

Registration To Do List

Familiarize yourself with insideND & the STUDENT ACADEMIC TAB.

View your REGISTRATION STATUS to verify your eligibility to register for classes and to find your TIME TICKET ASSIGNMENT.

Make an appointment for ADVISING and obtain your REGISTRATION ALTERNATE PIN.

Unsure of the registration system? Checkout our online TUTORIALS for help with class searches and registration.

Perform a CLASS SEARCH to find classes for which you want to register. Read about COURSE REFERENCE NUMBERS (CRN).

See the department of any classes that you want to register for that are DEPARTMENT APPROVAL REQUIRED.

Obtain any on-line PERMIT-OVERRIDES you may need.

ADD or DROP CLASSES to register for classes. If you do not meet the class restrictions you will receive an ERROR.

Remember to add all of your CO-REQUISITE classes to the Registration WORKSHEET before you “submit changes”.

View or Print your SCHEDULE.

Complete ENROLLMENT for the semester between August 22 and September 3, 2008.

For each term that is **BOLD** and UNDERLINED see the following pages, arranged alphabetically, for further details.

REGISTRATION INFORMATION

ADD or DROP CLASSES

Add Classes

- Select “**Add or Drop Classes**” from the “Registration Tools” channel in insideND
- Select appropriate term in the “Select a Term” drop down menu
- Click in the first field under “Add Classes Worksheet”
- Type the CRN’s of the classes for which you wish to register (you may enter up to 10)
- Click “Submit Changes” to register for all CRNs entered on the worksheet

Co-Requisites

All Co-requisites must be added to the “Registration Worksheet” before clicking “Submit Changes”. Failure to have all the co-requisite CRNs in the worksheet before you “Submit Changes” will result in a “Registration Add Error” for the class(es). To correct this error, enter the CRNs for each co-requisite on the “Registration Worksheet” and select “Submit Changes”.

Adjusting Credit Hours of a Variable Credit Classes

- Add the class using the “Add Classes” instructions
- Variable credit classes will appear with the minimum credit hour value
- Click on the hyperlinked credit hours
- A pop-up window will display, click on the “Credit Hours” field of the Variable Credit class
- Enter the number of credit hours for which you wish to register
- Click “Submit Changes” (**Click only once** - any more than one time may cause a error to occur)
- **Select “Add or Drop Classes” link, at the bottom of the page, to take you back**

Drop Classes

- Locate the class you wish to drop in your “Current Schedule”
- Use the drop down menu, in the “Action” column, next to the class you wish to drop
- Select “Web Dropped” and “Submit Changes”
- The class is now dropped and no longer appears on your schedule

Exchange Classes

Warning: You must be certain that there are no schedule conflicts, unmet restrictions and that the class/tutorial/lab has openings before exchanging sections. This action is not a true “swap” function. The course you select to be Web Dropped will be removed from your schedule, whether or not you are able to add the requested section.

- Go to the Registration Worksheet
- Enter the CRN of the class/tutorial/lab that you want to add in the “Add Classes Worksheet” section
- In the “Current Schedule” section, change the status to “Web Dropped” in the Action column of the class to be dropped
- Click on “Submit Changes”
- The class/tutorial/lab is now exchanged

ADVISING

Students must make an appointment for academic advising and to obtain their **Registration Alternate PIN**, which is required to register for classes. The advising process varies among the colleges and departments. Students should contact the department of their first major for guidelines. **Do this early!** Those who delay advising until immediately before their Registration Time Ticket begins, may have difficulty obtaining their **Registration Alternate PIN** in time.

AUDITING A CLASS - Graduate students only

Only graduate level students are permitted to audit. All regulations, restrictions, and charges regarding registration to a class remain in effect, whether or not the class is taken for audit or credit. This audit must be declared by the seventh class day of the semester.

- Register for the class in insideND
- Go to the Office of the Registrar, 105 Main Building and request to Audit the class
- The Office of the Registrar will modify your grade mode to "Audit"

CLASS LOADS AND OVERLOADS

Students will not be allowed to register for an "overload" class schedule without permission of the student's assistant or associate dean. The number of credits constituting an "overload" varies by college or school. If permission for an "overload" is granted, the assistant or associate dean will enter the new maximum directly into the student's record. The student can then use **Add or Drop Classes** to obtain the additional class.

All classes, including ROTC, Music, and audited classes (Graduate students only), count toward the maximum credits allowed by a department.

