

DEGREE AUDIT REGISTRATION IN J1 WEB REG MASTER'S, Ed.D. AND PH.D. STUDENTS



REGISTRATION INSTRUCTIONS

Tip: Google Chrome is the preferred browser for your web registration success.

1. Log in to [Campus Web](#).
2. Click on the **STUDENTS** tab.
3. Click on **Register for Courses box**, or **Web Course Registration** in the left column menu.
4. Scroll down to the **STUDENT REGISTRATION - ADD/DROP** box.
5. From the Term dropdown box, select the **Year/Term** for selecting courses.
6. Click on the **Complete Registration Agreement Form**, read this important information about your financial obligations for registered classes/credit hours. Click **"Yes"** to accept, then click **"Submit"**.
7. If a **Hold** exists on your student account, please see special notes at the end of these instructions.
8. Click on the **Register** link.

An overview of the screen you are seeing:

9. **Ignore the calendar on the right side of the screen.** Only on-site classes with specified meeting days and times will appear on the calendar. Fully online classes will appear at the top of the calendar when classes are selected.
10. The **"My Schedule"** link will only show courses after your selected classes are officially registered.
11. Students can review their **Degree Audit PDF** to see courses completed and unmet requirements to finish your degree.
12. Place a by **"Show Only Needed Courses"**. You have to check this box every time you go back a screen.
13. You will see **three options listed, each with a green plus sign +**. Clicking on the plus sign will expand **Degree Audit Summary**; this will allow you to select the specific area where you need courses, then choose a course from that area.

Course Search: Use this if you are searching for a specific course. It allows you to search by Course Code or Title, Instructor, Department and Location. Selecting the Department and entering the course prefix (ie: DIET) is the easiest option to take. If you choose to fill in the course code, it must be formatted as follows: Course Prefix-Course Number-Section Code-Location Code. You must include the dashes between each course component, for example: DIET-530-01-O)

Program Information: This will expand to show your advisor's name. You can click on your advisor's name to send them an email. There is also a "Program Information" link that you can click on to show information on your current program.

Use the **Degree Audit Summary** option to select and register for courses. Check the **"Show Only Needed Courses"** box.

14. Click the plus sign **+** by the **Degree Audit Summary**. This will expand your Degree Audit and show you what requirements are still needed to complete your degree.
15. Click the green arrow **>** to the right of Major Courses. For major courses, above the course blocks you will see hours needed for your degree/hours earned. The "number earned" refers to sets within your degree audit, pay no attention to this number.
16. This will expand to show available courses you can select. If you checked **"Show Only Needed Courses"**, each course block will show either **"Find a Section"**, **"No Sections Available"**, or **"Completed"**.
17. You may click on the Question Mark **?** or the green arrow **>** to the right of the course you want to add.

Then, the course with a plus sign will appear. Click on the plus sign to add.

18. The note in the added course block will have a **“Thumbs Up”** sign and show **“Section added successfully”**.
19. Your course selection will appear in a blue box at the top of the blank calendar.
20. If you click the blue plus sign and then decide you do not want to add that course, click on the **“…”** (ellipsis) to the right of the course title and select **“Remove From My Schedule”**. There is a bug we are trying to fix where the message may read **Missing (Drop on Calendar)**. If you see the Missing message, click on that link to drop the class.
21. Then click the BACK arrow, check the **“Show Only Needed Courses”** box, and make another course selection.
22. Once you have added all of the courses you wish to add, click on the **“Registration Checkout”** in the top right corner of the screen. If you have a **HOLD** on your account, you will not be able to complete the Registration Checkout process until it is removed from your account.
23. A **“Registration Checkout”** pop up box will appear. Click on the box to the left of the course(s) you want to have as your registration schedule.
24. Finalize the registration by clicking on **“Request Advisor Approval”**. The pending advisor approval pop-up box will appear. Click on the Close button. Your courses will be in **RESERVED** status until your advisor approves them.
25. Log out for your Advisor to review and approve.
26. Your primary advisor will receive an email to review your schedule. Your advisor will approve the courses, or contact you for any adjustments you will need to make in CampusWeb registration.
27. Once your advisor approves your course selections, you are officially registered and your course status will be **CURRENT**. The hourglass next to your selected course will change to a check mark when approved.

To drop a course after you have registered & your courses have been approved:

- Log in to [Campus Web](#).
- Click on the **STUDENTS** tab.
- Click on the **REGISTER FOR COURSES** link.
- Go to the **STUDENT REGISTRATION - ADD/DROP** box.
- Click on **REGISTER**.
- The correct Year/Term should be selected.
- The top of the calendar on the left shows you the courses you are registered for. Click on Degree Audit Summary, then click on Major link.
- The course selected will have a Check mark to the left of the course, click on the **“…”** (ellipsis) to drop the class from your schedule.
- You are able to drop classes in CampusWeb until the drop/add deadline date for your program. After that date, you will need to work with your advisor to process a CampusWeb drop form.

SPECIAL NOTES FOR EXCEPTIONS

- If you have a hold on your account, **Holds** will appear and the note **“Registration is now closed”**. You can click on **PLAN**, and proceed to review and select courses, but there cannot be an official registration until the hold is removed from your account by the Business Office. After the hold is removed, you will need to return to web registration and process the registration checkout.
- If you are in a second master’s, Ph.D. or Ed.D. degree with a division of M2, M3, or G2, you will receive warning messages throughout the registration process that you are registering out of division. This is nothing to worry about, just override the warning messages and proceed.
- If you select a course and receive a **REPEATED COURSE** message, and you do not want to add the course, click on the X in the top right corner of the warning box.

Please contact **Lew Rita Moore (Registrar)** at lewrita.moore@myunion.edu or **Melissa Rankin (Registration Records Data Coordinator)** at melissa.rankin@myunion.edu with any questions.