

# Instructions for Online Registration

---

In order to register online you must be in good academic standing, have no holds, be in a major other than nursing, and not be an incoming freshman among others.

If you qualify as per the guidelines stated above you will be able to register online starting on the dates corresponding to your group. Students are placed in the following groups: 0 hours; 1-27 hours; 28+ hours. These hours are hours COMPLETED. If you are currently taking a class it does not count as hours completed.

To register online:

Go to My Crowder and log in.

Click on the Academics Tab.

On the left side of the screen – Click on Registration.

Scroll to the bottom of the page until you find the Course Schedule Portlet (below):

**Course Schedules**

**Add/Drop**

**Personal Information Update**

Please click the link below to confirm/update your personal information. You must complete this step in order to add/drop courses.

[Complete the Personal Information Update form](#)

**Registration Agreement**

Please click the link below to accept the terms of the Registration Agreement. You must complete this step in order to add/drop courses.

[Complete the Registration Agreement form](#)

[Go to Main screen](#)

Click on Complete the Personal information Update form. Here you will verify your name, address, phone number, major, and emergency contact information. Changes made on this form will not be reflected immediately.

# Instructions for Online Registration

Once you finish updating the information – Click submit at the bottom of the form.

2. Degree I Am Seeking: Associate of Arts

3. Major: History

---

**Emergency Contacts**

**First Person to Contact in Case of Emergency**

1. Priority: 1

2. First Name:  Maximum characters allowed: 15

3. Middle Name/Initial:  Maximum characters allowed: 15

4. Last Name:  Maximum characters allowed: 30

5. Home Phone:  Format: 123-456-7890

6. Work Phone:  Format: 123-456-7890

7. Work Phone Extension:  Maximum characters allowed: 5

8. Cell Phone:  Format: 123-456-7890

9. Email Address:  Format: x@x.xx

10. Relationship to Emergency Contact:  Maximum characters allowed: 60

Once you click Submit it will bring you back to the course schedule portlet.

Now you will click on Complete the Registration Agreement Form.

## Registration

**Course Schedules - Add/Drop Courses**

Add/Drop > > Add/Drop Courses

**Thank you for submitting your Personal Information Update**

**Add/Drop**

Term: Spring 2011 Division: Undergraduate

**You have holds and are not allowed to Add and Drop courses.. The Add/Drop Period is closed.**  
You are currently registered for **0 credits**.

**Registration Agreement**

Please click the link below to accept the terms of the Registration Agreement. You must complete this step in order to add/drop courses.

[Complete the Registration Agreement form](#)

# Instructions for Online Registration

In order to proceed you must agree to the terms by selecting yes and clicking Submit.

**Course Schedules**

Add/Drop

**Registration Agreement**

**Instructions**

Before you will be able to add/drop courses, you must read and acknowledge understanding of our academic honesty policy.

Once you've read, acknowledge understanding by clicking "Yes" and then "Submit."

**At Crowder College plagiarism, like other forms of academic dishonesty, warrants an 'F' on first offense for that assig permanent expulsion from the college on the third offense. All forms of academic dishonesty are reported to the Dea Plagiarism is when a writer uses another person's work without giving credit to that person. It does not matter if the informal document. For more details go to [www.crowder.edu/plagiarism](http://www.crowder.edu/plagiarism)**

1. Do you accept this agreement? \*Required  Yes  No

Submit Cancel

This will bring you to the course registration portlet.



If you log in to Jenzabar and all you have in the portlet is:

