All right welcome everybody who's going to learn how to register for classes today. My name is Jeff and I'm with the Summer Orientation program.

And my name is Ian and I'm also a part of the Summer Orientation Program.

Right and the orientation program is run out of the academic advising office here at Chico State and we're putting together this video for you, we want to help freshmen and transfer students alike, anybody who's coming in or even returning students that need a little reminder about how to register, we want to help you, 1, choose the right classes to do that and 2, getting through that process smoothly because sometimes it can be tricky and we want to help you out there. So to start off Ian's going to help us out we're going to go through the website today and going over some things there and we're also going to go over the catalog which is up at the top there, the class schedule and the portal. Our hope is when we're through showing you all these things you can successfully register for your classes and know what your resources to help you do that. So Ian is going to take it away here with the first part.

Definitely, thanks Jeff. So I just want to let everyone know before we kind of start this whole presentation that there are a lot of online resources and we don't exactly have the time to cover all of them today but what we would like to do is to show you all of the really important resources specially that will help you with registering for classes. Now this is the Chico State home page, now I'm sure many of you have been here before but just letting you know it is http://www.csuchico.edu and that's where we'll be starting our presentation. Now from there since you are all current students we would like to go over to the current students tab so we can show you a lot of information that pertains to students who are here at Chico State.
Now once again there's a lot of information on this page and we're just going to show you the most important parts, so there are some important dates and deadlines that we'd like everyone to be aware of, that will show you when you can register for classes, when fees are due, the first day of school, all of those really good things to know so make sure you check out the important dates and deadlines but you'll notice that there are only five or six things listed here.
Now there's a full listing of important dates and deadlines with this PDF so you can check that out later just to make sure you're on top of the game and know everything and when it's happening at Chico State.
Now if you notice there are a lot of resources here on this left side, some important ones are what's open when, you wouldn't want to go to a building and find out that it's closed during the time that you went so can check out all that information there. Then also there are some really good resources that you can check out on your own later if you go to course resources and that's all for registering for classes so make sure to check those things out in a little bit we'll be walking through a lot of them, so maybe at the end of this presentation you could check those out.
Now also since Jeff was saying we are based out of academic advising we'd like to point out the academic advising website, now they can help you with figuring out what classes you'd like to take and even after you take classes figuring out where they fall in general education or where they fall within graduation requirements.
So if you click on that you can check out their website and the one thing that we'd like to point out is something that students sometimes have a hard time finding
and that is some frequently used forms.
Now these forms are really important if you want another general education planning sheet which we'll show you in a couple minutes, you can print one up here also if you're enrolled in a class and the semester starts and you'd like to add a class, drop a class something to that extent, you want to check out these forms, also if you want to change your major there's a plan change form and that is for changing your major. There are a lot of other forms here that you might need so just make sure that you know that this is a resource and almost all of these forms will be turned into the student services center on the first floor and it's the office of the registrar, that's almost where all of these forms will go. So that's almost for academic advising so if we could go back to the home page.
Now with this presentation we're talking about that we wanted to show you really how to register for classes and the first thing that we'd like to show is how to figure out what classes you should take so to do that we can go to the catalog and that's right up there on the very top of the home page, right there where it says catalog.
Now here this is the 2012 to 2013 university catalog so if you're a new incoming student this upcoming year which is 2012 to 2013 this will be your catalog. Now you might ask why is it important to know which catalog I'm under...well the year that you declare your major. So let's say if I were a new incoming student and I declared biological sciences this year that means that this catalog would have all of the rules, requirements, all of the classes, all of the guidelines that I would need to take for my years here at Chico State. So kind of put in a simpler way the year that you declare your major is the year of the catalog that you'll go under. I just wanted to make sure that you know that and with the catalog we're going to be going over two major things and that will be finding out general education courses and also finding out some major courses so let's start off with the major courses and Jeff can show us how to get to that.
Now if you notice up here at academic programs this will have a full listing of all the programs that are offered at Chico State so we can just take example 1, let's go with biological sciences and if we click on it it's going to bring up all of the courses...
or it will bring up all of the information for the Department of Biological Sciences. So this will have some basic department information and then over here on this far side will contain all the info that we need so specifically if you go to program info
it will list all of the different programs that are available under biological sciences. Now for most incoming students since this is focused more for freshman students and transfer students or new first time students let's just go with the Bachelor of Science in Biological Sciences because this is an under grad degree.
Now this will give us all the information for this degree program
so if we scroll down a little bit it will give some basic information, it will tell us how many units are contained in the entire degree,
this maybe some...how many units are for general education
and if we keep scrolling down we'll find course requirements for the major.
