

## Directions for Registering for Courses in EdNet

1. Log in to your EdNet account.
2. Select ***Student & Financial Aid*** from the main menu.
3. Select ***Registration***.
4. Select ***Check Your Registration Status***. Select the term you wish to enroll in courses for and select ***Submit***. Review the information to assure your registration status will allow you to continue or you are not permitted to register. The information will indicate the following:
  - If you have no holds or if you have a hold which prevents registration
  - If your academic standing permits or prevents registration
  - If your student status permits or prevents registration
  - Will show your course standing (senior, junior, sophomore, freshman)

If you have a hold on your account, you may select ***View Holds*** at the bottom of the page for more information. You will need to take care of holds which prevent registration before you will be able to register for courses. If you have all green check marks and are permitted to register, continue with the steps below.

5. Select ***Look Up Courses*** from the selections at the bottom of the page.
6. You must select at least one subject to perform a course search. You may select multiple subjects by holding down the CTRL key. Select ***Course Search*** to display courses. Selecting ***Advanced Search*** will enable you to search by instructor, part of term, day and time, campus, etc.
7. Courses being offered for the term you selected within the subject(s) you selected will be displayed.
8. To view the number of sections being offered for a course, select ***View Sections***. All sections for the specific course you have selected will appear. Information displayed will include the 4-digit CRN, subject (Subj), the course (Crse), section number (Sec), campus location (Cmp), number of credits the course is (Cred), days/times, enrollment cap (Cap), actual number of students enrolled in the course already (Act), spots remaining in the course (Rem), what the waitlist cap is (WL Cap), how many students are currently on the waitlist for the course (WL Act), how many spots still remain on the waitlist (WL Rem), instructor, beginning and ending dates for the course (Date), location which is the building and room number, and the course attributes. Some items to note:
  - A “W” included with the section number means the course is web based. (01W, 02W)
  - A “H” included with the section number means the course is hybrid.

- If an attribute displays “100% non-traditional delivery” and “Internet, asynchronous”, this means the course is fully online and there will be no days, times or location listed. “TBA” will be displayed in the Time and Location column.
  - If an attribute displays “100% non-traditional delivery” and “Internet, synchronous”, this means the course is fully online, but students and the instructor will be interacting online simultaneously for some of the course. There will be days and times listed and “TBA” will appear in the Location column. Students will be expected to be available during the listed scheduled days and times.
  - Arranged courses will appear with a location if there is a scheduled building and room number and “TBA” will appear in the Time column
  - The next time the course is scheduled to be offered will be designated in the Attribute column.
9. To select the course you want to register for, click on the box next to the 4-digit CRN under the “Select” column so it inserts a check mark in the box. You may select more than one course.
- If a box does not appear in front of the 4-digit CRN number in the “Select” column, there are multiple reasons this may be occurring.
    1. **NR** means the course is not available for registration and usually is a result of a course being restricted to a particular group of students or registration is not available yet.
    2. **SR** means “Student Restriction” and usually is a result of not being eligible to register due to course standing. For example, being a Freshman and trying register for courses on a day only Juniors are able to register. It also will appear if the academic standing prohibits registration or there are holds which prevent registration.
    3. **C** means the course is closed due to reaching the maximum enrollment number for that course. You will have the option to add yourself to the waitlist. See #14 for directions.
10. Below the list of course sections, there are two selections in order to register for a course. Select **Register** to automatically be registered for the course. You will have the option to add additional courses to your registration worksheet if you know the 4-digit CRNs or you may perform another course search. Select **Add to Worksheet** to add the course to your

registration worksheet but you will not actually be registered for the course until you select **Submit Changes**.

11. Once you select your courses and select Register or Add to Worksheet, you will be prompted to enter your 6-digit registration PIN. Your PIN will be provided to you by your academic advisor after you meet with them to discuss your course schedule. After you enter your PIN, select **Submit**.

12. After submitting your PIN, the course(es) you selected will appear as **\*\*Web Registered\*\*** under the Status and you may see something similar to below:

Add Courses Worksheet

CRNs

13. Input additional 4-digit CRN numbers into the boxes (hit tab to go from one box to the next) if you know your course CRN numbers and select **Submit Changes** when you are finished entering CRNs. If you do not know your CRN numbers, select **New Search**.

14. You can add yourself to the waitlist (if a spot on the waitlist is available) for a closed course by selecting “waitlist” from the drop-down box in the **Action** column on the registration worksheet.

15. For courses which are variable credits such as work experience or internships, there will be a drop down box in the **Cred** column for the course. You will need to select the number of credits you are registering for or the credits will remain as 1 credit which is the default credit amount.

16. If you receive an error message when registering for a course, it means you will NOT be able to register for that particular course. You must drop the course by selecting “drop” from the drop down box in the **Action** column in order to be able to continue. The list at the end of this document explains some of the more common error messages. You may also contact an academic department secretary for assistance with dropping a class by emailing [aa.assistants@glenville.edu](mailto:aa.assistants@glenville.edu)

17. Verify your schedule. It is recommended for you to double check all of the courses you intended to register for appear on your course schedule by selecting **Student Detail Schedule** link at the bottom of the page.

