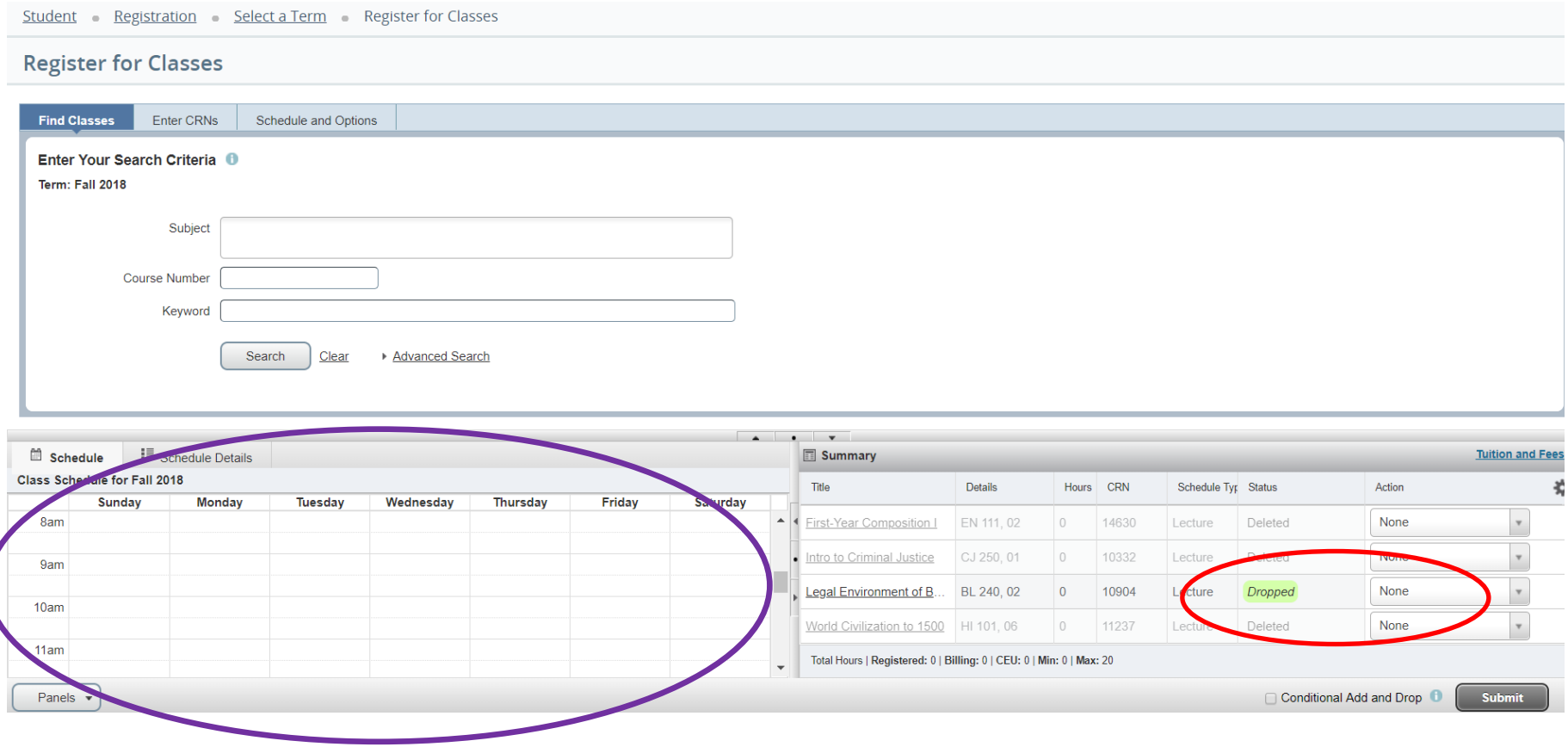
HOW TO WAITLIST A COURSE, cont.. - Select the drop down box under ACTION and select WAITLIST to waitlist the course. Once you submit, you will receive a message in the upper right hand corner and the course status will reflect "waitlisted".