So this is where you’re going to find all of the requirements for this major that we chose. So this will be how you figure out which courses you need to take for a biological science's degree. So if you notice it will list off how many units are in the major core program and it will break it down into different sections but all of that can also be explained by a major advisor since we have a dual advising system, there's academic advising and major advising so all of this type of stuff can be explained by a major advisor if you have any questions but some of the basic you might want to know is if you look at each line it will contain a lot of information.
so this first part over here the Bio 109, that's going to be the course number...or that's going to be the four digit abbreviation and the course number, that is for this one course. It will give us a title, it will also give us how many units it is, so that's what this number and then FS is when the course is offered so FS is both fall and in the spring it's offered, if it's FR it's fall only and if it's SP it's spring only,
so right there...or FA is fall only.
Then let's see I think the next column over, there's only one example of it right here
but if there's information in this far column it will show you where it counts so all of these courses will count only within the major but this course will count within general education as well. There is a requirement in general education called the writing intensive requirement so that's what the WI stands for. Jeff did you have anything you wanted to add to this?

>> I have a question what does the leaf mean?

>> Chico State is a very sustainable campus, that's for bringing up that question, so the leaf means that it will talk about either issues on sustainability or other environmental resources and things that go along with that.
Then one last thing before we move on if you click on one of the courses it will give a brief description of what the course is about so let’s say you’re looking up courses that you want to sign up for but you’re not really sure if you want to sign up for a class or not you can always look it up in the catalog, click on the course and it will give you a brief description.

So anything else I missed Jeff?

>> Nope.
All right so that's how you can find all the requirements for your major and also all the classes that you might want to take for your major but I...oh, before we go on to talk about how to find general education courses I wanted to bring up a couple of other things. The academic advising department puts out these things called degree maps,
now what a map is it’s essentially like a road map for how to complete your degree within a couple of years so we can stick...within four years, so we can stick with our example of having biology, so you can do a select major as biology
and this will give you essentially a plan for how to complete your degree within four years. So it will break it down by each semester, so in four years you would have 8 semesters and you can see that in general for your first semester if you were in biology these are the courses that you might want to take. Now there are also some advising notes on the side so this might say if you need to complete one class before you complete another class or if it's not recommended if you take two classes at the same time different notes like that will all be described over here on the right hand side. So maybe later today you could look up excuse me...for yourself which major you are and then find a degree plan that works for you with this degree maps resource.
Now if we go back up to the top there's one other thing I want to show everyone, Chico State uses a lot of abbreviations so if we go over to the courses tab you can see that a lot of these abbreviations are listed so let's say you're looking up a course and
you weren't sure what GEOG meant you can highlight it and it will show that that is geography and if you click on it, it will give you all of the classes that are listed under geography.

>> I've been having a hard time navigating with this active scrolling system, can you show me how to...
Great yeah so if you,
if you just go up to where it says courses and if you click on it one more time.
That's what I was going to suggest. That if you go down to the settings here and having a hard time of that you can turn off that dynamic scroll and then that way...
it's a little known trade secret
when I go up here I can now use the scroll bar instead because it’s a little easier for me to do that.

>> Thanks, Jeff, learn something new every day.

>> Got to learn something new every day, so let’s go back to [inaudible].
Great so as I was saying it shows all the courses that are listed under geography so if you’re curious about a class and you wanted to search it a little bit quicker you could do so this way. Anything else you’d like to add...no...all right so I think that’s everything with the catalog and what we wanted to show you there so one other thing that we were talking about or the other hand of things is we’re going to be talking about major courses but then also general education courses
so if we could go back to the catalog home and one way to find out about the information on general education is we can go to under grad education and
then we can go down to general education
and this will give us all of the different things that we need while choosing general education classes and one things that's really important to have is the GE planning sheet so if we could click on that.
Now there's a lot of information on this planning sheet and it's a little bit hard to show you right now, it's easier to show everyone one on one but what you can do is if you print up one of these yourself or if you're looking at it at home essentially it's just a big check list for what you need to do to complete general education. So you need one check next to each box and it will go all the way down through the general education requirements,
then same on the backside, there's a lot of options for classes here but in general you just need one check mark next to each area and that will help you complete general education.
But since it is a little bit hard to look up classes like this I'd like to show everyone a method for finding general education classes that's a little bit easier and to do so we can go to the class schedule, tab right up there at top and
then right here is a listing of open GE classes. Now you want to make sure that you choose the right term since we're looking at fall 2012 this next time you'd want to choose classes for then.
Now this is a really great resource before your registration opens that you can develop a course list of courses that you'll want to register for, for this next semester. I myself use this every semester before I register for classes just so I can be prepared on knowing which courses I need to take and getting all the codes so I can add them just a little bit quicker. So for GE requirements I was saying that it's broken down into areas so you notice that you can actually go to each area, you can jump to whichever one you're trying to find a course in so let's try to find courses let's say in arts,
let's go to the GE discipline area.
