Registration Guide for Students
REGISTRATION DATES

Thursday, November 15, 2007

- Undergraduates 13 & above 8:30AM
- Undergraduates 12 & above 10:30AM
- Undergraduates 6 & above 12:30PM
- Undergraduates 0 to 5, Last name beginning with M-Z 1:30pm
- Undergraduates 0 to 5, Last name beginning with A-L 2:30pm
What You Need Prior to Registration

prior to doing your web registration you should do the following:

- pick up a Course Registration booklet, available on campus.
- meet with your faculty advisor to plan your course schedule and get your Alternate PIN (you will need an Alternate PIN to register if you are a Matriculated Undergraduate student or a Graduate student who does not have a Planned Program on file)
- fill out the schedule form that is found in the Course Registration booklet. Be sure to note the CRN, a five-digit course reference number, for each course that is selected.
STATUS VS. CREDIT HOURS

- **full time undergraduate students** should register for 12 - 18 credits

- **part time undergraduate students** should register for 1-11 credits.
the Class Search feature allows you to search through all available classes using specific search criteria to narrow your search. Using this feature, you must select a Subject to search by, but you could also narrow the search down by other criteria such as course number, day of week and time. To search for classes:

- access the Add/Drop Classes screen
- click on the Class Search button
- click on the Subject you are looking for (use the scrollbar to scroll through the list of classes)
- enter any additional search criteria you would like to use to narrow down the search
- click on the Class Search button
- the search results will be displayed. If you find a class you would like, click on the checkbox in the left column, then either click on Register to immediately register for the class or click on Add to Worksheet to add the CRN to the Add Classes table. If you do not find any classes you would like, you can click on the Class Search button to search again.
<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Date (MM/DD)</th>
<th>Cap</th>
<th>Act</th>
<th>Rsv</th>
<th>Rem</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>Location</th>
<th>Instruc</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10646</td>
<td>ANTH</td>
<td>140</td>
<td>01</td>
<td>3.000</td>
<td>Introduction to Anthropology</td>
<td>MWF</td>
<td>10:00 am-10:50 am</td>
<td>08/30-12/18</td>
<td>200</td>
<td>29</td>
<td>0</td>
<td>171</td>
<td></td>
<td></td>
<td></td>
<td>FD 001</td>
<td>Adams</td>
</tr>
<tr>
<td></td>
<td>10649</td>
<td>ANTH</td>
<td>140</td>
<td>02</td>
<td>3.000</td>
<td>Introduction to Anthropology</td>
<td>MWF</td>
<td>11:00 am-11:50 am</td>
<td>08/30-12/18</td>
<td>35</td>
<td>34</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>FD 108</td>
<td>Jalil-Gu</td>
</tr>
<tr>
<td></td>
<td>10652</td>
<td>ANTH</td>
<td>150</td>
<td>01</td>
<td>3.000</td>
<td>Introduction to Archaeology</td>
<td>TR</td>
<td>09:30 am-10:45 am</td>
<td>08/30-12/18</td>
<td>90</td>
<td>50</td>
<td>0</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td>RVAC 105</td>
<td>Feder,</td>
</tr>
<tr>
<td></td>
<td>10653</td>
<td>ANTH</td>
<td>150</td>
<td>02</td>
<td>3.000</td>
<td>Introduction to Archaeology</td>
<td>MW</td>
<td>02:00 pm-03:15 pm</td>
<td>08/30-12/18</td>
<td>35</td>
<td>34</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>FD 105</td>
<td>Sawyer</td>
</tr>
<tr>
<td></td>
<td>10654</td>
<td>ANTH</td>
<td>151</td>
<td>01</td>
<td>1.000</td>
<td>Lab in Intro Archaeology</td>
<td>TBA</td>
<td></td>
<td>08/30-12/18</td>
<td>20</td>
<td>6</td>
<td>0</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td>TBA</td>
<td>Feder,</td>
</tr>
<tr>
<td></td>
<td>10655</td>
<td>ANTH</td>
<td>160</td>
<td>01</td>
<td>3.000</td>
<td>Intro to Biological Anth</td>
<td>MWF</td>
<td>01:00 pm-01:50 pm</td>
<td>08/30-12/18</td>
<td>30</td>
<td>16</td>
<td>0</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td>FD 108</td>
<td>Park,</td>
</tr>
<tr>
<td></td>
<td>11925</td>
<td>ANTH</td>
<td>160</td>
<td>70</td>
<td>3.000</td>
<td>Intro to Biological Anth</td>
<td>W</td>
<td>04:00 pm-06:40 pm</td>
<td>08/30-12/18</td>
<td>30</td>
<td>8</td>
<td>0</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td>FD 308</td>
<td>Seidel,</td>
</tr>
<tr>
<td></td>
<td>11927</td>
<td>ANTH</td>
<td>170</td>
<td>01</td>
<td>3.000</td>
<td>Intro to Cultural Anthropology</td>
<td>MWF</td>
<td>11:00 am-11:50 am</td>
<td>08/30-12/18</td>
<td>30</td>
<td>16</td>
<td>0</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td>FD 106</td>
<td>Adams</td>
</tr>
</tbody>
</table>
If you are an Undergraduate Matriculated student without a Planned Program, you will be asked for your Alternate PIN (given to you by your Advisor). Enter your Alternate PIN, then click on the Submit PIN button.
At the Add/Drop Classes screen, enter the CRN(s) in the Add Class table until you have entered all of your classes, then click on the Submit Changes button.