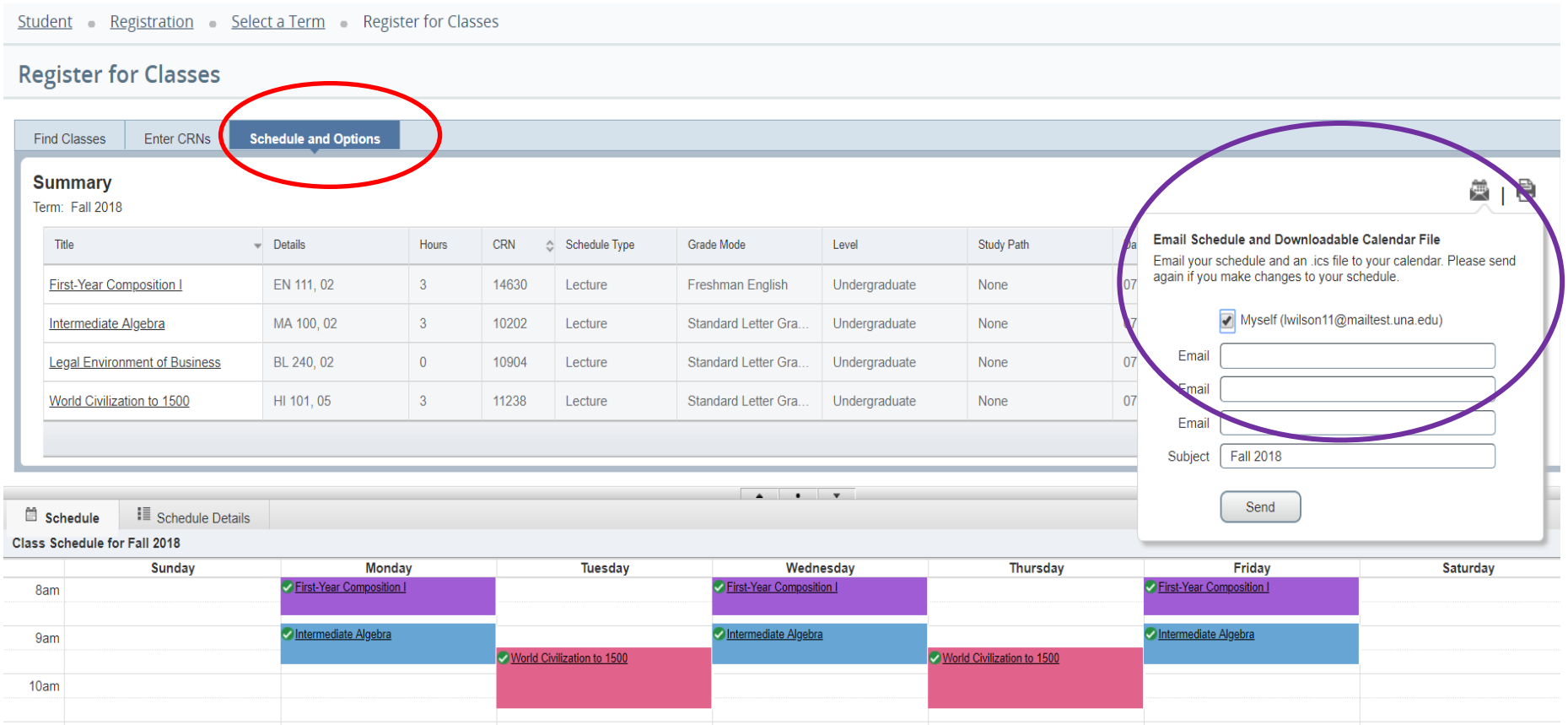
Dropping courses, select the drop down and select the appropriate action, hit submit.



