

ACADEMIC PLAN REGISTRATION IN J1 WEB REG FOR UNDERGRADUATES



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 the **Register for Courses** box, or the **Web Course Registration** in the left column menu.
4. Scroll down to the **STUDENT REGISTRATION - ADD/DROP** box.
5. From the terms dropdown box, select **"YEAR/TERM"** for selecting classes.
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 the special notes section 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. You will see **"My Academic Plan"** and **"Program Information"**. If you click on **Program Information**, you will see your SSC listed. Clicking on **"Program Information"** again will show your current degree pursuit information. You can then close this box.
12. Click on **"My Academic Plan"**.
13. Only courses on the Year/Term's Academic Plan are available for selection.
14. Click on the arrow **>** to the right of the course, or the **"?"** to the left of the course to see the available sections.
15. Each course block will have a note showing either seats remaining (open spaces), full, or no sections available.
16. Click on the **+** blue plus sign next to the course you want to add.
17. If a corequisite is required, the box to add the corequisite will appear. Select the corequisite that matches the section (example 11-A) of the 3 course corequisite class and click on the **Add to My Schedule** link.
18. The **+** will change to a blue thumbs up and it will state **"Section added successfully"**. Once the screen is refreshed, it will state **"On Calendar"** below the course information.
19. Added course sections selected appear in blue blocks at the top of the 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"**. You may see a **"Missing (Drop on Calendar)"** text line. It is a bug we are trying to fix. Go ahead and click on that link to drop the class.
21. *You will need to do this for both the three credit course and the one credit course if the course has a required corequisite. Click on the back button, scroll down to find the +1 corequisite and drop it as well by clicking on the **"..."** (ellipsis).
22. Click on the back button to return to the full listing of available courses.

23. Do not be concerned if you see a note that reads “This course has a corequisite”. Many of our courses have a required one credit corequisite. These courses are identified by a “1” after the course prefix. Click on “**Select a Course**”, and choose the section that matches the three credit course or one credit course you selected.
Example: CHD 303 11 A would have the co-requisite CHD1 303 11 A.
Please note: If you initially select the one credit course, it will work the same way; you will be required to select the three credit course co-requisite.
Example: CHD1 303 11 A would have the corequisite CHD 303 11 A. Additional information on this is provided below under Special Notes.
24. Be very careful that you add the correct matching section for both the three credit class and its +1 credit corequisite. If you add the wrong section that doesn’t match, you will need to drop it and then add the correct matching section.
25. Do not be concerned if you see a note that reads “A prerequisite for this course has not been met”, you are not able to register for this course until you have taken the prerequisite, and you will need to select another course. Click close on the warning box, then click on the back button to return to available courses in this year term.
26. Select more available courses in your term’s academic plan. Refer to #13 - #19 for the add or drop process.
27. After you have added all of the courses you want for the term’s registration, click on the “**Registration Checkout**” link.
28. You must check both classes/all classes to add – then click on “**REGISTER**”. A Registration Checkout pop-up box will show that you have successfully registered. Click the close button.
29. Courses in your plan show at top of calendar with check marks and in the academic plan with a check mark.
To drop a course after you have as officially registered may be done before the drop/add deadline date. After the drop/add date, you will need to complete a drop form on CampusWeb/consult with your SSC.
30. Log in to [Campus Web](#).
31. Click on the **STUDENTS** tab.
32. Click on the **REGISTER FOR COURSES** link.
33. Scroll to the **STUDENT REGISTRATION ADD/DROP** box.
34. Select the Year/Term you wish to adjust.
35. Click on **REGISTER**.
36. The top of the calendar on the left shows you the courses you are registered for. Under My Academic Plan, you need to find the check marked course(s) you want to drop.
37. Click on the “...” (ellipsis) to the right of the course. Click **DROP COURSE** in the drop down box.

SPECIAL NOTES FOR EXCEPTIONS

- If you want to add GWRI 101 in the first session of a term, and GWRI 102 in a second session of the same term, you will have to add GWRI 101 first. Leave the web registration portal, and then log back into web registration to be able to add GWRI 102 in the second session.
- **General Education one credit reading options** are available as a corequisite for some of the three credit hour General Education Classes. Students who wish to register for a one credit reading co-requisite must:
 1. First be registered for the matching three credit hour General Education section;
 2. Must contact their SSC to have the one credit option added to the registration schedule.
- If you have a **HOLD** on your account, the **Holds** icon will appear with 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 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.