Student Course Registration Quick Guide

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REGISTRATION TOOLS: Where do I register for classes?

1. Login to MyCharleston (my.cofc.edu).
2. Click on the Academic Services Tab.
3. Locate the Registration Tools channel.

REGISTRATION STATUS: Do I have any holds or required verifications that would prevent me from registering?

1. Before beginning the registration process, always make sure you are eligible to register.
2. Click on the Registration Status link on the Registration Tools channel.
3. Select a Term for which you are planning to register and click the Submit button.
4. If you have green check marks on all items, you are ready to register. If you have any holds, click the View Holds link at the bottom of the screen to view who placed the hold. Only the department who placed the hold can remove the hold from your account. For example, only the Treasurer’s Office can remove a Treasurer hold.

REGISTRATION ENTRY TIMES: When can I register for classes?

- Currently enrolled undergraduate students register for courses by assigned entry time with the Registration Tools channel on the Academic Services tab in MyCharleston.
- The entry time schedule is based on the hours that you have earned. This does not include the hours in which you are currently enrolled. To view the registration schedule click Registration Entry Times.

LOOK UP CLASSES: What classes are being offered?

1. To view what classes are available for registration, click the Look Up Classes link in the Registration Tools channel.
2. Select the Term for which you plan to register from the drop-down menu.
3. Click the Submit button. The Look Up Classes page of search criteria options will appear. You have two search options. You have the option of using Course Search (subject based) or Advanced Search (additional search criteria).
Course Search (subject based)

1. Select the Subject area you wish to search. To select more than one subject, hold down the CTRL key when clicking your selections. If you wish to select all courses, click the first subject. Then scroll down and hold down the SHIFT key when clicking on the last subject. This will highlight the entire list.
2. Click the Course Search button when you have finished making your selection(s).
3. After clicking the Course Search button the resulting courses found will appear.
4. Click View Sections.

Advanced Course Search (additional search criteria)

1. Click the Advanced Search button if you would like to use additional selection options to narrow your course search. Use all or some of the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you MUST select at least one subject. If you are not using a specific search criteria box, leave it blank.

   - **Subject**: Select the Subject area you wish to search. Type the first few letters of a subject to move through the list with less scrolling. To select multiple subjects, hold down the CTRL key when you click.
   - **Course Number**: If you are looking for a specific course, and know the course number, you may type it into this field.
   - **Title**: If you know the course title or even part of the title, you can type it in to begin a keyword search on the course title field.
   - **Schedule Type**: This field should be set to “All” unless you are seeking a specific course format...for example, “online exclusively” or “online + scheduled online mtgs.”
   - **Campus**: This field allows you to limit your search to campus location.
   - **Course Level**: This field limits the search to either graduate or undergraduate courses.
   - **Part of Term**: This field allows you to search for Full Term, Express I, Express II, Maymester and Summer courses. Full term courses last the entire semester; Express I courses last the first half of the semester; Express II courses last the second half of the semester.
   - **Session**: This field should be set to “All” at this time (unless you are only searching for evening or study abroad courses).
   - **Attribute Type**: This field should be set to “All” unless you are searching for a specific course attribute.
   - **Start and End Times**: If you are looking for a class with a specific start time or that meets in a specific window of time, you may use the Start and End Time limiters.
   - **Days**: This field allows you to search for classes that meet on specific days of the week. Please note: Putting a check in the boxes for Monday through Friday will not return all courses meeting on any weekday, but instead will return only courses which have not yet been assigned a meeting time. If you want to leave your search open to all days of the week, leave this field blank.

2. When you have finished entering your search criteria, click the Section Search button.
3. As you create your schedule and search for classes, you can click the Student Detail Schedule link at the bottom of the Look Up Classes screen to view the courses for which you have already registered. This will help you avoid choosing classes with time and day conflicts. Click the Return to Previous link to return to the Look Up Classes screen.
4. After clicking the **Section Search** button the resulting **Sections Found** will appear.

5. Select the course(s) you want by clicking the open **Select** checkbox to the left of the course. A checkmark will appear in the box. If the **Select** box has a “C”, it is currently closed for registration. If the **Select** checkbox has an “SR”, you are prevented from registering for the course due to a student restriction (i.e. hold or class level).

6. If you are trying to register for classes that have co-requisites, science classes being a good example, you will need to register for both the lecture and the lab simultaneously. If you try to register for only one of the co-requisite courses, you will receive an error message telling you what course you also need to select.

7. When you have finished making your selection(s), scroll to the bottom of the page and click the **Register** button.

**Course Sections Found Key:**

- **CRN:** Course Reference Number. You can click on the **CRN** hyperlink to view the Class Schedule Listing detail screen. On the next screen, click on the **Course Title** hyperlink to view pre-requisites, co-requisites and restrictions pertaining to the course.
- **Subj:** Subject
- **Crse:** Course number
- **Sec:** Section number
- **CMP:** Campus, **M** is for Main (downtown).
- **CRED:** The number of credit hours for the course.
- **Title:** Course title
- **Days and Time:** When the course meets. Days of the week abbreviations: **M**= Monday; **T**= Tuesday, **W**= Wednesday **R**=Thursday; **F**= Friday.
- **Cap:** Seating capacity of the course
- **Rem:** Number of seats remaining in the course
- **Instructor:** Who is teaching the course
- **Date:** Course dates
- **Location:** Classroom location. Visit the [Classroom Acronyms and Locations](#) webpage for a locations guide.

**IMPORTANT:** Make sure you know the pre-requisites, co-requisites and exclusions for the courses you are choosing. The academic catalog can be found at [catalog.cofc.edu](http://catalog.cofc.edu).

