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):

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.

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

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

Now you will click on Complete the Registration Agreement Form.

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 understaning or 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

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.

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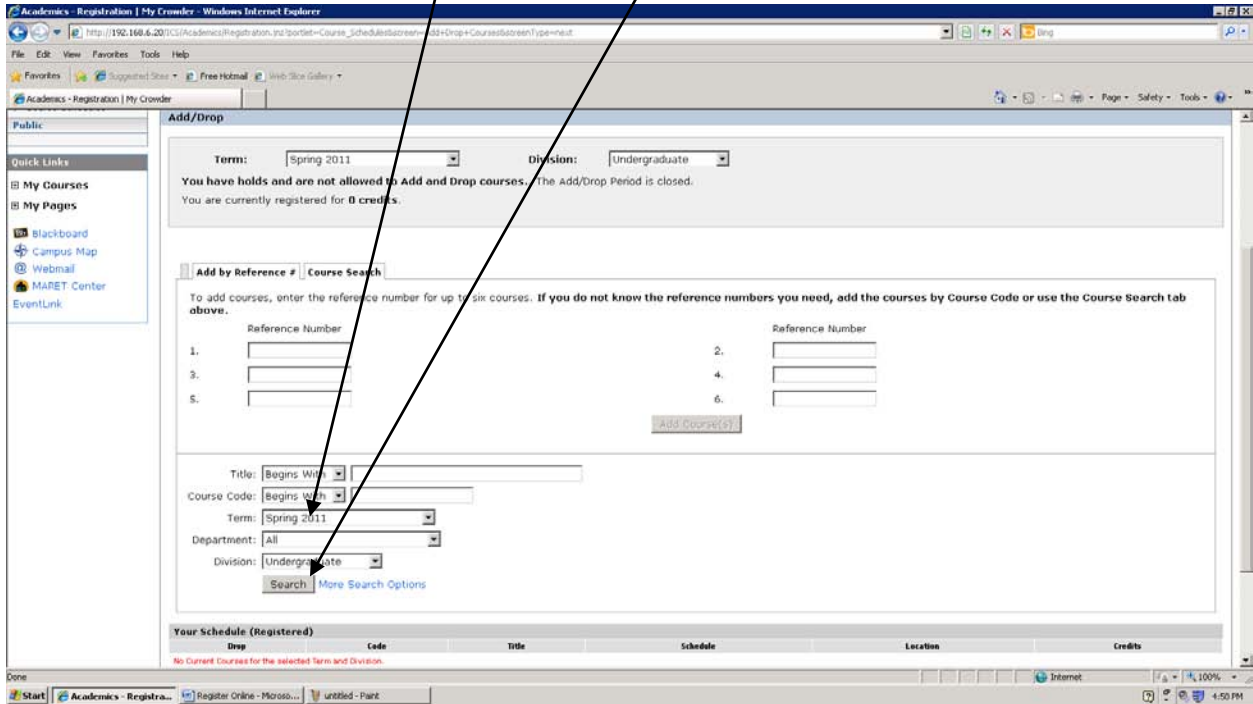
If there are no boxes next to courses it means you are not able to register – in this case because of a hold.

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.**
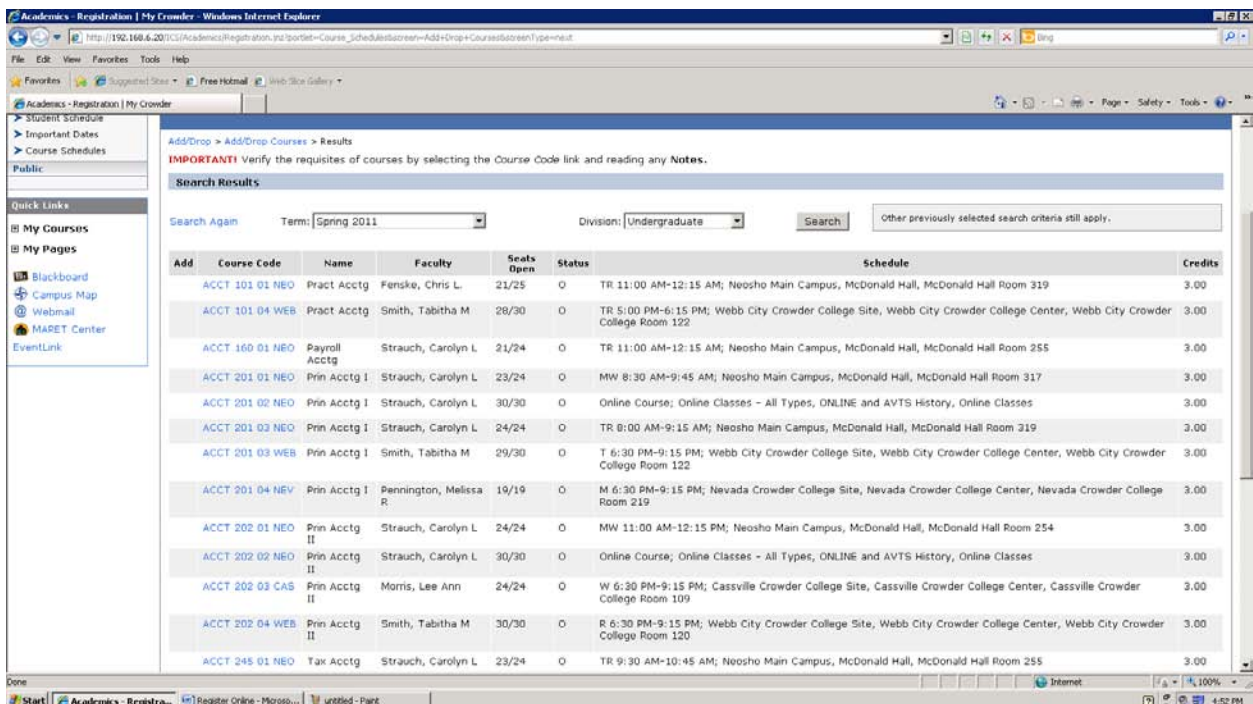
Search Results

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
☐	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
☐	ACCT 101 04 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
☐	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
☐	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
☐	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
☐	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
☐	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
☐	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.

☐	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
☐	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
☐	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
☐	ADN 161 01 NEO	Clinical I		10/10	O	W 6:00 AM-6:00 PM;	1.00
☐	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 – BS | BS – CH | CH – CN | CN – CN | CN – CO | CO – CO | CO – 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 – 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 – ZZ | ZZ – ZZ Next Page -->

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

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

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:

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
ACCT 101 01 NEO	Pract Acctg	Current
ACCT 201 03 WEB	Prin Acctg I	Current
PE 113 20 CAS	Wellness	Current
PE 114 01 NEO	Badmint/table T	Current
SPCH 101 30 NEO	Speech	Current