The maximum number of credits allowed without overload permission is:

<u>College</u>	<u>Maximum Credits</u>
Architecture	19
Arts and Letters	17
Business (sophomores)	17
Business (juniors, seniors)	18
Engineering	19
First Year of Studies	18
Science	18
Graduate Business (Degree seeking)	16
Graduate School	15
Law	17

CLASS SEARCHES

Three separate class searches can be accessed through insideND from the Student Academic Services channel:

"Class Search" (preferred search - all information about a class except course description)

- Use the drop down boxes to select your search criteria
- Search results are displayed as a list of classes, with the following class information - Course, Section, Title, Credits, Status (Open/Closed), Maximum Allowed, Open Seats, CRN, When, Instructor, and Where (building and room)
- Restrictions - can be viewed by clicking on the underlined subject and course number in the class search results
- Seat Allocations - under "Registration Availability" section, if applicable
- Seat Availability - scroll down to "Registration Availability" to view available seats

“Schedule of Classes Search” (advanced search with detailed information, including course descriptions)

- Use the drop down boxes to select your search criteria (must select at least one Subject)
- Sections that meet the selected criteria will be displayed by section
- Select “View Catalog Entry” to view more detail about the class, including the course description

Class Search while in Registration

- Go to the registration worksheet
- Next to the “Submit Changes” button, click on “Class Search”
- This class search functions in a very similar manner to the “Schedule of Classes Search”
- Select classes to add to the registration worksheet by placing a check in the box in the first column. (You may check more than one.)
- Click “Add to Worksheet” at the bottom of the page

CLASSIFICATION CALCULATIONS

Classification indicates whether a student is a Freshman, Sophomore, Junior, Senior, Fifth Year Architecture Senior, First Year Law Student, 2nd Year Graduate Business student, etc. Some classes are restricted by classification, and seats may be allocated by classification.

Registration time tickets are scheduled by student classification. Students having questions about their classification should contact the associate or assistant dean in their college.

To check your classification, go to insideND and select **Registration Status and Holds** from your “Registration Tools” channel. Scroll down to look under “Curriculum Information”.

CO-REQUISITE CLASSES

On the Registration Worksheet, classes with co-requisite courses must be submitted at the same time. The CRNs for each co-requisite course must be present on the registration worksheet when the “Submit Changes” button is clicked. For example, if a course has a lab, the CRN of the main course must be on the registration worksheet AND the CRN of the lab must be on the registration worksheet prior to “Submit Changes” being clicked.

COURSE REFERENCE NUMBER (CRN)

CRN stands for “Course Reference Number” and is used when registering for classes. It is not the same as the Course Number. CRN’s will be 4 digits long for Summer Session and 5 digits long for Fall and Spring semesters. In the Fall, CRN’s will begin with a “1.” In the Spring, CRN’s will begin with a “2.”

COURSE RENUMBERING

Beginning in Summer Session 2005, all the courses offered at Notre Dame became 5 numeric digits long. For more information on numbers definitions go to: http://registrar.nd.edu/course_renumbering.shtml

DEPARTMENTAL APPROVAL REQUIRED

See the department offering the course for approval to register for the course. Go to “**Registration Status and Holds**” to see the approvals that have been entered by the department. Then register for the class.

ENROLLMENT

Enrollment is NOT the same as registering for your classes. Enrollment is the process in which a student informs the University Registrar of his or her intention to pursue the classes for which they have registered. All students are required to Enroll each semester. Enrollment must be completed by midnight

on the seventh class day. Students that have not enrolled by the seventh class day, and who have not made arrangements with their academic dean for late enrollment, are determined to be "Inactive" for the semester **and their classes will be removed from their schedule**. Enrollment is accessed by selecting **Web Enrollment** from the "Registration Tools" channel on insideND. **Web Enrollment** is available a few days prior to the beginning of the semester.

ERROR (Registration Add Error)

When a student attempts to register for a class for which he or she is not eligible, a "Registration Add Error" will appear in the area just above the "Registration Worksheet".

Any restrictions requested by a department will be listed in the "Class Search" or in "The Hours of Instruction" book. There are a number of restrictions a department might place on a class for registration. For example, classes can be restricted to a certain classification such as sophomores; or a course can be reserved for a given group (major, degree, etc.). If you encounter a "Registration Error" choose another class.

