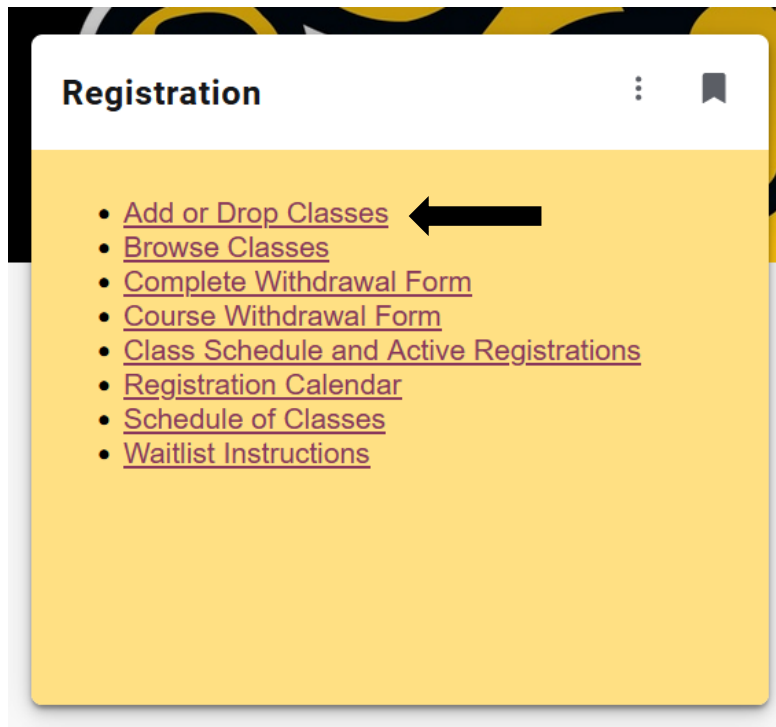
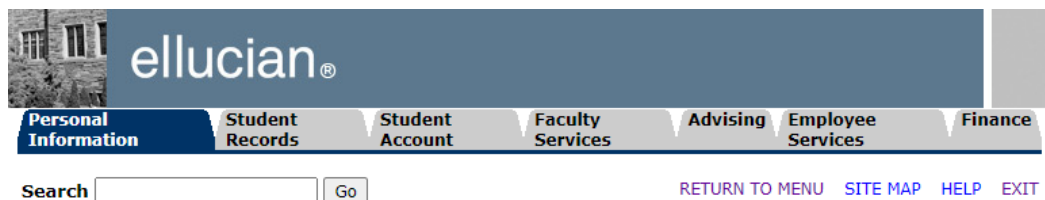


## Registration Instructions

- 1) In Goldlink, scroll to the Registration card. Click on “Add or Drop Classes.”



- 2) This will open the Registration/Fee Agreement and Contact Information Update page.



### Registration/Fee Agreement and Contact Information Update



## MISSOURI WESTERN STATE UNIVERSITY STUDENT REGISTRATION & RESPONSIBILITY AGREEMENT



### PAYMENT OF FEES/PROMISE TO PAY

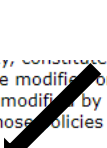
I understand that when I register for any class at Missouri Western State University (herein referred to as the University) or receive any service from the University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which the University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date. I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at <https://main.missouriwestern.edu/registrar/registration>


I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class, review the Registration

- 3) At the bottom of this screen is your address and phone number.
- Please review this and update if needed.
  - Once you have read through this Registration/Fee Agreement, click the box with the red check.

between the student and the University, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by the University if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

**a**   Update Address & Phone

**b**  ☒ Click to Accept the terms and continue registration

To sign up for Griffon Alert, please click on this link [GRIFFON ALERT SIGNUP](#) 

Griffon alert is used for the following:

- Campus closing and classes canceled due to weather or other circumstances
- Tornado warnings
- Bomb threat and other emergency evacuations
- Active shooter on campus


Sign up your cell phone today.

#### Addresses and Phones

Mailing	Phones
<b>Current:</b> Feb 01, 2020 - (No end date) 123 Any Street Saint Joseph, Missouri 64507	Primary: None Provided

Permanent/Parent/Guardian	Phones
<b>Current:</b> Feb 27, 2015 - (No end date) 123 Any Street Saint Joseph, Missouri 64507	Primary: None Provided

- 4) This opens the Registration menu. Click “Add or Drop Classes”.




Personal Information Student Records Student Account Faculty Services Advising Employee Services Finance

Search  Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Registration

[Select Term](#)

[Add or Drop Classes](#) 

Web Registration is now closed for Fall 2022. For additional information or Second Session registration, contact the Registrar's Office at 816-271-4211 or visit Eder Hall 102.

**Schedule Planner**  
Create the perfect class schedule.

[Schedule Planner Registration Cart](#)

[Week at a Glance](#)

[Student Detail Schedule](#)

[Registration Fee Assessment](#)

[Registration Status](#)

[Active Registration](#)

[Registration History](#)

[View/Print your Class Schedule](#)

[Look Up Classes](#)

RELEASE: 8.9.2.1

- 5) Choose the upcoming semester from the dropdown menu and click “Submit”.