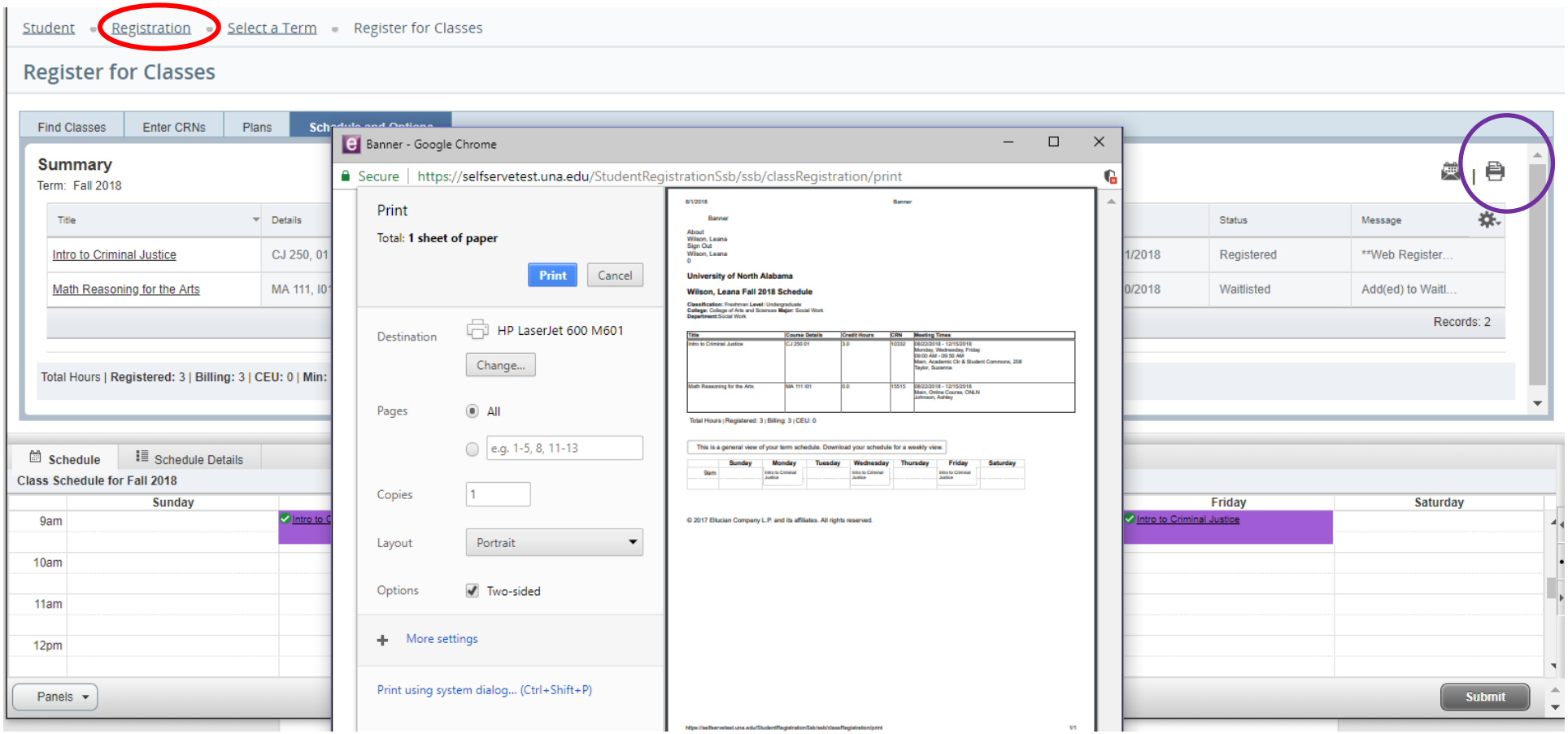
The course will appear as dropped in the **"status"** column of the **Summary box**, and nothing will be listed in the Class Schedule box.



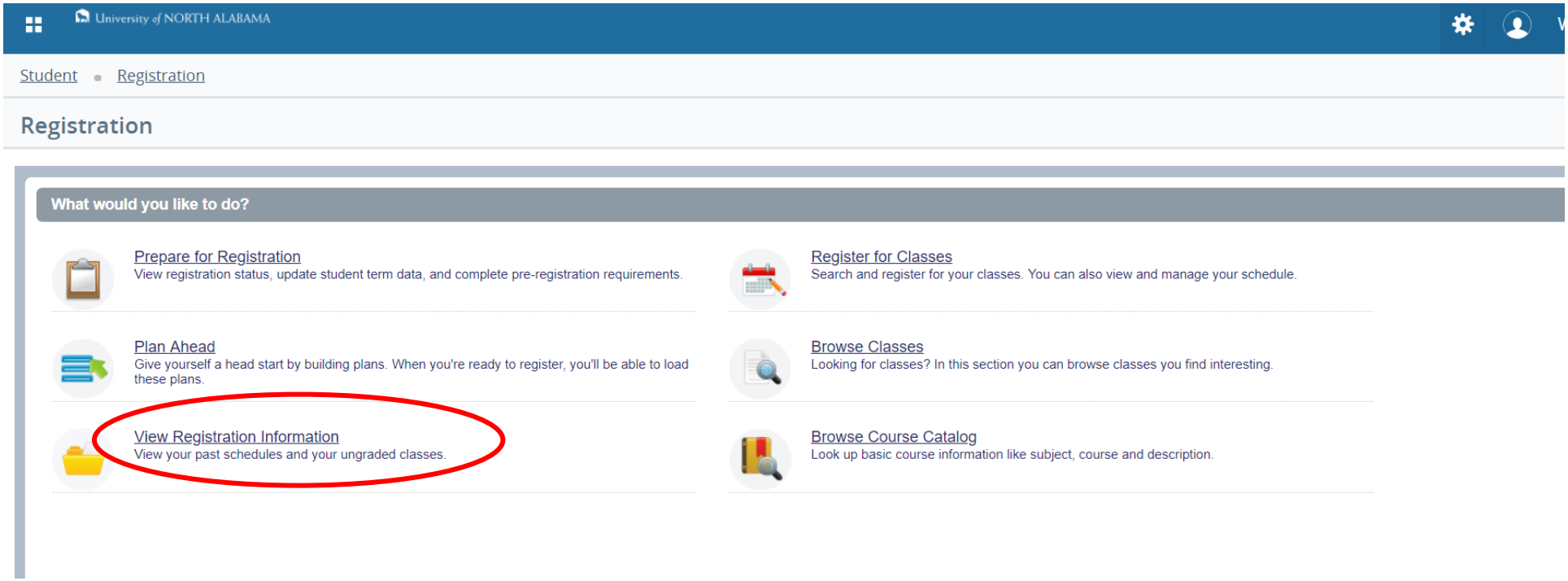
EMAILING YOUR SCHEDULE – You have the option of emailing your schedule from the **SCHEDULE and OPTIONS** tab by simply selecting the envelope icon on the upper right hand corner.



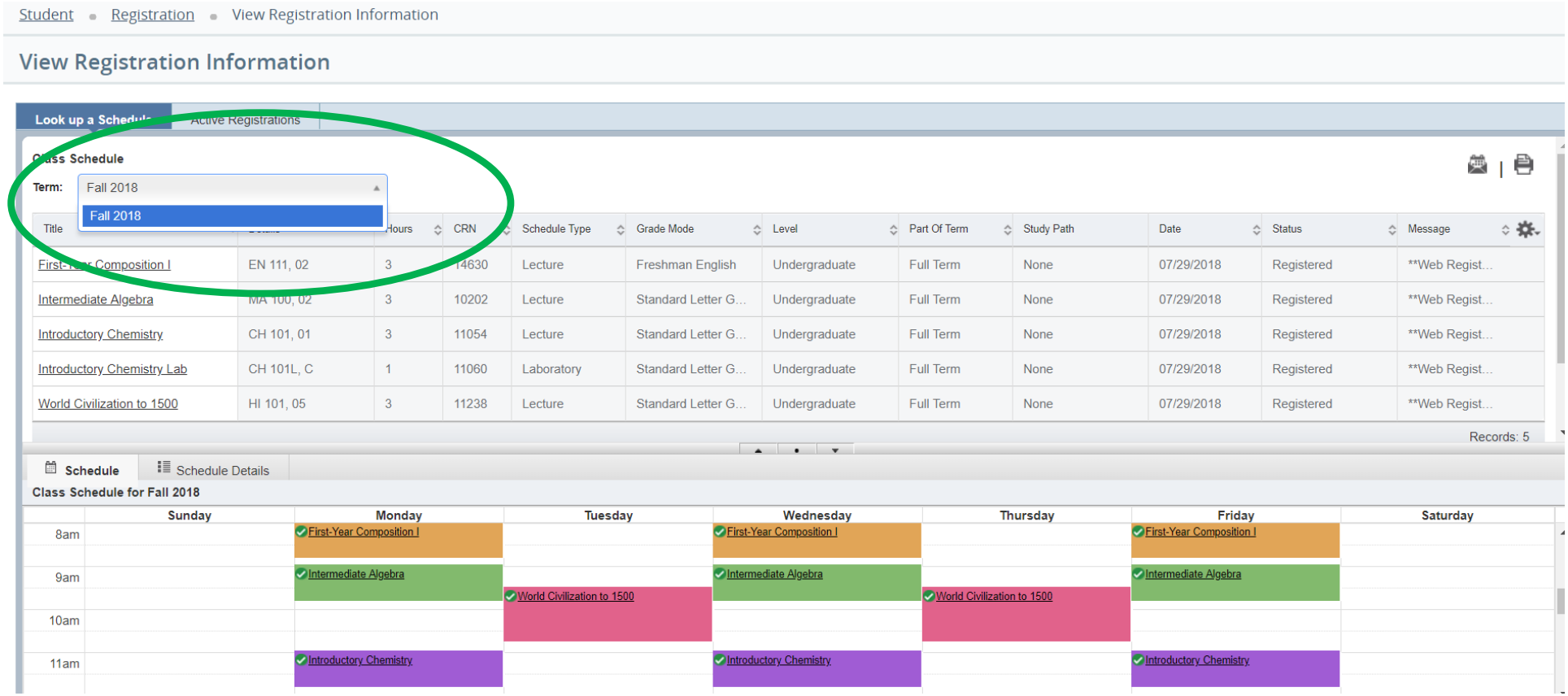
PRINTING YOUR SCHEDULE – You print your schedule from the **SCHEDULE and OPTIONS** tab by clicking on the **printer icon** on the upper right hand corner. To return to the main menu select the **REGISTRATION** link