Now this will show us a general idea of what the open courses are for this section of general education, now each line here contains a lot of good information, we already talked about the class that four digit abbreviation and the course number but what's equally as important when trying to find classes is this class number on the left hand side. Now when we show you how to register for classes later you could either look things up based off the department and this number or if you find a section that you like and a class that you like you could just enter in this four digit code and it will take you directly to the corresponding course. So it will make adding courses a whole lot easier if you come to this area first, write down all of the class numbers that you're going to search for and then search for your classes like that. But once again it shows a lot of general information, title of the course, what type of course it is, if it's a lecture, a lab activity, discussion it also shows you what day of the course is on and what time it is, something that can be kind of confusing for people, TR means Tuesday/Thursday, the R stands for Thursday and then also there's a Monday/Wednesday/Friday here. It will show you where it is, who the teacher is and then it will show you where it counts in general education so if it counts in a certain pathway it will let you know, it will show you if it fulfills other requirements so it might tell you that it's a diversity requirement or a American institution requirement, it will show you all of that information here and then also you might notice this open seats area it will show you how many seats are currently open for this course, however this system is updated about every hour so if you're actually registering for classes when everyone else is it will update on the hour not instantly. So the course...the open seats might be a little different when you try to register for courses.
Now that’s the basics of trying to find courses within general education so what you might want to do is go to this page, find all the courses that interest you based off the titles or you could look them up in the catalog to get a course description and try to develop a course list of seven to ten courses you might want to sign up for this next semester.

>> You’re saying I should use this before I actually go in to sign up for classes, not during the time, right?

>> Exactly Jeff you’d want to develop a course list ahead of time so that when you go to our live system of actually enrolling in courses you can be the first person to get the head start, first jump at the gun and try to get all the courses you can right when you first have your enrollment appointment.
Now this is all on the general education side of things, if you hit the back button one more time,
one more time, there we go, okay so that was trying to find GE classes, now I know that we're saying you could find classes in your major in the catalog but that won't give you those four digit codes that are useful for signing up for classes so
if you want to find major courses I find it really easy to go to the class schedule because this has everything broken down by department so let's just say for instance if you want to hit on B
so we can jump to biological sciences again,
now if you want to go biological sciences it will show you all the courses that will be offered this next semester
and it has all the same information but it's broken down by department so if we're looking at this Bio 103 class, Human Physiology it will give us the same kind of information and what's really important is this four digit code. So on one hand you could add all the general education classes you need for your course list and now that you know where to go you can add all of the major courses you want to your course list so you can have a balanced schedule of both general education and major courses.
Okay so I think that's good for this section, if we could go on to the next part which I'm spacing out on Jeff, what were we planning on going to next?
I think we can just go into the portal, all right so what we'll go to next is the portal and essentially this is your electronic resource for everything about being a student here at Chico State,
so if you click on the top of the home page and
then log into the portal, Jeff can log into his.
Okay and this will take us just to a basic screen, it will show your ID number and a bunch of other things but there are two tabs that we'll really be going over for most of today and the first one let's go to student home.
Now this will give us a lot of information, a couple things I'd like to point out I used to work at tech support on campus and we'd get a lot of phone calls about if the system was actually down it will have a red X or something instead of saying all systems are online so make sure that you know that the system is online and it is being active and you can use it right now. Other than that there's also a student e-mail, now this is a g-mail account hosted by Chico State and it's all of the...the university essentially refers to you and talks to you as a student from the wildcat mail account. So if you're expecting any e-mails from the university or if the university needs to talk to you they're going to do so with this account, it's also a professional account so instead of having a really cool e-mail like ianisanawesomeskater85 at g-mail dot com I can have a professional e-mail that's just first letter of my first name and then my last name at csuchico. So really good for interviews and job hunts as well if you want to use this e-mail. But the e-mail is pretty basic so let's skip on to blackboard learn. Now this is the electronic resource for all of your classes so if a teacher needs to post maybe a test online, quiz online, if they need to post any resources online they'll be doing so with this blackboard learn,
so if you want to click on that we can see if we have any courses in there so this will show what Jeff was enrolled in with this last class period also if a teacher makes an announcement for a class, let's say in the class the teacher posted a quiz or something like that an announcement will come up saying you need to take a quiz by a certain time in that area,
Silence
Silence
Silence
also there was an old system called vista that we're actually migrating away from and it's the same idea as the blackboard learn just kind of in a different setup, a lot of the tools are the same it's just a different way of showing it.
