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):

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.

First Person to Contact in Case of Emergency

1. Priority: [ ]
2. First Name: [ ]
3. Middle Name/Initial: [ ]
4. Last Name: [ ]
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: @ks.ru
10. Relationship to Emergency Contact: [ ] Maximum characters allowed: 60

Submit | Cancel

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.

This will bring you to the course registration portlet.

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

**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

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.

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.

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

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

<table>
<thead>
<tr>
<th>Your Schedule (Registered)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Title</strong></td>
<td><strong>Status</strong></td>
</tr>
<tr>
<td>ACCT 101 01 NDO</td>
<td>Prac Accdg</td>
<td>Current</td>
</tr>
<tr>
<td>ACCT 201 05 WEB</td>
<td>Prin Accdg 1</td>
<td>Current</td>
</tr>
<tr>
<td>PE 113 05 CAS</td>
<td>Wellness</td>
<td>Current</td>
</tr>
<tr>
<td>PE 114 03 NDO</td>
<td>Badminton/Table T</td>
<td>Current</td>
</tr>
<tr>
<td>SPCH 101 00 NDO</td>
<td>Speech</td>
<td>Current</td>
</tr>
</tbody>
</table>