## Possible Registration Messages/Errors

***Academic Standing Prohibits Registration*** - This message appears if a student's academic standing prohibits registration. This will occur if a student has been academically suspended from the University. The student should refer to the Probation and Suspension policy in the University catalog.

***Course Restriction*** - Message indicates a particular course standing (Junior, Senior, etc.) is required in order to register for the course section selected. Another course will need to be chosen.

***Closed - Waitlist Full*** - Message indicates both the section and the waitlist are full. Students are not able to register for the course or waitlist for the course and should pick a different section or a different course.

***Closed - 'xx' Waitlisted*** - Message indicates there are no more available seats in the section and there are students on the waitlist. There will be a specific number listed in place of the 'xx' in the message. Students can select to be added to the waitlist for that section or pick another section.

***Corequisite 'xxxx' Required*** - Message indicates a corequisite course (the message will list the course instead of 'xxxx') is required in order to register for the course selected. To register for the course, the student must also register for the course indicated in the error message.

***Course Not Available*** – Message indicates the class is not available for registration. This may be due to the course being cancelled or no longer being active for the chosen term.

***Course Prerequisite and/or Test Score Error*** - Message indicates the student has not met a prerequisite or test score requirement and are not eligible to register for the course section selected. Another course will need to be chosen.

***Degree Restriction*** - Message indicates the student may not register for the course due to not pursuing the specific degree required for the course. Another course will need to be chosen.

***Duplicate CRN*** - Message indicates the student has attempted to register for a CRN that is already on the registration worksheet. One of the sections will need to be dropped in order to continue.

***Field of Study Restriction*** - Message indicates the class is restricted to students in a particular major. Another course will need to be chosen.

***Instructor Approval Required*** - Message indicates there is a section restriction which requires approval from the course instructor. Students will need to contact the course instructor for approval. An override through Academic Affairs will be processed so the student can register for the course.

***Linked Course Required*** - Message indicates registration for the desired course requires registration in a corresponding linked section. Students must also register for the linked section indicated. This is common if a student attempts to register for a lecture section with a linked lab section and does not have one of the sections on the registration worksheet.

***Maximum Hours Exceeded*** - Message indicates the student is attempting to register for more than the maximum number of credit hours allowed. The maximum number of credit hours allowed are:

Undergraduate Students

Fall and Spring semesters = 18 credit hours

Summer term = 12 credit hours

Students on Academic Probation = 15 credit hours

Graduate Students

Fall and Spring semesters = 9 credit hours

Summer term = 6 credit hours

Students on Academic Probation = 3 credit hours

Students who wish to enroll in credit hours above the maximum allowed will need to complete and submit a "Request to Carry Extra Hours" form with their academic advisor.

***Not Enrolled Since Readmit Term*** - Message indicates the student has not attended for at least one academic year and therefore cannot register. Student must reapply for admissions.

***Open - Waitlist Filled*** - Message indicates a seat or seats are available in the section, but a waitlist exists and is full and a waitlisted student has already been notified of an opening. The course is open because a student has dropped the course and the student who was notified of an opening has not enrolled in the class yet. Student will need to pick another section since the waitlist is full and another student cannot be added to the waitlist.

***Open - 'xx' Waitlisted*** - Message indicates a seat or seats are available in the section, but a waitlist of 'xx' students exists and a waitlisted student has been notified of the opening. The number of students on the waitlist will be displayed in place of the 'xx' in the message. Student can either select to be added to the waitlist or select another section.

***Repeat Count Exceeds 'x'*** - Message indicates a student is trying to register for a course which has already been taken for the maximum number of times allowed. For example, MUSC 111 may be repeated for up to four times for credit. If a student attempts to register for MUSC 111 for a fifth time, this message will display.

***Repeat Credit Exceeds 'x'*** - Message indicates a student is trying to register for a course which has already been taken for the maximum number of credit hours allowed.

***Section Status Prohibits Registration for this Section*** - Message indicates the selected course is not available for the term selected. This may be because the course is not being offered and therefore is not active or the course was available but has been canceled and no longer is available. Student will need to choose another course.

***Student Status Prohibits Registration*** - Message indicates the student's status is not Active and is not eligible to register for courses. This error is often the result of when a student has not

been enrolled at Glenville State University for over a year and has been changed to an Inactive status. The student will need to reapply for admissions in order to be eligible to register for courses.

***Time Conflict with 'xxxx xxx'*** - Message indicates a registration records already exists for a course (message will list the course instead of 'xxxx xxx') which will be meeting at the same days and time(s) as the course the student is attempting to register for. Another course section will need to be selected.

If a student receives any of the above messages while attempting to register for courses and believes the message is in error, the student should contact their academic advisor or a department secretary at [aa.assistants@glenville.edu](mailto:aa.assistants@glenville.edu). If there is indeed an error or there are extenuating circumstances requiring a restriction override, approval by the appropriate individual or department is required and the override will be processed in the Academic Affairs Office.