So I think we'll just check out this first class right here. Now this is the summer orientation period advisor training class, a lot of these classes will have will have basic information on the front page but then a whole lot of details over on this far side so if you would notice there's a lot of classes or things that will be consistent with most classes are there might be a discussion board, so if a teacher wants to post a discussion and have everyone in class respond to it and talk about it they can do so in the discussion board. Grades can also be updated so as the teacher grades something they can put it online so you can check how you're doing in the class. There's also an e-mail within most of these classes, now this is something to be careful with because we talked about the wildcat e-mail, there's also this blackboard learn e-mail on the other side. Now the wildcat e-mail is how the university is going to contact you this blackboard learn e-mail is only for the specific class so let's say you wanted to contact a student that's in your class you would be able to do so with the e-mail button here, but those are two separate systems. So you might want to know if your teacher would like you to use the Chico e-mail or their blackboard learn e-mail, good thing to talk about with them on the first day because some teachers might not check this e-mail and you're thinking that you're talking to them but they're actually not reading it so make sure you know which e-mail you need to send it to. Aside from that I think I already said that teachers might post homework or readings maybe some videos you need and all of that will be done through this blackboard learn system. Anything else you'd like to add to that Jeff...no...okay I think we can go back then.
The other thing I'd like to show is this records, registration and finances tab,
now Jeff is going to take over here in a second but what's really important here is the student center
so while the blackboard learn was kind of the center for all of your courses that you'll be taking the student center is all of the professional things about you and the university so they'll be a lot of things about paying fees, if you need to turn in any documents to the university and then you'll actually be registering for classes there so if everyone could get to this area we'll be checking out the student center.
All right everybody now we're in the student center and just to kind of clear one thing up you might notice that my name has suddenly changed to Fletcher. Well the thing is I don't have an enrollment appointment right now we want to be able to actually go through and show all of you how to sign up for a class so where going to use what we call a ghost account and that's Fletcher the freshman and you know even if you're a transfer student that's okay, it's all the same process for all of us we just want to be able to be sure we can go through the whole process. So before we go in to signing up for classes I want to show you all kind of an overview of what your student center holds for you and we're going to start over here on the left side so I'm going to move over here and that way I can point some things out. On your academics this is where were going to sign up for the classes and we're going to come back to that one when I finish everything up but let's start here in the middle in finances. Now you may have some financial aid, you may have some scholarships or loans coming through, things in there and all of us have fees that we have to pay and that all takes place in here so when you have fees due I don't because I just graduated but I have other fees now too so now I'm still in the same boat with you but your fees will pop up here and you can pay online or even on campus if you happen to be near a campus but and you always want to go through if you have some sort of financial aid or anything like that you want to go through and accept or decline that to make sure you get it and if you don't get it you can decline it so that it can be passed on to somebody else.
Let's go ahead and move onto the bottom here and talk about our personal information, this is key Ian mentioned that the campus communicates with us through our e-mail so you want to want to make sure that your e-mail is accurate. You can show you know you can have this for your e-mail, if you don't check that you can have it forwarded to a different e-mail that's how I did it because I check my g-mail more than I check my wildcat mail. The only time the campus is going to communicate with you via mail instead of e-mail is when you get your diploma or if they're going to be sending you some not so great news also but you want to make sure that your permanent address and your mailing address is up to date and also this one is really important here your phone number is up to date. We have an emergency system here on campus if something's going on, on campus they need to let students know about it or you just want to let everyone know they'll send you a text or give you a phone call also there's an automated system that goes out so that we can respond in a safe manner too to instances on our campus and you want to keep this updated. You'll be prompted to do so when you sign up for classes the first time. All right let's move over to the right side here. Up at the top is our hold section, there are certain holds that you have this one says EPT, now we're not going to go into all of these things down here but we will go into the hold so you can see what it's like, any time there's something on this list you want to click details so you can see what that means.
Now the EPT is an English placement test students coming into the university you do a take in that and this hold if we look at it doesn't give us a lot of information here
but we can click on the item on the left side there and it will tell us what it is and this one is what we call a soft hold so it says you’re going to get this message until you complete this remedial course, it just means you have to do this and the hold will go away. There are also hard holds and a hard hold can stop you from registering so that’s why it’s so important to come in, read the details of the hold and make sure that you’ve got everything done you need to get done. If it’s a hard hold you might need to speak with an academic advisor so you can figure out what the steps are that you need to take to make sure that you get the hold cleared so you can go and register for your classes all right
so let's head back to the student center. Next thing is the to do list if you're coming into the university and you've got items you need to turn in like a high school transcript or this one needs to get in their W-2 they're going to put it on here again the same as the hold you can put details, you can go in a see very specifically what that is and it's going to help you figure out how to solve that problem.