THE REGISTRATION ADD ERROR MESSAGE IS . . .	WHAT IT MEANS . . .
CAMPUS RESTRICTION	Student and course are at different campus locations (see "All Other Registration Add Errors" information)
CLASS RESTRICTION	Student does not meet the Class (classification) restriction (see "All Other Registration Add Errors" information)
CLOSED SECTION	All seats in this section are taken
CLOSED SECTION - X	All seats in this crosslisted section are taken
CLOSED SECTION - RESERVED	All seats in the class are taken that match the students qualifications (ex. certain classification or major)
COLLEGE RESTRICTION	Student does not meet the College restriction (see "All Other Registration Add Errors" information)
CORQ_COURSE_XXXXX	Student does not have appropriate Co-requisite(s). <u>All Co-requisites must be entered on the "Registration Worksheet" before clicking "Submit Changes"</u>
DEGREE RESTRICTION	Student does not meet the Degree restriction (see "All Other Registration Add Errors" information)
DEPARTMENT APPROVAL REQ'D	Departmental Approval Required. See the department offering the course for approval. Go to "View Registration Status" to see the approvals that have been entered by the department. Then register for the class.
DUPL CRSE WITH SEC - xxxxx	Student is trying to register for the same course (either a different section or a cross listed class)
LEVEL RESTRICTION	Student does not meet the Level restriction (see "All Other Registration Add Errors" information)
MAJOR RESTRICTION	Student does not meet the Major restriction (see "All Other Registration Add Errors" information)

MAXIMUM HOURS EXCEEDED	Student has reached maximum number of credit hours allowed for the semester. Contact your academic dean to request an "overload". (see "CLASS LOADS" information)
PREQ and TEST SCORE-ERROR	Student does not have appropriate Pre-requisite(s) or placement test score (see "All Other Registration Add Errors" information)
PROGRAM RESTRICTION	Student does not meet the Program restriction (see "All Other Registration Add Errors" information)
RESERVED CLOSED	Seat Allocation, that matches the student, is full (see "SEAT ALLOCATION" information)
RPT HRS EXCEED + the number of credit hours allowed	Student has taken the course in past semesters and would be repeating the course
TIME CONFLICT + CRN of conflict	Student is attempting to register for two classes that meet at the same time or overlapping times.

FULL-TIME/PART-TIME STATUS

An undergraduate degree-seeking student **must be in full-time status each semester**. Any undergraduate student who is enrolled in at least 12 credit hours is considered **full-time**. A student who believes that special circumstances may require him/her to carry fewer than 12 semester hours in any semester (including a senior in his or her last semester), must seek approval from their respective college to be part-time. This request and conversion, if approved, must be made before the seventh class day of Fall or Spring semester. If permission is granted, the dean will make the modification in the student's record. The Office of Student Accounts will be notified of the change of status and, if necessary, an adjustment to tuition will be made. There will be no adjustment of tuition unless permission is given by the dean and the class schedule is changed before the seventh class day of the Fall or Spring semester.

Graduate level, Law, and Graduate Business students should see their advisor or department for more information.

PASS/FAIL OPTION

Undergraduates: According to the Academic Code, (19.1): "Each junior or senior undergraduate may file with their dean during the first seven class days of the semester the decision to take one elective course, outside the student's major department and not required by the student's program, per semester on a pass/fail basis. Such a filing is irrevocable and will result in conversion by the registrar of the instructor's final grade report into an entry of P ('pass') or F ('fail') on the student's record. The instructor will not be informed that the student has elected the pass/fail grading option. The registrar will interpret the final grades of 'A' through 'D' as 'pass'. If a final grade of 'F' is issued, it will be computed into the student's grade point average."

Students must first register for a class before the Pass/Fail Option can be applied. All Pass/Fail Option changes are processed in the dean's office. If the dean approves the Pass/Fail Option (or change), he or she will enter the information directly on to the student's record.

The last day for all Pass/Fail Option changes for the Fall 2008 is September 3, 2008.

Law Students: The Pass/Fail Option is also available to students in the Law School, but is limited to a total of two non-required courses, and only with the permission of the course instructor. These courses cannot be taken in the same semester. Permission must be obtained by August 29, 2008 from the Law School Registrar.

PERMIT-OVERRIDE

Electronic permissions and overrides are entered directly into the system, onto a student's record, allowing them to register for a particular class. Permission for classes that are "Department Approval Required" will also be entered electronically. The permissions and overrides can be entered by departmental staff prior to registration, during the advising period which begins March 25, 2008.

Receiving a permission or an override does not register the student into the class. Students must still register for any courses for which they receive permissions and overrides. Receiving a permission or an override does not guarantee the student a seat in the class, it simply enables the student to attempt to register for the course.

