

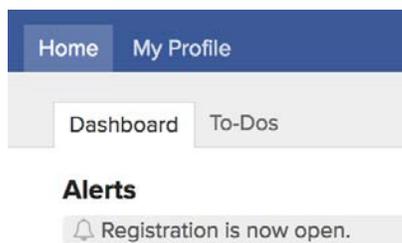
How Do I Register For Courses?

You can register for courses works when your school has set up online enrollment periods. Online enrollment periods start on the date of your school's choosing and conclude at the course or term's add/drop date. During these periods, you can enroll in courses, sign up to audit them, drop courses, and get on the waiting list.

Getting to the registration page

Remember, the registration page only appears during an online enrollment period that is open to you. If you don't see a way to get there, then it's not open! Here are the two ways you can get to the registration page:

- When you log in to Populi, you'll see an alert on your Home page.



Click the alert to go the registration page.

- Go to **My Profile** and click the Registration view.

Let's get oriented



Luke DeCona

Undergraduate: Junior - Bachelor of Arts in Liberal Arts and Culture

Bulletin Board Info Student **Registration** Financial

Registering for Autumn Term 2018-2019

Undo Changes

Save

Selected Courses

Name	Status	Credits	Primary Faculty	Schedule	Delivery Method	Remove
GRE302-1: Classical Greek Int.	Enrolled	2.00	Sonny Tipton	11:00am-12:00pm TH		
LIT302-1: Elizabethan Literature	Enrolled	3.00	Jay Grenner	1:00pm-2:59pm TU	On Campus	
MATH302-1: Applied Calculus	Enrolled	3.00	Ritchell Mokes	2:30pm-4:30pm WE		
MUS252-1: Guitar Performance	Enrolled	2.00	Robert Erben	2:00pm-3:00pm FR		
PHIL302-1: Medieval Politics and Economics	Auditor	2.00	Stewart McIntosh	9:00am-9:59am TU	On Campus	

Add bio

🕒 3:40 PM local time

✉ Send Email

✉ Email Faculty

📞 (288) 849-3628

Courses Offered

Enroll / Audit

Show

Department

Courses to enroll in

Available courses

All

		ART355-1: Black & White Photography 8:15am-10:00am TH Enroll: Audit: <input checked="" type="checkbox"/> Openings: 0 Credits: 2.00 Term max enrollment limit	Wes Siggs
		HIS202-1: Classical History: Levant 8:00am-10:00am TU Enroll: Audit: Openings: ∞ Credits: 2.00 Scheduling conflict Term max enrollment limit Passed in Autumn Term 2017-2018	Karol Schleier
		LAT511-1: Advanced Latin Translation: Civitate Dei 3:00pm-4:30pm TU Enroll: <input checked="" type="checkbox"/> Audit: <input checked="" type="checkbox"/> Openings: 5 Credits: 2.00	Sonny Tipton

- *Selected Courses* are those you've registered for (or hope to).
- *Courses Offered* are those for which you may submit an enrollment request. The courses you see here depend on your selections from the drop-downs:
 - *Enroll/Audit*: Toggle between courses you can enroll in or audit.
 - *Show Available courses with no conflicts*: These are courses that match your program and campus and for which you've fulfilled the prerequisites (or are currently enrolled in a prerequisite, corequisite, or equivalent) and with which you have no schedule conflicts. Additionally, if there is a term max enrollment limit, it shows courses which fall within that constraint.
 - *Show Available courses*: These courses include the above together with courses that have schedule conflicts and max enrollment conflicts.
 - *Show All courses*: This shows every course offered in the term, whether or not you can register for it.
- Each course includes important details:
 - Name, faculty, and schedule.

- Whether the course is available for enrollment and/or auditing, how many openings, and credits/hours.
- Conflicts appear in red: schedule, prerequisites, and term max enrollment constraints.

Registering for courses

Registering for 2018-2019: Autumn Term Undo Changes | Save

Submit your registration changes by clicking Save

Selected Courses

Name
TSS470X-1: Thesis Prep
GRE302-1: Classical Greek
MATH302-1: Trigonometry II
MUS252-1: Classical Guitar
PHIL302-1: Medieval Political and Economic TH

Courses Offered Show student view

Enroll / Audit Show

Courses to enroll in Available courses with Add

Enrollment Request ×

ART355-1: Black & White Photography

Schedule: 8:15am-10:00am TH

Credits: 2.00

Requested Status: Enrolled

Faculty: Wes Sigg

Faculty	Schedule	Delivery Method	Remove
Okes			
Tipton	10:00am-12:00pm WE		
Okes	2:30pm-4:30pm WE		
Erban	1:00pm-2:00pm MO		
McIntosh	8:00am-9:59am WE	On Campus	

- Using the drop-downs, choose whether you want to see courses to *Enroll in* or *Audit* and which *Offered Courses* you'd like to see (*Available...*, etc.).
- Click next to the course you'd like to add. If a course is at maximum enrollment click to request a spot on the course waiting list.
- Review the details in the enrollment request and click **Add** to confirm. A few things will happen when you do this:
 - The course will be added to *Selected Courses* with an "Unsaved" badge. A notice will display above *Selected*; you can either **Save** the registration changes or **Undo** them.
 - *Offered Courses* will switch back to show Available Courses. In all likelihood, new schedule and max enrollment conflicts will appear.
 - If you've made a mistake, click to remove the course.
- Repeat the above steps as often as necessary.
- When you're ready to submit the changes, click **Save**.

After you save your registration Tuition, fees, and other charges will be generated for you on [My Profile > Financial > By Term](#).

How do I audit a course?

To audit a course:

1. Select *Audit* in the Enrolled/Auditing selector by *Offered Courses*.
2. Click  or  next to the courses you'd like to audit.
3. Confirm your choice(s) and then save the changes.

How do I drop a course?

To drop a course you've already registered for:

1. Find the course you'd like to drop under *Selected Courses*.
2. Click  to remove the course.
3. Confirm your choice(s) and then save the changes.