Next you have enrollment dates now like I said earlier we switch to Fletcher the freshman because I don't have an enrollment appointment, this is where the enrollment appointments are when you click on that which we're not going to do now...
we are going to do now it will show you when the sessions begin and for enrollment and when they end and Fletcher is right here since he's a ghost student it's not showing us his date and time but for you it will show you the date, say July 25 and the time at 9 a.m. that you can log on online any computer anywhere and sign up for your courses. So I know that when I had mine I figured out my time and I brought my laptop with me to campus and if I didn't want to do that I just made sure I was in the library at a computer or I was at home...I was in front of a computer at 9 a.m. on that day ready to sign up for my courses and that's where yours is going to be online here.
All right let's head back. Last few things if you have an academic adviser this is different for every department.
In my department it was assigned to me my academic advisor. In other departments you have to go to the office and you choose the one that you want or maybe it’s by the field of study that you’re in. In the recreation department they have several different options and patterns and depending on the one you choose that’s the advisor you get. So you want to make sure you know who you're program advisor is so that you can get the proper major advising which Ian mentioned earlier, we have a dual system right so this is your major advisor and then lastly there's a few other things you can look here there's the scheduler and these would help you with selecting classes at other times when you have more time, it's just another resource there for you. All right so we covered kind of the outside of our student center here, let's go back up to the academic side and start to talk about these things, I'm going to move over here again.
Now I don’t have any courses in my schedule for the next term because I’m not taking any here but you are going to start working on putting courses in your schedule and they’re going to show up here every time you log in to your student center. First let's go over here, now transfer students, this one's for you here, freshmen eventually this is going to be for you but not this semester. Transfer students your degree progress report, this is huge, this is an online electronic check list of all the things you have to do to get your degree, so it goes from your area A and GE all the way through to your upper division pathway requirement, it's got your major checklist. Ian showed us the academic programs page where we looked up the biology major in the catalog so every course on there this is going to track those as you take them and it's going to turn into a green box when you’ve met the requirement okay so we’re not going to...well let's go into that and see what Fletcher shows. He's a freshman but he still has it, his are all going to be red it's not going to be half way filled in like a transfer students would be and this one takes a little bit to load. But one of the things that you want to do especially a transfer student you're bringing in some courses from your community college or the other university you were at before you came to Chico State. Now evaluations is going to be looking at these, we've got real people looking at it and they're double checking what the computer did because our goal is to help all get credit for the courses you took
right so when you come to this it should all be right and we hope it's all right
if it's not you can check again six to eight weeks into your first semester here at Chico State is when it all becomes official and if something looks wrong at that point that's when you want to go talk to an evaluator, get on the phone with them or go to the office if you're able to. Now here it's got you know Fletcher's information, he's an under grad he doesn't have a degree...oh he's got a plan right here, he's in the pre-business so he's not quite in the business program yet but if we go down here
we can look at you know I said it would turn green if you met a requirement and then in progress is yellow that means you're taking the class right now or you're working on it and red means you haven't met it yet.
So yeah let's collapse it all in so we can look at it all at once. Remember I was talking about general education your upper division pathways, your business administration so here's the major courses and we've even got your graduation requirements so let's go ahead and look at, we'll just pull up the GE 1 just as an example...perfect.
So here we are it's got 39 units required for this major, here's I mentioned A-1, A-2, A-3 as a freshman student you haven't done those yet but we're going to start working on it and these are going to start turning green as you go through your next four years and like I said again just a reminder transfers check that six to eight weeks in the semester that's when everything becomes official. This is a great resource for all of us to keep track of our progress so that when we come up on our fourth year we can start really looking at it and saying I need to get this done and I need to get this done and then I'm going to be set because it's a good planning tool for all of us to use.
Okay so let's leave this and go back to the student center.
Now on this side here we've also got if you ever need to get your transcripts printed you can get some unofficial ones here and then you can check your grades at the end of every semester and there's a class schedule link here but all that's going to be shown right in the middle. So that covers what's on the front of the student center what we really want to do though is sign up for classes that why we all watch this video right so let's go into the enroll drop part and start adding some courses.
Okay this is the first page we're going to see, let's start at the top though right where we are. We've got some tabs up here now a couple things if you just want to look for some classes you want to be in the search tab but if you want to enroll in classes you've got to start there. A lot of people want to kind of search from first and then get into them but it's adding an extra step, we can search for them to add them from the enroll tab and we've already got the mouse there it's on the add tab, this is where you want to start. So let's go ahead and look at what we've got down here,
first thing I'm going to do I'm going to check the term, fall 2012, that's the semester I'm coming into I want to make sure I'm on that term. Now they'll be a change term but if you need to do that but this is when our enrollment appointment is so we're in a good place right here. Now this is where we start adding them to our cart, now this whole process works kind of like shopping on line, if you're familiar with Amazon dot com or anything like that you go in you put the product in your shopping cart and then you go pay for it first just like at the grocery store you put it in your cart and then you've got to go check out at the checkout line then it's yours, then you own it but you can't walk out with it till you get there so the first thing is to put it in the shopping cart. Ian was mentioning those four digit codes from the schedule; we'll come back to those in a second when you have time to plan ahead we're going to use those. Let's add some courses then we'll look at some courses and then we'll look at some four digit codes there and we'll come back and practice with that. So the first thing to do is click this search button right here.