**Course Schedules**

**Add/Drop**

**Alert:** The Add/Drop Period is closed. You have holds and are not allowed to Add and Drop courses.

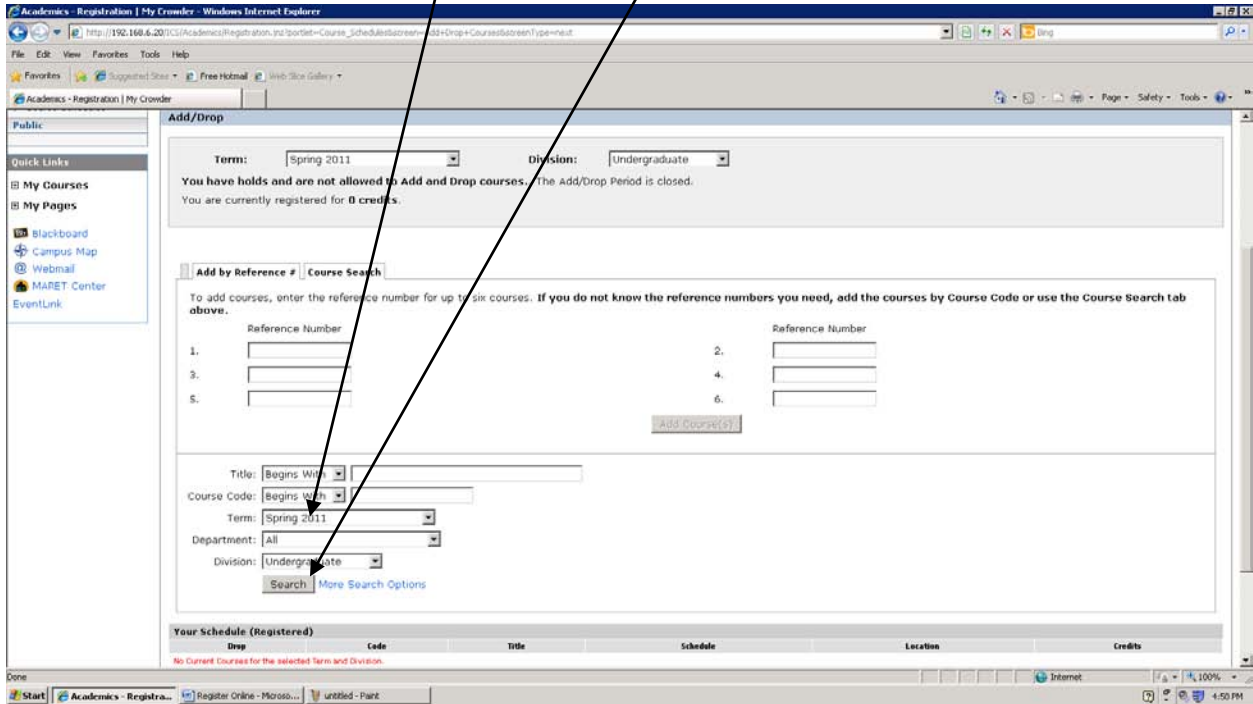
**Current Term:** Spring 2011  
Add Period Closed / Drop Period Closed  
**Holds:** Cashier's Office Hold

 [Add/Drop Courses](#)      Click  [Course Search](#) to view the schedule.