REGISTRATION ALTERNATE PIN

The "Alternate PIN" is the terminology used for the Registration PIN. The "Alternate PIN" is the PIN received from an academic advisor or department to be used for registration.

The **Registration Alternate PIN** is required for entry into registration. Students must make an appointment for academic advising and to obtain their **Registration Alternate PIN**. The advising process varies among the colleges and departments. Students should contact the department of their first major for guidelines. **Do this early!** Those who delay advising until immediately before their registration Time Ticket begins may have difficulty obtaining their **Registration Alternate PIN** in time.

Once obtained, the **Registration Alternate PIN** will be valid through 11:59 p.m. September 3, 2008 (except for Law and First Year students). Students who are returning from an official Leave of Absence will have Registration Alternate PINs available in the departmental office of their major. Freshmen should follow the guidelines set by the First Year of Studies.

You may be required to enter your Registration Alternate PIN each time you enter **the Add or Drop Classes (and forgotten PIN) link**. After you register for at least one class, if you forget your Alternate PIN you can find it by clicking the "Forgotten PIN" link at the bottom of the "Registration PIN Verification" page.

REGISTRATION STATUS and HOLDS

It is recommended that students check their registration status before attempting to register for classes.

- Select "**Registration Status and Holds**" from the "Registration Tools" channel
- Select appropriate term in the "Select a Term" drop down menu
- Registration Time Ticket will display
- Three boxes will display and all of the boxes must be checked before registration can take place
 - If you have any registration "Holds" you must clear them with the office listed
 - You must be in good Academic Standing
 - Your Student Status must be eligible to register
- Any Department "Approval Granted" or registration class restriction overrides, given by an academic department, will display. (See Permit-Override)
- Degree information, including majors, will display

SAINT MARY'S (REGISTERING FOR CLASSES)

The entire Saint Mary's College **Fall 2008** Schedule of Classes is available through "PRISM" at the Saint Mary's web site. The URL is: <http://www.saintmarys.edu/~regoff/>

Notre Dame students are permitted to register for Saint Mary's College classes if space permits and if the class prerequisites are met.

There are two methods of registering for Saint Mary's College classes:

- A) **Add or Drop Classes** in insideND may be used to register for selected EDUC, RLST, SW, and THTR classes. These classes are listed in this book.

Any Saint Mary's classes successfully registered for using **Add or Drop Classes** will immediately appear on the Notre Dame student's schedule.

- B) To register for other Saint Mary's classes, complete a *Saint Mary's Intent* form, which is available online at <http://registrar.nd.edu> by clicking on the SMC Intent Form link.

In order to receive priority, by student classification, the intent form must be submitted electronically to the Saint Mary's Registrar's Office or returned to the Notre Dame Office of the Registrar by Wednesday, April 23. Forms returned after this date are considered by Saint Mary's College only if space is available. Forms received after this date will be processed after the first day of Fall 2008 classes.

Any Saint Mary's College classes for which the Notre Dame student has been approved will appear on the Notre Dame student's schedule after the student's time ticket assignment has started.

ADDING SAINT MARY'S CLASSES

Saint Mary's College classes may also be added during the first seven class days of the semester. Notre Dame students must take a *Saint Mary's Add Form* to the Saint Mary's department offering the course and obtain a signature of approval.

DROPPING SAINT MARY'S CLASSES

Saint Mary's College classes may be dropped using **Add or Drop Classes** insideND at anytime after registering for the class through the first seven class day of the semester (January 23, 2008). After this date, and through the last day to discontinue classes, any drop must be completed on a form and signed by the student's dean at Notre Dame. Check the academic calendar for specific class change deadlines.

SCHEDULE (VIEW OR PRINT)

After registering for classes, students can view their class schedule using the "Week at a Glance" link in the Student Academic Services channel in insideND. The "Week at a Glance" view defaults to "today." If a student wants to view how their summer (or fall) classes line up, they will need to use the "Jump To" feature in the upper right-hand corner and enter a date that falls during the semester they would like to view. Students can print this view directly from their browser using either File, Print, or the Print icon.

For example: Students register on 4/19/08 for Fall 2008 and they click "Week at a Glance." It displays the week of 4/19/2008, with no information about their courses. Students would enter 8/25/2008 in the "Jump To" box to display a week when their classes begin.

SEAT ALLOCATION

"Seat Allocation" is a feature of the registration system. Departments are able to allocate seats based on Level, Major, or Classification of the students. To view the Seat Allocations of a class, if applicable, use the Class Search function.