All right so now we're on step two and I always peek up and make sure I'm on the fall 2012 term there. The first thing we want to do is the course subject. Now one of the courses that you might want to take is a general education course and it's in area E it's called University 105. So remember in the catalog we can look up in the courses tab and there's a list of four digit codes well I went and looked that up and I know that it means university academics so I'm just going to go down just like Ian did here and select University Academics. Now I'm going to go here in the course number that's the three digit code, all right so the three digit code is 105 but now here's the trick.
Remember when we were looking at the biology page and Ian looked at biological science and there was environmental science 105 and it was a WI course and we showed you on the right hand side there, all right so we need to remember that part if it's a WI course which University 105 happens to be it's a writing Intensive course, we've got to put an I at the end of 105 because it's a WI course and this is important because we won't find the class if we don't put that I there so let's go ahead and click on search Ian, great.
Now we click search and it's going to show us all of our options for this class,
each class...most classes have multiple sections and the section is just a different time that the class is offered. Here we've got...it's all University 105 I, right self identity and sustainability and we've got section 1, section 2, section 3 and they're all lectures, LEC and then these are those four digit codes that we were looking at, had I gone and looked this up ahead of time I could have just put that in the first box before we clicked search. But let's go ahead and say we're interested in this course but these times they don't really work for us, are these my only options...well in this case no, Ian has already pointing it out for us here, we have seven total options for this course and we're only seeing three right now so if we click view all sections we can see all of them so now if Ian scrolls down look there's 4, 5, 6 and 7 different times we can take this classes. Let's say that I looked at those and I really like section 4 down here at...what time is that, okay this one is at Monday, Wednesday at 10 a.m. to 10:50, it gives me the room number, they haven't quite decided who the professor is going to be yet, don't worry about that, staff is just as good and then it tells us when class starts and ends. So you click select class...
great and now there's a couple steps here and this is where people kind of if they stop halfway through they just leave it in their shopping cart they don't get the course so what I always say is click the green buttons until you click finish okay so we're going to click next
and at this point it's going to stick it in our shopping cart for us. So here's our shopping cart, here's University 105, section 4, before we do that though one really important thing we're talking about this shopping cart a lot and that's because it's so important. This is a live system as long as University 105 I section 4 sits in my shopping cart other people are going to be signing up for classes somebody else could take this seat, so the longer I let it sit here the better chance somebody else gets it and so what you don't want to do is go through and put all five course you want for the fall semester in your shopping cart and then finish enrolling. Put one in, finish enrolling, get into it okay we want to make sure we get these courses so we're going to click proceed to step 2 of 3 now we're going to
...oh, here's that hold popping up the EPT hold remember that one it says you'll get this message until you take that prep work, that's going to pop up and just warn us, hey you got to do that, I'm going to say all right I got you, reading you loud and clear student center we're going to sign up for that this semester too
and then it let's me move on. So now we can click finish enrolling, that's the green button right just always through all the way and we got a green check so we're set,
we got into this class, it's been added to our schedule. You might get a red X, that's okay it's nothing to panic...it's going to give you a message and the first thing you need to do before you call anybody and ask for help is read this message, it might be as simple as a time conflict, maybe we had something at the time that this class was offered, that's an easy fix we can do that, we can move some classes around, it might be something more complicated and you need to call an academic advisor or the office of the registrar to get some help. All right so but green check we're good to go, what we can do now is look in our class schedule and
we'll see that this class is there, okay so here's our class schedule, this is a list option, now it tells you a couple things, you're enrolled in it. Tells you how many units it is and it'll give you again the four digit code that it's a lecture and the times. Some courses are going to have an online section that's okay it just means you're going to go to class Monday/Wednesday at 10 and this one says Friday at 10 a.m. so you might be required to do an online lecture, maybe participate in a discussion, a live discussion online at 10 on Friday. You're going to find out what your professor wants you to do by going to class on the first day or by getting in touch with them, reading the syllabus, there's a lot of ways to figure out what exactly this is going to be. I would suggest e-mailing before the semester starts.
Great, now the next thing we're going to look at is the weekly calendar view, this is one is a little nicer for me personally to figure out where my classes are going to be because it shows me in the week what my schedule looks like...boom there it is, Monday, Wednesday and Friday at 10 a.m.