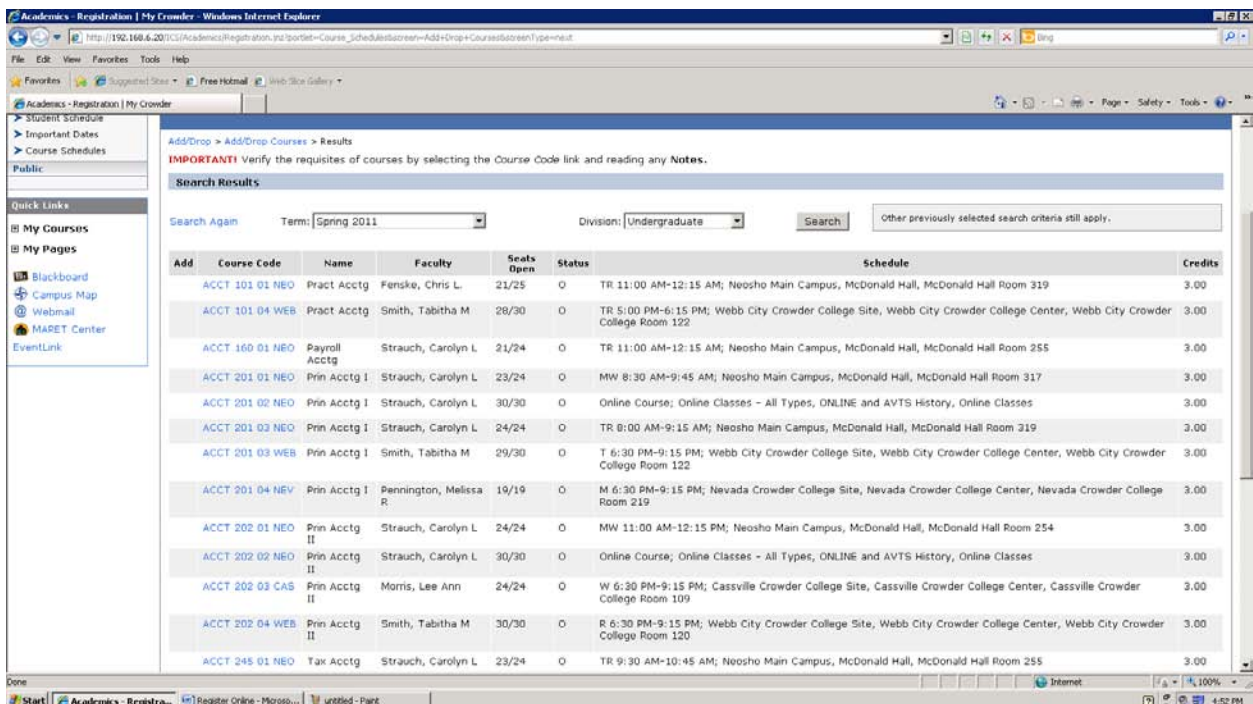
# Instructions for Online Registration

Simply click on Add/Drop Courses to move forward with Registration. **Note:** Holds are reflected in this area.

Search for courses by selecting the term and clicking Search.



If there are no boxes next to courses it means you are not able to register – in this case because of a hold.



# Instructions for Online Registration

If you are able to register you will have boxes next to the courses.

Course Schedules - Results

Add/Drop > Add/Drop Courses > Results

**IMPORTANT!** Verify the requisites of courses by selecting the Course Code link and reading any Notes.

Search Results

Search Again Term: Spring 2011 Division: Undergraduate Search Other previously selected search criteria still apply.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input type="checkbox"/>	ACCT 101 01 NEO	Pract Acctg	Fenske, Chris L.	21/25	O	TR 11:00 AM-12:15 AM; Neosho Main Campus, McDonald Hall, McDonald Hall Room 319	3.00
<input type="checkbox"/>	ACCT 101 01 WEB	Pract Acctg	Smith, Tabitha M	28/30	O	TR 5:00 PM-6:15 PM; Webb City Crowder College Site, Webb City Crowder College Center, Webb City Crowder College Room 122	3.00
<input type="checkbox"/>	ACCT 160 01 NEO	Payroll Acctg	Strauch, Carolyn L	21/24	O	TR 11:00 AM-12:15 AM; Neosho Main Campus, McDonald Hall, McDonald Hall Room 255	3.00
<input type="checkbox"/>	ACCT 201 01 NEO	Prin Acctg I	Strauch, Carolyn L	23/24	O	MW 8:30 AM-9:45 AM; Neosho Main Campus, McDonald Hall, McDonald Hall Room 317	3.00
<input type="checkbox"/>	ACCT 201 02 NEO	Prin Acctg I	Strauch, Carolyn L	30/30	O	Online Course; Online Classes - All Types, ONLINE and AVTS History, Online Classes	3.00
<input type="checkbox"/>	ACCT 201 03 NEO	Prin Acctg I	Strauch, Carolyn L	24/24	O	TR 8:00 AM-9:15 AM; Neosho Main Campus, McDonald Hall, McDonald Hall Room 319	3.00
<input type="checkbox"/>	ACCT 201 03 WEB	Prin Acctg I	Smith, Tabitha M	29/30	O	T 6:30 PM-9:15 PM; Webb City Crowder College Site, Webb City Crowder College Center, Webb City Crowder College Room 122	3.00
<input type="checkbox"/>	ACCT 201 04 NEV	Prin Acctg I	Pennington, Melissa R	19/19	O	M 6:30 PM-9:15 PM; Nevada Crowder College Site, Nevada Crowder College Center, Nevada Crowder College Room 219	3.00

Select the courses you want by checking on the boxes.

When you finish making your selections, go to the bottom of the screen and click Add Courses.