After clicking on Submit Changes, the Add/Drop Classes screen will display your Current Schedule and any Registration Errors.
If you DO NOT have any Registration Errors, your schedule is all set. Proceed to the "Completing Your Web Registration" section of this document.

Current Schedule

<table>
<thead>
<tr>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>11184 EDT</td>
<td>522</td>
<td>70</td>
<td>Graduate 3.00</td>
<td>Standard Letter Instructional Dsgn/Eval II</td>
<td><strong>Web Registered</strong></td>
<td>on Apr 14, 2003</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.00
Billing Hours: 3.00
Maximum Hours: 8.99
Date: May 07, 2003 09:58 am
If you DO have Registration Errors, you will need to select alternate classes to add to your schedule.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10211</td>
<td>AC</td>
<td>211</td>
<td>02</td>
<td>Graduate</td>
<td>3.00</td>
<td></td>
<td>Standard Letter Intro to Financial Acctng</td>
<td>CLOSED SECTION</td>
</tr>
</tbody>
</table>
Making Changes to Your Schedule

- You can make changes to your schedule any time during the registration period. You may also need to add or remove classes if you received Registration Errors during the Web Registration process.
Dropping Classes from Your Schedule

To drop classes from your schedule:

1. Access the Add/Drop Classes screen

2. Click on the down arrow next to the word None in the Action column

3. Click on Drop Web

4. Repeat steps 1 & 2 for each class to drop from your schedule

5. Click on the Submit Changes button
Completing Your Web Registration

• When you are done making any changes to your schedule, click on the Submit Changes button located on the Add/Drop classes screen to ensure your changes are saved.

• When you have completed your Web Registration, you can view your current charges and/or print your current class schedule.
Exiting CentralPipeline

Once you have finished using CentralPipeline, you should exit completely by clicking on the Logout button located in the upper-left corner.

- **Print Schedule:**
  
  - You can access your schedule directly from the Registration menu or from the Registration Fee Assessment screen (click on one of the following links located at the bottom of the page: Student Schedule by Day & Time or Student Detail Schedule). Once your schedule is on the screen, click on the Print icon located on your browser’s toolbar or click on File, then Print.
FOLLOW-UP

- view Billing Account
- submit a Sickness Insurance Waiver form