Also, it is important to note that there is no "overflow" capability from one allocation to another. For example, if a course has 15 seats allocated to majors and all 15 seats are filled by students who are majors, then the sixteenth Anthropology major would NOT be able to register for the class even if there were seats available in the "unallocated" portion of the class.

TIME TICKET ASSIGNMENTS

A student's Time Ticket indicates when they are able to start registering for classes. The registration "window" does not close for the student until the seventh class day, except for law and first year students, of the semester for which they are registering.

On Wednesday March, 18, 2008 registration Time Ticket dates and times were posted for each student. Students may view their Time Ticket for Fall 2008 by selecting **Registration Status and Holds** from the "Registration Tools" channel.

Registration Time Tickets for students are scheduled by the **student's classification as of Fall 2008**, as shown in the following table:

Undergraduate Seniors (including 5th year ARCH)	April 14 and 15
Graduate, Law, and Master of Non-Profit Administration Students	April 16
Undergraduate Juniors	April 17 and 18
Undergraduate Sophomores	April 21 and 22
Non-degree and students going to Dublin, Fremantle, Perth, Santiago, and Washington, D.C.	April 23

TUTORIALS (Class Search and Registration tutorials)

Online FAQ's and Tutorials available at <http://registrar.nd.edu/registration.shtml>

WORKSHEET (Registration Worksheet)

Classes can be added to the registration worksheet in two ways:

- 1) Type the CRN of the course. Students can add up to ten CRN's at the same time, by clicking "Submit Changes." Students will **not** be allowed to exceed the maximum number of credits allowed per semester.

- 2) Perform a "class search." With the results displayed, click the check box to the left of the CRN for the class or classes you wish to add to your worksheet. Clicking "Add to Worksheet" does not register you into those classes. Only "Submit Changes" processes the registration. CRN's added to the worksheet will stay on the worksheet for the entire session that you are logged in, even through multiple class searches. Clicking "Submit Changes" will process the CRN's and clear the worksheet.

CLASS SCHEDULE TERMINOLOGY

Online FAQ's and tutorials available at <http://registrar.nd.edu/registration.shtml>

CRN

A unique five digit number in Fall and Spring registrations. Use this number to request the course and section.

Course ID

Department: A two, three, or four letter department or discipline abbreviation. (Example: ENGL)

Number: Each course is identified by a five digit number. (Example: 20123)

Section: Each class which is taught at a different time or by a different instructor has a unique two-digit number. (Example: 01)

COURSE TITLE

Descriptive title of the course, assigned by the academic department offering the course.

CREDIT HOURS

The number of credit hours associated with the class. "V" indicates a variable credit class. "0.0" is used for non-credit classes receiving grades or for classes which are part of another class and for which no separate grade is to be given.

DAYS

U	Sunday
M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday

TIME START-END

The starting and ending times of the class.

INSTRUCTOR

The name(s) of the instructor(s) teaching the class. If no name appears, the instructor(s) will be announced later. The "P" designation indicates the primary instructor of the class.

COMMENTS and RESTRICTIONS

Additional information about the class will be listed here, such as; course equivalents, cross-listed courses and restrictions on registration (including any Pre-requisites or Co-requisites).

STANDARD CLASS TIME PERIODS

50 - MINUTE CLASSES

MWF	8:30 a.m. to 9:20 a.m.
MWF	9:35 a.m. to 10:25 a.m.
MWF	10:40 a.m. to 11:30 a.m.
MWF	11:45 a.m. to 12:35 p.m.
MWF	12:50 p.m. to 1:40 p.m.
MWF	1:55 p.m. to 2:45 p.m.
MWF	3:00 p.m. to 3:50 p.m.
MWF	4:05 p.m. to 4:55 p.m.
MWF	5:10 p.m. to 6:00 p.m.

75 - MINUTE CLASSES

TR	8:00 a.m. to 9:15 a.m. (Graduate courses only)
TR	9:30 a.m. to 10:45 a.m.
TR	11:00 a.m. to 12:15 p.m.
TR	12:30 p.m. to 1:45 p.m.
TR	2:00 p.m. to 3:15 p.m.
TR	3:30 p.m. to 4:45 p.m.
TR	5:00 p.m. to 6:15 p.m.
MW	8:00 a.m. to 9:15 a.m.
MW	11:45 a.m. to 1:00 p.m.
MW	1:30 p.m. to 2:45 p.m.
MW	3:00 p.m. to 4:15 p.m.
MW	4:30 p.m. to 5:45 p.m.