Instructions for Registering for Classes 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 classes 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 class 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 classes. If you have all green check marks and are permitted to register, continue with the steps below.

5. Select *Look Up Classes* 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), number of credits (Cred), days/times, enrollment cap (Cap), actual number of students enrolled in the class already (Act), instructor, beginning and ending dates for the class (Date), location and the course attributes. Some items to note:

   - A "W" included with the section number means the course is web based.

   - A "H" included with the section number means the course is hybrid.

   - If the attributes display "100% non-traditional delivery" and "Internet, asynchronous", this means the class is fully online and there will be no days, times or location listed. "TBA" will be displayed in the Time and Location column.

- If the attributes display "100% non-traditional delivery" and "Internet, synchronous", this means the class is fully online, but students and the instructor will be interacting online simultaneously for some of the class. There will be days and times listed and "TBA" will appear in the Location column. Students will be expected to be available during the schedules 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 schedule 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 the box does not appear in front of the 4-digit CRN number in the "Select" column, there are multiple reasons for this.
     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 class standing. For example, being a Freshman and trying register for classes 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 class is closed due to reaching the maximum enrollment number for that class. Students can still waitlist for the class.

10. Below the list of class sections, there are two selections to register. Select **Register** to automatically be registered for the class. You will have to 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 be registered for the class 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 you PIN, select ***Submit***.

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

> Add Classes Worksheet
>
> CRNs
>
> | | | | |
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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 waitlist is available) for a closed course by selecting "waitlist" from the drop down box in the ***Action*** column.

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 at 1 credit which is the default.

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 contact an academic department secretary for assistance by emailing aa.secretaries@glenville.edu or by contacting the Registrar's Office at registrar@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 College. Student should contact the Registrar's Office for additional information.

Class Restriction - Message indicates a particular class standing (Junior, Senior, etc.) is required in order to register for the course section selected. You will need to choose another course.

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

Closed - 'xx' Waitlisted - Message indicates there are no more available seats in the section and there are students on the waitlist. There will be 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 xxx') is required in order to register for the class selected. The register for the class, the student must also register for the course indicated in the error message.

Course Not Available

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

Degree Restriction - Message indicates the student may not register for the course due to them not pursuing the specific degree required for the course. Students must choose another course.

Duplicate CRN - Message indicates you have attempted to register for a CRN that is already on your course schedule. One of the sections will need to be dropped in order to continue.

Field of Study Restriction - Message indicates there is a Major restriction. Registration is prevented unless the student is in the particular Major required for the course.

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 will be processed so the student can register for the class.

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.

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:

- Fall and Spring semesters = 18 credit hours
- Summer term = 12 credit hours
- Students on Academic Probation = 15 credit hours
- Students enrolling for the semester immediately following a first suspension = 6 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. The class is open because a student has dropped the class, but only students on the waitlist can register for the section. Student will need to pick another section.

Open - 'xx' Waitlisted - Message indicates a seat or seats are available in the section, but a waitlist of 'xx' students exists. 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 was already 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.

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 your status is not Active and you are not eligible to register for classes. This error is often the result of when a student has not been enrolled at Glenville State College for over a year and has been changed to an Inactive status. Student will need to reapply for admissions in order to be eligible to register for classes.

Time Conflict with 'xxxx xxx' - Message indicates a registration records already exists for a course (message will list the course instead of 'xxxx xxx') meeting at the same time(s) as the course the student is attempting to register for. Student needs to select another section.

If a student receives any of the above messages while attempting to register for classes and believes the message is in error, the student should contact their academic advisor, a department secretary at aa.secretaries@glenville.edu or the Registrar's Office at registrar@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.