The Advance Registration screen is broken down into 3 areas, as described below.

**Course Request Area**
Your submitted course requests are stored here. Outstanding requirements display in red. See page 3 for details.

**Request Preparation Area**
Enter new course requests and make changes to existing requests. See page 2 for details.

**Course Cart and Tentative Schedule Area**
Displays courses from your Course Cart or Mock Schedule, unused permits, and a graphic of your tentative schedule. See page 4 for details.
The Request Preparation area is where you enter new course requests and make changes to existing requests.

Request Preparation Area

1. Your Desired Load may be adjusted up to the maximum number of credits allowed by your school or program. This number will be used in the scheduling process to enroll you up to the level you specify.

2. Indicate the Priority of a given course by designating it as a Primary or Alternate choice. [Note: Both selections must either be credit bearing or non-credit bearing or the request will fail.]

3. Choose the Subject, Course Number and Section Number. Use the drop-down boxes to select term-specific sections.

4. Any? is an indicator of your willingness to accept “any section” of a specific course, if the one you requested is not open. This option is set to Yes by default. [Note: First semester freshmen cannot update this option.]

5. The Grade Type options displayed in the drop-down are based on both your academic level and attributes on the course.

6. The Credits associated with the course you are requesting. For a variable credit course, you have the ability to change the credit to a number within a pre-determined range.

7. Type of Activity associated with the section, such as lecture, recitation, lab, etc.

8. Click "<<" from your Mock Schedule or Course Cart to move course(s) into the preparation area, then click Add request for each request. [Note: If the system has a problem with a request, a red error message will display at the bottom of the preparation area. You will need to make the required adjustments before you resubmit the request. If the request is successful, it will move down to the Course Request Area.]
All of the course requests that you submit will be stored in the Course Request Area. You will be able to make changes and additions to your selections right up through the last day of the Advance Registration period.

### Course Request Area

<table>
<thead>
<tr>
<th>Order</th>
<th>Course</th>
<th>Any?</th>
<th>Grade Type</th>
<th>Credits</th>
<th>Activity</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HIST-012-401</td>
<td>Yes</td>
<td>Normal</td>
<td>1.00</td>
<td>Lecture</td>
<td>Requested</td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td>HIST-170-404</td>
<td>Yes</td>
<td>Normal</td>
<td>1.00</td>
<td>Recitation</td>
<td>Alternate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>HSOC-001-401</td>
<td>Yes</td>
<td>Normal</td>
<td>1.00</td>
<td>Lecture</td>
<td>Requested</td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td>HSOC-111-401</td>
<td>Yes</td>
<td>Normal</td>
<td>1.00</td>
<td>Lecture</td>
<td>Alternate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HSOC-001-401</td>
<td>Yes</td>
<td>Normal</td>
<td>1.00</td>
<td>Lecture</td>
<td>Alternate</td>
<td></td>
</tr>
</tbody>
</table>

Click here to list associated activities on screen at right.

- HSOC-001-401 requires a co-requisite activity of Recitation that is currently missing.

| 3     | WRT-013-303 | No   | Normal     | 1.00    | Seminar        | Requested    | Delete | Change |

A writing program permit is required for WRT-013-303.

| 4     | ANTH-104-001 | Yes  | Normal     | 1.00    | Lecture        | Requested    | Delete | Change |

ANTH-104-001 has a time conflict with ARTH-100-302.

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1. **The Order** you indicate is the order in which the Advance Registration scheduler will try to enroll you into your course requests. The scheduler will continue processing until it reaches your desired load, or until it runs out of requests. To change the order, click on the double-arrow in the left-hand column of any course request and drag it into the desired position.
   
   [Note: For multiple activity courses, such as lecture + recitation, make sure that you always request the credit-bearing section first.]

2. **Course ID** and information displays for the course requested. Hover your mouse over the Course ID, or click on it, to bring up a separate window with further Course Details.

3. **Status** indicates the status of your course request, as Requested (for Primary) or as an Alternate. If you received a permit and claimed it, the status will show as Enrolled.

4. An action of **Change** allows you to alter some characteristics of your request. When you click **Change**, the course information will move up to the Request Preparation Area. Once amended, click **Save changes** to move the course back down to the Course Request Area. If you cancel the change, the original request will be restored.

5. **Outstanding Requirements** for a course request, such as the need for a permit or a co-requisite activity, display in red under each request. You must take additional action, or your requests will be dropped. Additional information is provided at the bottom of the screen.
   - If a **Co-Requisite Activity** is required, click on the message and a list will display.
   - If a **Permit** is needed, you must contact the department or instructor, as directed.
   - **Time Conflicts** are displayed in gray for your information, but may not require any action on your part.

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**CAUTION - Additional Course Restrictions**

Note that some courses have additional requirements or restrictions that are not flagged during this online request process, but which are imposed during the Advance Registration “scheduling” process. Make sure to pay attention to all the specific requirements for each course, as listed on the Course Details screen, which you can access by hovering over or clicking on a Course I.D.
Your Course Cart and Mock Schedules will be available for selection on the registration screen to facilitate your entry of course information, along with a listing of any unused permits or authorizations, and a graphic of your tentative schedule to date.

Course Cart and Tentative Schedule Area

1. Select **Mock Schedule** on your **Course Cart** to list your previously selected courses. Use the **Add request** button to load courses into the Request Preparation Area, and click to submit each selection.

   **Note:** If a course has been cancelled, the **Add request** button for that course will be grayed out and inoperable.

2. For more **Details** about any course, hover your mouse over the Course ID, or click on it to bring up the Course Detail window for that course.

3. Any **Permits** you received will be listed in a box labeled "permits" until you use them. Permits do not automatically enroll you in a course; you still need to "claim" them by submitting a course request.

   To claim a permit, click **Add request** to move the course to the Request Preparation Area and click **Add request** to request the course. You will automatically be enrolled in the course and the unused permit will disappear.

   If you later decide to delete the course request, the permit will remain and will re-display in the permit box.

4. The **Tentative Schedule** provides a view of your "Primary Requests". Clicking the "View tentative schedule" link opens up a larger graphic directly above the Course Request area. This feature is provided only to assist you with reviewing your schedule as you enter course requests, and is not a guarantee of enrollment.

WANT MORE COURSES? Go back to the Course Search...
You can easily go back and forth between the Registration and Course Search screens to find more courses or to view or update your Mock Schedule, by clicking those options on the main menu at the left.