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Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Select Term

G00012345 Sam Student  
Jan 30, 2023 11:27 am

Select a Term:

Submit

RELEASE: 8.7.2.12

- 6) If asked to do so, enter your 4-digit Alternate PIN and click “Submit”.

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Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Alternate PIN Verification

Please enter your Alternate Personal Identification Number (PIN) for verification, then click Logon.

Alternate PIN:

Submit

- 7) Here, you can a) enter your 5-digit CRNs in the boxes or b) do a class search.

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Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Classes:

G00012345 Sam Student  
Spring 2023  
Jan 30, 2023 12:00 pm

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule list.

**Dropping Classes:** Use the options available in the Action field. Click Submit Changes at the bottom of the page. If no options are listed in the Action field then the class may not be dropped.

**Adding Classes:** Use the Add Classes Worksheet to enter the Course Reference Number (CRN) in the table. Click Submit Changes at the bottom of the page. If you are unsure of which classes to add, use the Schedule Planner link listed below.

Create your ideal schedule using the [Schedule Planner](#) 3. schedule planner registration cart default

View your [Schedule Planner Registration Cart](#)

Add Classes Worksheet

CRN									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Changes Class Search Reset

- 8) If you enter the 5-digit CRNs, click on “Submit Changes”. You will be enrolled in the corresponding class for each CRN, unless the course is full, there is a time conflict, or the prerequisites have not been met. Check for any error messages.

If you are doing a class search, choose the subject (English, for example) and click the “Course Search” button.

The screenshot shows the ellucian® website header with navigation tabs: Personal Information, Student Records (selected), Student Account, Faculty Services, Advising, Employee Services, and Finance. Below the header is a search bar with a "Go" button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled "Look-Up Classes to Add:" and displays user information: G00012345 Sam Student, Spring 2023, Jan 30, 2023 12:52 pm. A yellow horizontal line separates this from a search instruction: "Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click Get Classes to perform the search."


This screenshot shows a "Subject:" dropdown menu. The menu is open, displaying a list of subjects: Continuing Education (WI), Criminal Justice, Cybersecurity, Earth Science, Economics, Education, Electronics Engineering Techno, Engineering Technology, English (highlighted in blue), and English Technical Communicatio. A black arrow points to the "English" option. Below the dropdown are two buttons: "Course Search" and "Advanced Search".

- 9) If you click on “Course Search” the below screen will appear. Click “View Sections” to see the available offerings for the course you’ve selected (ENG104, for example).

The screenshot shows the ellucian® website after a search. The header and navigation tabs are the same. The search bar is empty. The main content area is titled "Look-Up Classes to Add:" and displays user information: G00012345 Sam Student, Spring 2023, Jan 30, 2023 12:54 pm. A yellow horizontal line separates this from a section titled "Spring 2023" and "English". Below this, there is a table of course offerings:

CRN	Course Name	Action
100	Intro to College Writing	<a href="#">View Sections</a>
104	College Writing and Rhetoric	<a href="#">View Sections</a>
108	College Writing and	<a href="#">View Sections</a>

A black arrow points to the "View Sections" button for course 104.

- 
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[Finance](#)

Search  [Go](#)
[RETURN TO MENU](#)
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[EXIT](#)

Look-Up Classes to Add:
 
 G00067868 Derek J. Evans  
 Spring 2023  
 Jan 30, 2023 01:02 pm

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[Faculty Services](#)
[Advising](#)
[Employee Services](#)
[Finance](#)

Search  
[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

Add/Drop Classes:
 
 G00012345 Sam Student  
 Spring 2023  
 Jan 30, 2023 01:16 pm

[illegible]

To enter the remainder of your classes, you will go through the same process under Class Search and choose your desired sections.

### **CHECK FOR ERROR MESSAGES!**

If the class does not add after checking the box and clicking on “Register”, it could be that 1) the course is full, 2) you have not met the prerequisites, or 3) there is a time conflict. Look for this message:

#### **Registration Add Errors**

Right below, it will show whether it was a prerequisite error, time conflict error, link error, program restriction error, etc.

- If you get a prerequisite error, you have not taken the class(es) required to take prior to enrolling in the class you are trying to get into.
- If you get a time conflict error, this means you are trying to enroll in another class that is at the same time as another class you are already enrolled in. Check the error message for which CRN it is in conflict with and work out the time conflict problems.
- If you get a link error, it is because the class you have chosen has a class that is required to be taken with another class. Example: EXS 101 lecture requires an EXS 101 lab; BIO 101 lecture requires a BIO 101 lab; CHE 310 requires you to take CHE 311 as well, etc. Check the University catalog for these specific requirements.
- If you get a program restriction error, this means that you have not met the major program requirements to be enrolled in the course. Check the University catalog for these specific requirements.

If you have any questions, contact Student Success & Academic Advising at 816-271-5990 or visit them in Eder Hall 209.