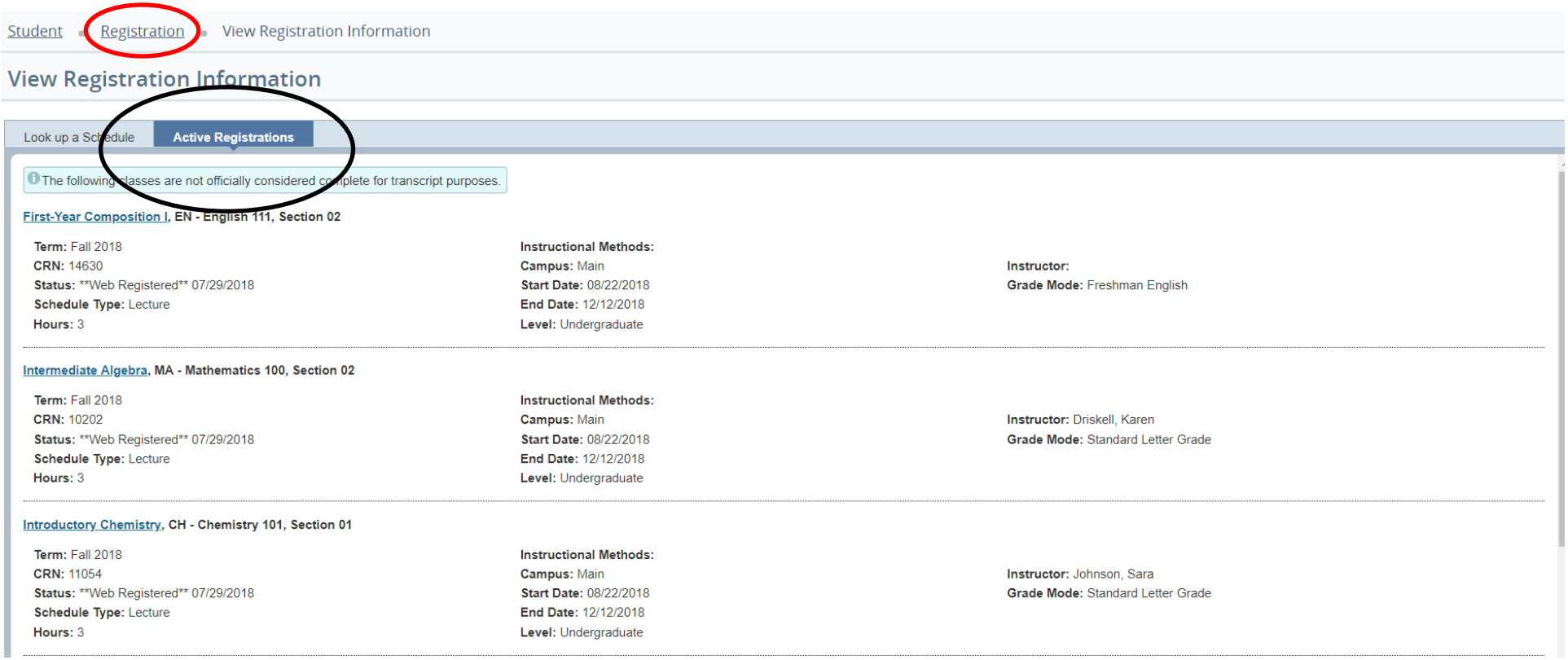
To get a full review of your schedule, select, VIEW REGISTRATION INFORMATION:



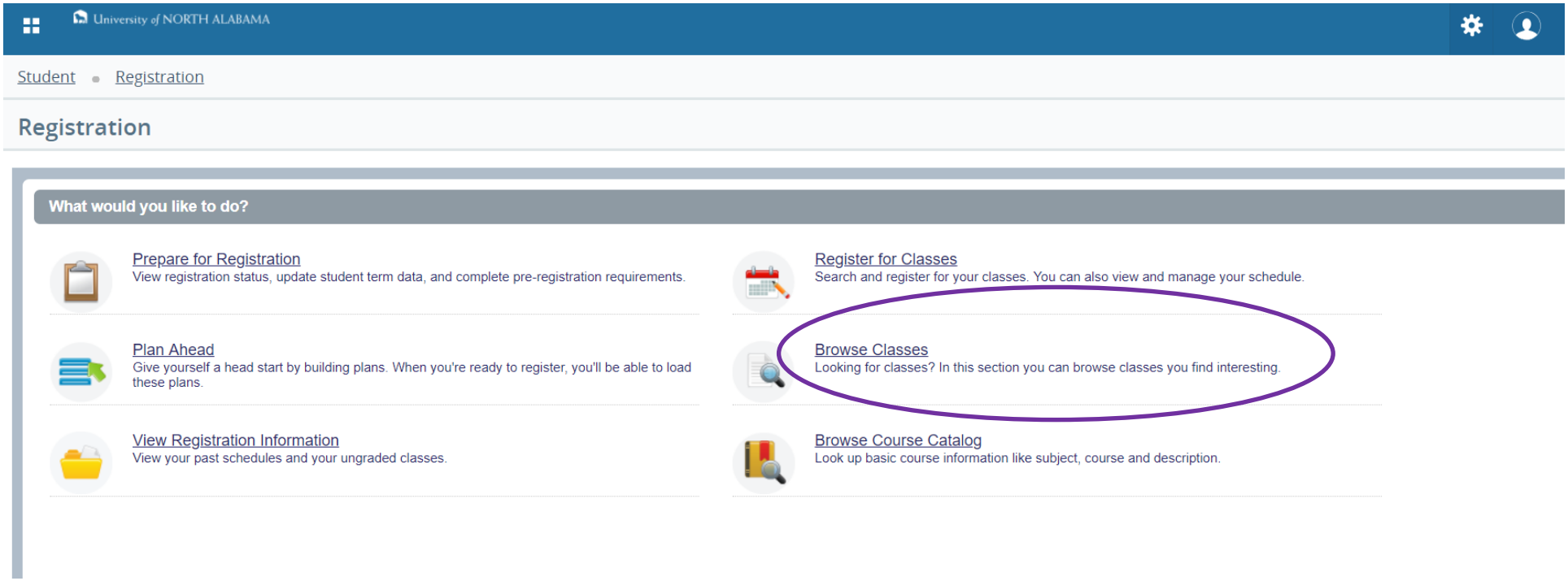
Click the drop down, select the term to view current to past registrations.



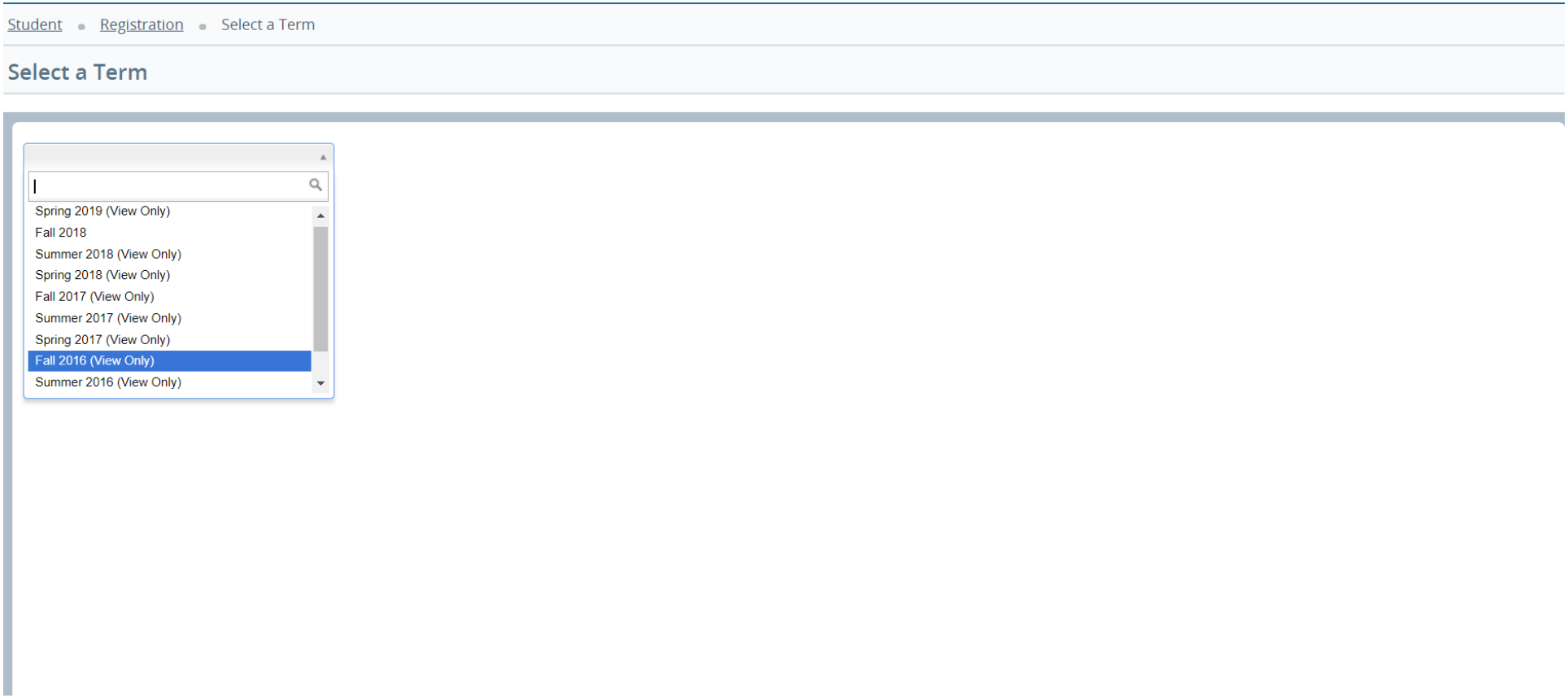
To view your current registration in full detail, click on the **ACTIVE REGISTRATION** tab**.** To return to the main menu select the **REGISTRATION** link



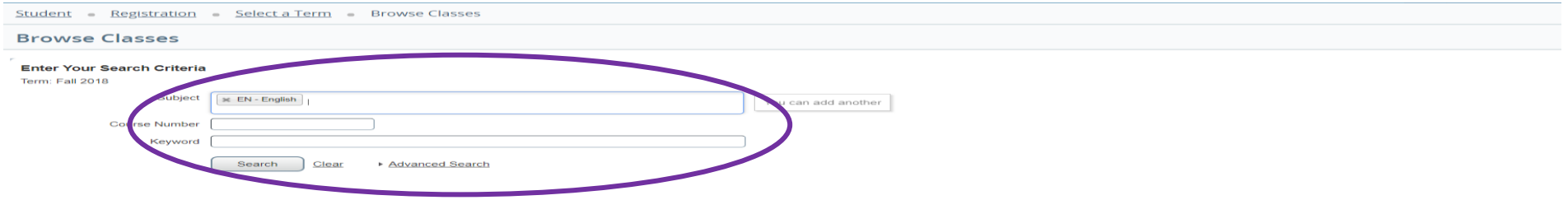