<input type="checkbox"/>	ADN 160 01 NEV	Nursing I	Douglas, Linda K	29/29	O	TW 8:00 AM-2:50 PM; Nevada Crowder College Site, Nevada Crowder College Center, Nevada Crowder College Room 316	4.00
<input type="checkbox"/>	ADN 160 02 NEO	Nrsg Interv I	Evans, Leasa A	28/28	O	WR 12:00 PM-4:00 PM; Neosho Main Campus, McDonald Hall, McDonald Hall Room 350	4.00
<input type="checkbox"/>	ADN 160 03 CAS	Nrsg Interv I	George, Theresa L	26/26	O	MW 7:30 AM-11:30 AM; Cassville Crowder College Site, Cassville Crowder College Center, Cassville Crowder College Room 207	4.00
<input type="checkbox"/>	ADN 161 01 NEO	Clinical I		10/10	O	W 6:00 AM-6:00 PM;	1.00
<input type="checkbox"/>	ADN 161 01 NEV	Clinical I	Hudson, Alma D	11/11	O	6:00 AM-6:00 PM; Off Primary Campus Site, Hospital Clinicals, Hospital Clinicals	1.00

Add Courses

AC - AD | AD - AD | AD - AD | AD - AD | AD - AG | AG - AG | AG - AN | AN - AR | AR - AS | AU - BI | BI - BI | BI - BM | BM - BS | BS - BS | BS - BS | BS - CH | CH - CN | CN - CN | CN - CO | CO - CO | CO - CO | CO - CO | CO - CO | CO - DR | DR - EC | EC - ED | ED - EL | EL - EN | EN - EN | EN - EN | EN - EN | EN - EN | EN - EN | EN - EN | EN - EN | EN - ER | ER - HI | HI - HI | HI - HI | HI - LE | LE - LO | LO - LO | LO - LO | LO - MA | MA - MA | MA - MA | MA - MA | MA - MA | MA - MA | MA - MA | MA - MU | MU - MU | MU - MU | MU - OA | OA - OA | OA - PE | PE - PE | PE - PE | PE - PH | PH - PL | PL - PS | PS - PS | PS - SO | SO - SP | SP - SP | SP - SP | SP - SP | SP - TA | TA - TA | TR - TR | TR - VE | VE - Z2 | Z2 - Z2 Next Page -->

Letters at the bottom will help you move to different courses.

# Instructions for Online Registration

**IMPORTANT: YOU ARE RESPONSIBLE FOR READING THE SCREEN AND DETERMINING WHICH COURSES HAVE BEEN ADDED.**

Term:  Division:   
The Drop Period is closed but you may be able to drop one or more registrations.  
You are currently registered for **12 credits**.

## Messages

PE 113 20 CAS - Successfully added to registration record.  
PE 114 01 NEO - Successfully added to registration record.

## Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

**PE 205 01 NEO**  
Error: **Time Conflict with PE 114 01 NEO, A prerequisite for this course has not been met**

To add courses, enter the reference number for up to six courses. **If you do not know the reference numbers you need, add the courses by Course Code or use the Course Search tab above.**

Reference Number	Reference Number
1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

The screen above tells me I have been successfully registered for 2 PE classes and that I am currently registered for 12 Credits.

It also tells me PE 205 *HAS NOT BEEN ADDED*. There is a time conflict with PE 114 and the prerequisite has not been met.

YOU WILL NOT BE ABLE TO OVERRIDE TIME CONFLICTS, PREREQUISITES, PERMISSIONS FROM INSTRUCTORS, MAXIMUM HOURS, etc. You will need to visit your advisor or the Student Services Office in order for an advisor to evaluate your schedule and make a determination on whether there should be an override.

When you return to the Course Schedule portlet you can see the classes you are signed up for:

# Instructions for Online Registration

**Alert:** The Drop Period is closed but you may be able to drop one or more registrations.

**Current Term:** Spring 2011

Add Period Open / Drop Period Closed



[Add/Drop Courses](#)

Click



[Course Search](#) to view the schedule.

## Your Schedule (Registered)

Course	Title	Status
<a href="#">ACCT 101 01 NEO</a>	Pract Acctg	Current
<a href="#">ACCT 201 03 WEB</a>	Prin Acctg I	Current
<a href="#">PE 113 20 CAS</a>	Wellness	Current
<a href="#">PE 114 01 NEO</a>	Badmint/table T	Current
<a href="#">SPCH 101 30 NEO</a>	Speech	Current