Okay so that's pretty good. Let's go back up and add another class, now this class remember it just had the lecture section right some courses have other requirements, you might need to add a lab or maybe a class has a lecture and a discussion section so what we’re talking about are just generally courses with two parts and if it has two parts remember that was LEC we looked at it, if it's got two you've got to take them both, you've got to take the LEC and the LAB or the LEC and DIS and we're going to show you one of those now. So let's go ahead and click search
and we're going to pull up...this course is an area B course, a science course for general education
it's called Civil Engineering 175, all right. So let's go ahead and pull that up, there it is right there and again we put that number in 175, it's not writing intensive or anything like that
and Ian let's do one more thing with this one because I know that some...some of these seats might have filled up, it's a popular general education class, let's go ahead and click show the open classes only, this means I won't get any courses that are full or wait listed, I'll only get ones that are green right so let's click search.
Great and I didn't point this out, last time and I really should have, we've got a legend up here, we went for that one section of University 105 because they had a green circle, some courses are going to have a blue box or a yellow triangle and that means it's either closed or wait listed, okay and so this green circle means it's good to go. Now by clicking open sections only we've eliminated any sections that we can't actually get into right now and now if you're looking at this and you remember from the last one the first thing we did before we chose a course do you remember what it was...view all sections, right we want to see what our options are. This one's got five and we were only seeing three. So we click view all sections that's the first I always do and then we can see everything that's there so remember we're talking about those courses with two parts, not four parts, two parts okay. Here's that LEC for lecture, that's Tuesday/Thursday from 5 to 6, okay now we've got these ones down here and you're like oh great well I don't want to go twice a week I just want to go once a week but if you inspect this more carefully you'll notice that this is an ACT all of these sections are that means it's an activity all right. We're going to have to pick this one and we're going to have to pick one of these ones so we've got options in our activity. Ian let's go ahead and see what happens if we choose the lecture section up there, Tuesday/Thursday at 5 p.m....
oh no where'd it go, don't worry it's still here, the lecture we selected is shown at the top and now it's prompting us to choose the activity, here's the great thing about this, you can't mess this up, the system is going to prompt you to choose a lab or an activity or a discussion if it's attached to a lecture, it won't let you accidently sign up for one without the other and it won't make you sign up for two lecture sections on accident, you can't mess this up it's all built in, if it prompts you to do this just go with it, find one that fits in your schedule. So what we're going to do is let's say I like the one that's on Tuesday from 3 to 5, all right that's the one I want, they're all green circles I could choose any of them really and I can click next.
Great so this is the point where it’s going to kind of you know put us through some green buttons here,
it's showing us our lecture again, we're going to click next
and now again remember we got to go through the shopping cart all the way to finish
so Ian's going to click away on the green buttons, here we are at the shopping cart again, we're going to proceed to step 2 of 3 and
when we hit finish enrolling, fingers crossed
we're going to get a green check...perfect. So let's look at our class schedule Ian...
great so now we've got Civil 175 and
we've got University 105 I,
if you look at the weekly calendar view it will put it all together for us in a nice schedule. Great so not bad right we've got that activity and then that lecture that was occurring twice a week. Okay so let's go ahead and show one more course. We want to show you how to wait list a course, excuse me,
so if we go back to the add tab let's go ahead and click search again and if we go to geo sciences we're going to look up geo sciences 101, all right so Ian's going to type it in, we're going to leave this box open...oh Ian let's see what happens when we click that.
So if we want only open classes great okay we've got one there, see how we have two options available, let's go back Ian and let's not check that box.
So again we're going to search for the same course and not check that box.
Okay so all of a sudden we've gone from two options to eight options right
Silence
Silence
so if we click view all sections now look what's happening here so we've got a lecture here and a lecture here and those are both open but when we look again all of these activities are full but let's say this is my last general education course I need, maybe I'm an incoming transfer student and I just need this one more course to complete my general education. I can go here and I really need it, I'm going to wait list this course, I know I need this so let's go ahead and choose this Tuesday/Thursday from 1 to 2 course, that's the lecture right
so remember if we choose the lecture it prompts us to choose an activity. We've got six sections available, maybe the last one is open, let's take a look...oh, it's waitlisted, okay here's how you do this, we're going to choose one, we know that
let's go Monday from 9 to 10:50 that might be open in our schedule okay so we're going to click next,
we're going to wait list this activity right here.
Okay now here's what you have to do when you're going to wait list something, we can put it in our shopping cart and go through...it's going to tell us we didn't get into it but if we wait list this because of the class is full right we check that box, now it will put us on the wait list and we proceed as usual,
so next put it in the shopping cart, proceed to step 2 of 3, all right and
we're going to finish enrolling.