To view current, past or future course offerings, select**, BROWSE CLASSES**:



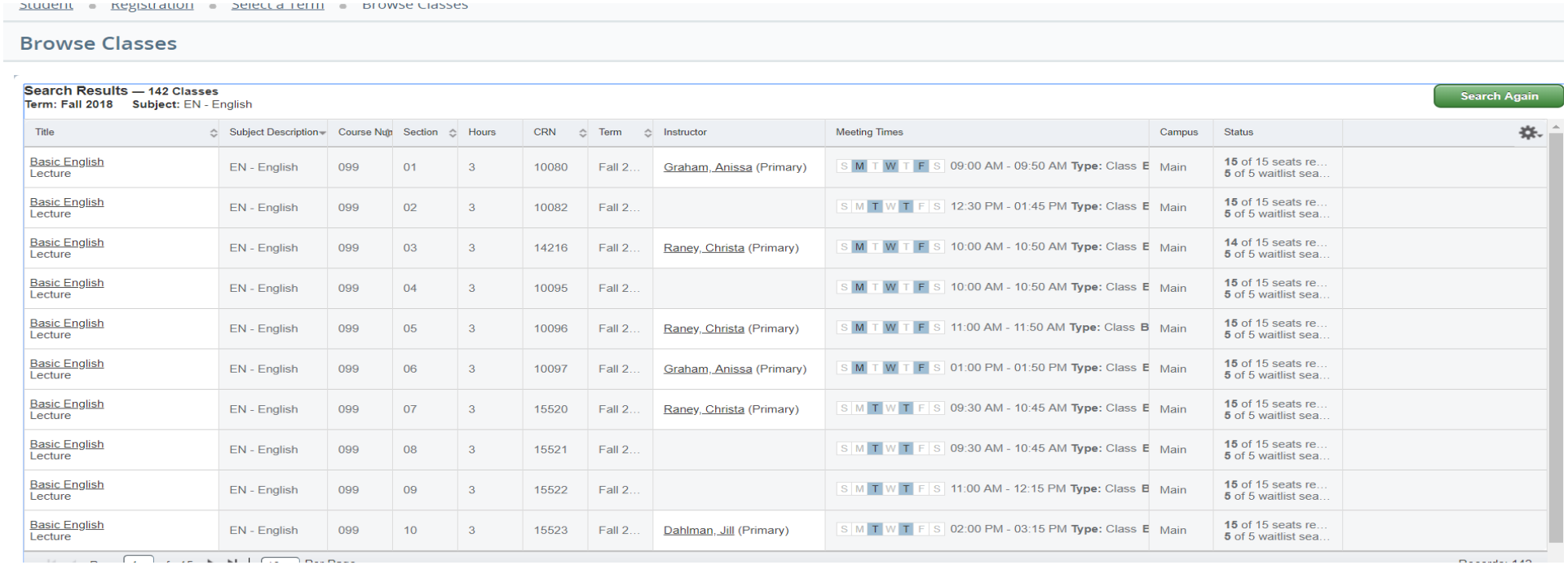
Click on the drop down box and select the appropriate term:



Enter a subject to retrieve all sections of that subject or leave it blank to get the entire listing of courses and hit search:



Below is a listing of English classes offered



Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Basic English Lecture	EN - English	099	01	3	10080	Fall 2...	Graham, Anissa (Primary)	S M T W T F S 09:00 AM - 09:50 AM **Type:** Class **E**	Main	**15** of 15 seats re... **5** of 5 waitlist sea...
