

ONLINE REGISTRATION CHECKLIST

Prior to Registration Day:

- Get authorized for registration by your academic advisor.
- Prior to registration, using the menu item Find Course Sections fill your cart with the classes that you plan to take. Include alternate classes in case your first selection is full.
- Clear all holds.

Registration Day:

- Select the **Online Registration** link from the menu bar.
- Click on Year/Term.
- If you do not have access to Online Registration for the selected year/term, the reason will display.*
- Courses must be in your cart before you can register for them.
- If you populated your cart prior to registration, the contents of the cart will be listed.
- Use the Course Search link to add courses to your cart. When finished select **Back to Registration**.
- Check the box in the Add column next to the courses for which you would like to register.**
- Click the **Process** link. A series of registration validations will occur which will take 10-30 seconds. Any errors that arise while processing will be displayed and must be corrected in order to proceed.
- If there are no errors, you should see the following messages:
 1. You have made changes to your schedule without errors. If you would like to make additional schedule changes, please select Make Schedule Changes.
 2. An email has been sent to the following address to confirm your most recent registration activity: yourname@randolphcollege.edu (Your name).
- To make changes to the list of classes shown:
 - Select **Make Schedule Changes**.
 - Select **Course Search** to add more classes to your cart. When finished select **Back to Registration**.
 - Select the checkbox to the left of any course on your current schedule to **DROP** it from your schedule.
 - Select the checkbox to the left of any course in the cart to **ADD** it to your schedule.
 - Click the **Process** link.
- If you DO NOT want to make changes to the list of classes shown or when finished making changes:
 - Click on the link in the maroon box and complete the Online Registration Survey. When finished select the red X in the upper right hand corner to exit from the survey.
 - Select **Finished Registering**, view your schedule on the grid, then close the screen.
- Select the **Course Schedule** link from the menu. **Verify your schedule.**
- Check the list of classes in the email "Your online registration is confirmed."
- Contact the Registrar's Office ext. 8143 if you have any questions or problems.