Great we got put in this class, it showed us it's full, we read this message every time right and we're on position number 11 on the wait list. Okay but now you might have foreseen a problem with this if you were following along with us. Let's go back to the class schedule and take a look at this, okay. Ian will go to the weekly calendar view...
perfect, now we're wait listing this activity right from 9 to 10:50 but we just signed up for University 105 I so a couple of things as you're going through and signing up for your courses, keep a weekly schedule with you and keep it updated as you go but also visit...we can get around this, we can do this. Now if we move up in the wait list more we know we're going to get into this course we're going to want to drop this one to make room for it or move it to another place. Okay so let's go ahead and this one we're going to drop this course and then if we wanted to still take it we could have chosen one of those open sections but for the purposes of demonstrating a drop we're just going to drop it so Ian let's go to the drop tab, so this is pretty easy, add courses, add tab, dropping, drop tab.
Dropping is just as easy as adding a course, we want to drop University 105 so we check the box, again green buttons all the way until you hit finish.
All right finish dropping and green check still good in this case, that means we got out of it successfully right.
Okay great so that's how to drop a course, if it's in the way or if you just decide you don't want to take it any more. There's one last feature of adding a course that we want to show you but let's...yeah let's first show that that's out of our schedule, we can see it pretty clearly there,
we'll go to weekly calendar view
and as you see it's not here at 10 a.m. any more okay. Then we could back and if we wanted to we could add it at another point. Is also a way if I was in and we're going to use this Civil 175 course that we added as an example, let's say I have that and I've got the lecture and the activity with it and I just need that activity to be at a different time but I don't want to lose my seat that I have in Civil 175. It's really easy to go and swap them so I have a different time and
the great thing about the swap feature is that you can kind of hold onto the seat that you have, shop around and see if there's another better one that you like and if you can get it, it will swap them but if you can't get it you haven't let go of this seat yet and you haven't lost that spot. So Ian are we in the swap...we're in the swap tab, perfect and we want to swap this course Civil 175 right okay so this is just the same as how we added a class at this point so we're swapping this one with one that we're going to choose here and you start out by clicking search just like before and that looks familiar right so we're good.
We're going to pick Civil 175 and we're going to search for a different activity time.
This is purely for demonstration purposes so let's go ahead and view all sections just like we did before,
remember last time we clicked show open classes only,
that's why we didn't do that this time which is why we're now seeing some of those wait listed ones and Ian let's go ahead and choose, how about Wednesday 8 to 9:50 right here.
Okay great so now again it's going to keep that same lecture time for us right, activity, lecture and now we're going to click next just like we did before and
then you're probably already with me on this, we're going to go green buttons till we hit finish right, so that's what we do,
we're swapping this one with this one now we're going to finish the swap...
great it's been replaced so let's go ahead and look at the class schedule and see what that looks like now.
All right so remember we had that activity and it was over here now it's up here, we swapped it, we saved our seat in the class if it had been filled up remember this is live so if it filled up while we were trying to drop this and then add it over again, we didn't run that risk we did this the safe way, kept to the classes we were in and made our schedule work and then we still have...we're wait listing this course right and then if you wanted to go back and add University 105 or add English or another major course you got your schedule here and hopefully you're writing it down as you go so that you can make sure you do this smoothly and you're not overlapping times with each other.
Okay so we've covered the add, the drop and the swap and hopefully you're able to use those to get your schedule on your student center just like we have here, okay.
All right so thank you everyone for tuning in for our registration demo, we both hope that it was pretty helpful, I just want to do a quick little recap of the things that we went over today and the first one was the current student tab and the home page, so make sure you check out the home page and check out the current student tabs and you know all the information that you might need. Then also we went over the catalog to help us find out which courses we'd like to sign up for with some descriptions and also with those major courses and general education courses, we went over to the class schedule so that all of you could see the four digit codes that will make it a lot smoother for us for registering for courses later and so we could gauge what dates and times those courses will be at and then we went into the portal and we check out how that was kind of our online access for all of our course information and we also went into the student center and that's where we actually physically...or not physically in this case registered for courses. I just wanted to give a couple tips as well, if you have any questions about major advising or if you have any questions about specific advising for your major you'd want to go to the department and talk to a major advisor. Now on the other hand if you have any questions on general education or some maybe some graduation requirements or any basic things that's you'd like to ask an academic advisor definitely go to the academic advising office and they'll be more than willing to help you out.
Right and a few last tips just for signing up for classes remember we showed you, Ian just mentioned again the class schedule and the catalogs so get on those before your registration appointment and you can come up with a class list you can pull those four digit codes, have it ready so that when your enrollment appointment opens you can just go in, we showed you the spot there before you click search you can punch in those four digit codes and get right to your class and it will smooth the process out for you and then also just familiarize yourself with the website before you go through all of this and you know again we thank you for all watching this video and we hope you have happy registrations.