**ADD or DROP CLASSES: I know the CRN(s) for the course I want. Do I have to use Look Up Classes?**

1. If you know the Course Registration Number (CRN) for the course(s) for which you are registering, click on the **Add or Drop Classes** link in the **Registration Tools** channel.
2. Select the **Registration Term** from the drop-down box and click **Submit**.
3. Your **Current Schedule** will appear at the top of the page and the **Add Classes Worksheet** will be near the bottom of the page.
4. Enter the CRN(s) in the boxes on the **Add Classes Worksheet**.
5. Click **Submit Changes**.
DROPPING A CLASS: How can I drop a class from my schedule?

1. Click on the Add or Drop Classes link on the Registration Tools channel.
2. Under the Current Schedule section, click the drop-down Action box next to the course you wish to drop and select Web Drop.
3. Click Submit Changes.

**Note:** At the end of the drop/add deadline, the Action box link option will change to Web Withdrawal. Dropping a course after the official drop/add deadline results in a withdrawal (W) from the course. Visit the Academic Calendar for deadlines.

MY SCHEDULE: How can I view and print my schedule?

1. Click the Add or Drop Classes link on the Registration Tools channel.
2. Select the term from the Search by Term drop-down box and click Submit.
3. Scroll to the bottom of the page and click Concise Student Schedule link. The Concise Student Schedule provides a summary list of your class schedule details (best for printing). The Concise Student Schedule also contains a Reserve/Order Books link for your convenience.
4. To print a copy of your Concise Student Schedule click File and then select Print.

ERROR MESSAGES: What does this error message mean?

Error messages may appear on the Add or Drop Classes screen after you click Register or Submit Changes for a course. They will be indicated by a red circle with a white exclamation point.

- **Class restriction** error: Receiving this error means you may not have achieved the class level that is required to register for the course (i.e. junior status required).
- **Co-requisite or pre-requisite** error: you are missing a co-requisite or pre-requisite for the course.
- **Maximum hours exceeded** error: This means you have exceeded the maximum credit hours for which you are eligible to register (18 hours).
- **Repeat or Mutual Exclusion** error: This means you have already received credit for this course or are currently enrolled in the course or its equivalent. Consult the Academic Catalog for course repeat policies.
- **Time conflict** error: The system tells you which class you are already registered for that is causing the time conflict.
MAX CAPACITY OVERRIDE

1. If you have been given permission for a **Max Capacity Override** by an Academic Department (permission for a seat in a closed course), you will need to enter the CRN directly into the **Add Classes Worksheet**.
2. The **Permit/Override** authorization and the CRN will be shown on your **Registration Status** page. Make note of the CRN.
3. Click on the **Add or Drop Classes** link in the **Registration Tools** channel.
4. Select the **Registration Term** from the drop-down box.
5. Click **Submit**.
6. Your **Current Schedule** will appear at the top of the page and the **Add Classes Worksheet** will be near the bottom of the page.
7. Enter the CRN in one of the boxes on the **Add Classes Worksheet**.
8. Click **Submit Changes**.

WITHDRAWING FROM A CLASS: How can I withdraw from a class on my schedule?

Once the Drop/Add deadline has passed, students may voluntarily withdraw from individual courses until the official withdrawal deadline for the semester. Consult the **Academic Calendar** for deadlines.

1. Click on the **Add or Drop Classes** link on the **Registration Tools** channel.
2. Under the **Current Schedule** section, click the drop-down **Action** box next to the course you wish to drop and select **Web Withdrawal**.
3. Click **Submit Changes**.
4. You will receive an email confirmation to your college-issued email account.

**Note:** Students will receive a status indicator of “W” for the course. A “W” is not a grade. A “W” indicates a course was started but not completed.

ONLINE COURSE TYPE DEFINITIONS

**Online Exclusively (ONL)**

These online courses can be identified by the Schedule Type: **Online Exclusively**

These online courses will not require any scheduled class meeting times, either virtually or on campus. Course materials and course content may be accessed by students at any time. This course may require that examinations be completed in a proctored environment. There may be an additional cost for online proctoring. Some courses may offer other proctoring options (e.g. on campus or at an approved testing center).
Online + Scheduled Online Meetings (OSM)

These online courses can be identified by the Schedule Type: *Online + Scheduled Online Mtgs*

These online courses will require you to be available for scheduled class meeting times when you will be expected to participate in real-time. This course may also require that examinations be completed in a proctored environment. There may be an additional cost for online proctoring. Some courses may offer other proctoring options (e.g. on campus or at an approved testing center).

Online Course + Scheduled Campus Meetings (OCM)

These courses can be identified by the Schedule Type: *Online + Scheduled Campus Mtgs*

These courses will include a combination of online instruction and scheduled class meeting times when you will be expected to be present in the classroom on campus. The proportion of online and face-to-face meetings will differ by course and by instructor and may vary at the instructor’s discretion. This course may also require that examinations be completed in a proctored environment. There may be an additional cost for online proctoring. Some courses may offer other proctoring options (e.g. on campus or at an approved testing center).

Online + Limited Class Meetings (OLM)

These courses can be identified by the Schedule Type: *Online + Limited Class Mtgs*

These courses will include a combination of online instruction and scheduled class meeting times when you will be expected to be present in the classroom on campus. Instruction in this course will be primarily online, but you may be required to attend class on campus up to 5 times during the semester. These dates will be scheduled at the discretion of the faculty member and communicated to students prior to the start of the course. Students will find these dates in the course offerings schedule. This course may also require that examinations be completed in a proctored environment. There may be an additional cost for online proctoring. Some courses may offer other proctoring options (e.g. on campus or at an approved testing center).

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