Basic English Lecture	EN - English	099	02	3	10082	Fall 2...		S M T W T F S 12:30 PM - 01:45 PM **Type:** Class **E**	Main	**15** of 15 seats re... **5** of 5 waitlist sea...
Basic English Lecture	EN - English	099	03	3	14216	Fall 2...	Raney, Christa (Primary)	S M T W T F S 10:00 AM - 10:50 AM **Type:** Class **E**	Main	**14** of 15 seats re... **5** of 5 waitlist sea...
Basic English Lecture	EN - English	099	04	3	10095	Fall 2...		S M T W T F S 10:00 AM - 10:50 AM **Type:** Class **E**	Main	**15** of 15 seats re... **5** of 5 waitlist sea...
Basic English Lecture	EN - English	099	05	3	10096	Fall 2...	Raney, Christa (Primary)	S M T W T F S 11:00 AM - 11:50 AM **Type:** Class **B**	Main	**15** of 15 seats re... **5** of 5 waitlist sea...
Basic English Lecture	EN - English	099	06	3	10097	Fall 2...	Graham, Anissa (Primary)	S M T W T F S 01:00 PM - 01:50 PM **Type:** Class **E**	Main	**15** of 15 seats re... **5** of 5 waitlist sea...
Basic English Lecture	EN - English	099	07	3	15520	Fall 2...	Raney, Christa (Primary)	S M T W T F S 09:30 AM - 10:45 AM **Type:** Class **E**	Main	**15** of 15 seats re... **5** of 5 waitlist sea...
Basic English Lecture	EN - English	099	08	3	15521	Fall 2...		S M T W T F S 09:30 AM - 10:45 AM **Type:** Class **E**	Main	**15** of 15 seats re... **5** of 5 waitlist sea...
Basic English Lecture	EN - English	099	09	3	15522	Fall 2...		S M T W T F S 11:00 AM - 12:15 PM **Type:** Class **B**	Main	**15** of 15 seats re... **5** of 5 waitlist sea...
Basic English Lecture	EN - English	099	10	3	15523	Fall 2...	Dahlman, Jill (Primary)	S M T W T F S 02:00 PM - 03:15 PM **Type:** Class **E**	Main	**15** of 15 seats re... **5** of 5 waitlist sea...

OFFICE OF THE REGISTRAR

Ext. 4316 or via email, registrar@una.edu