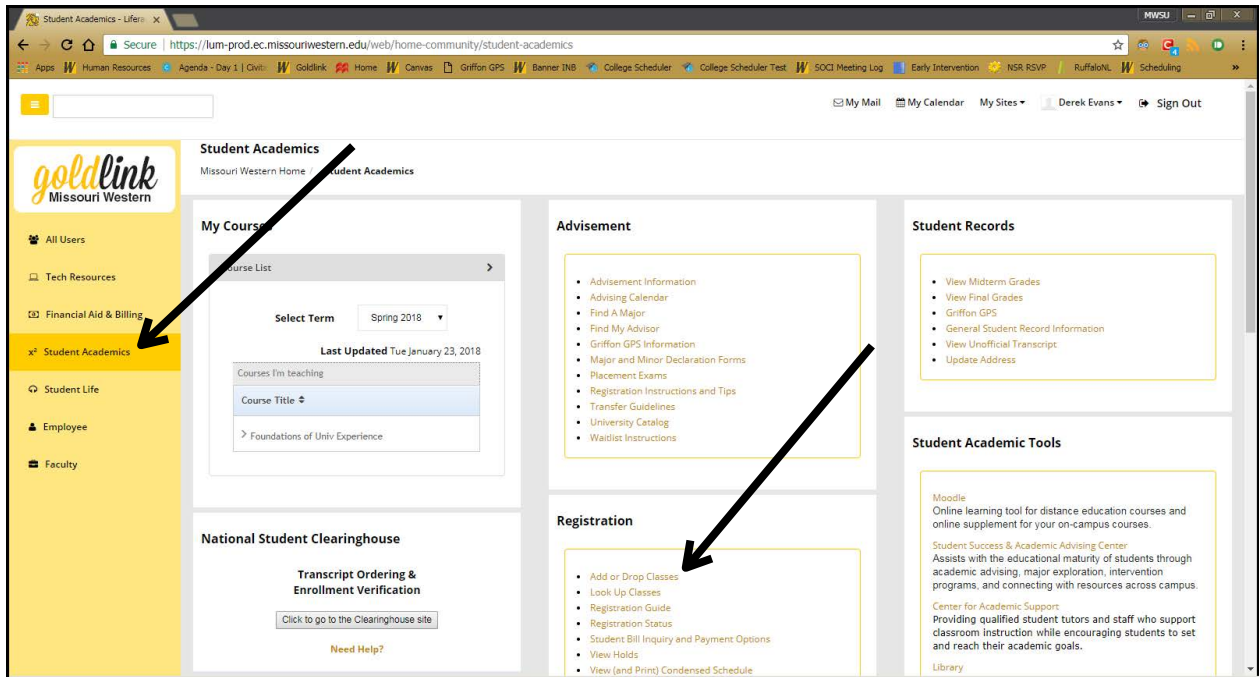
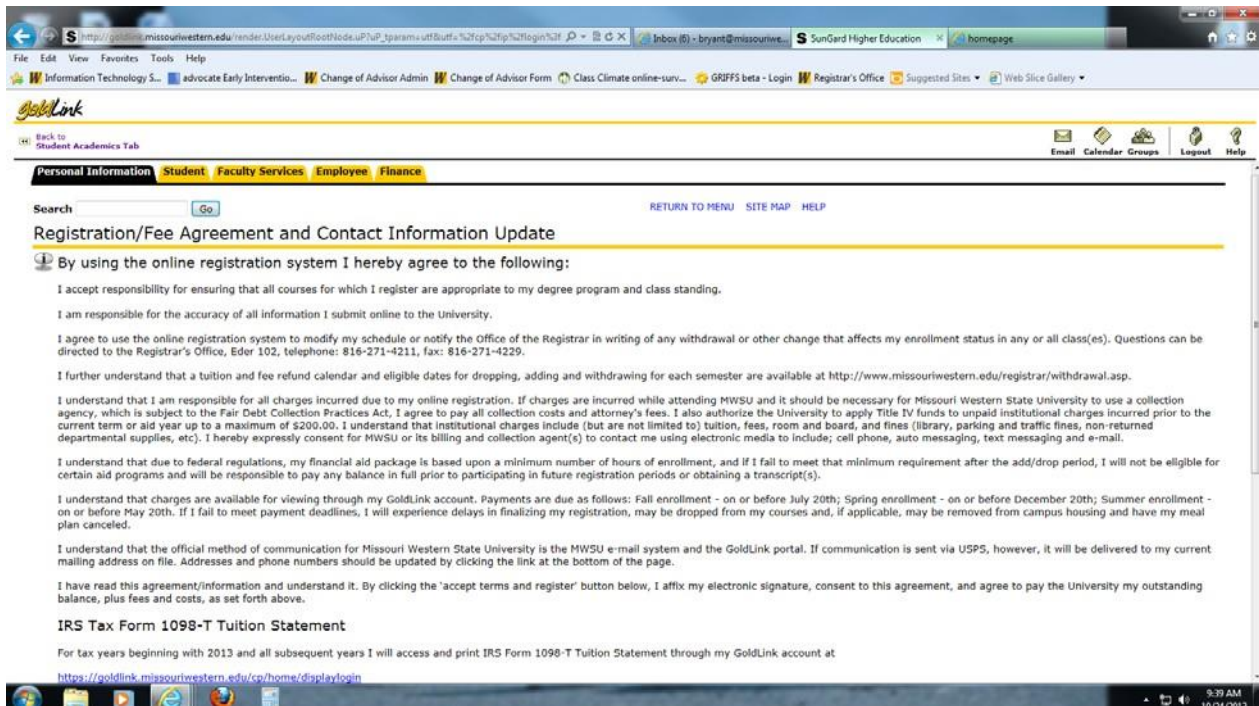


# Registration Instructions

Click on “Student Academics” tab

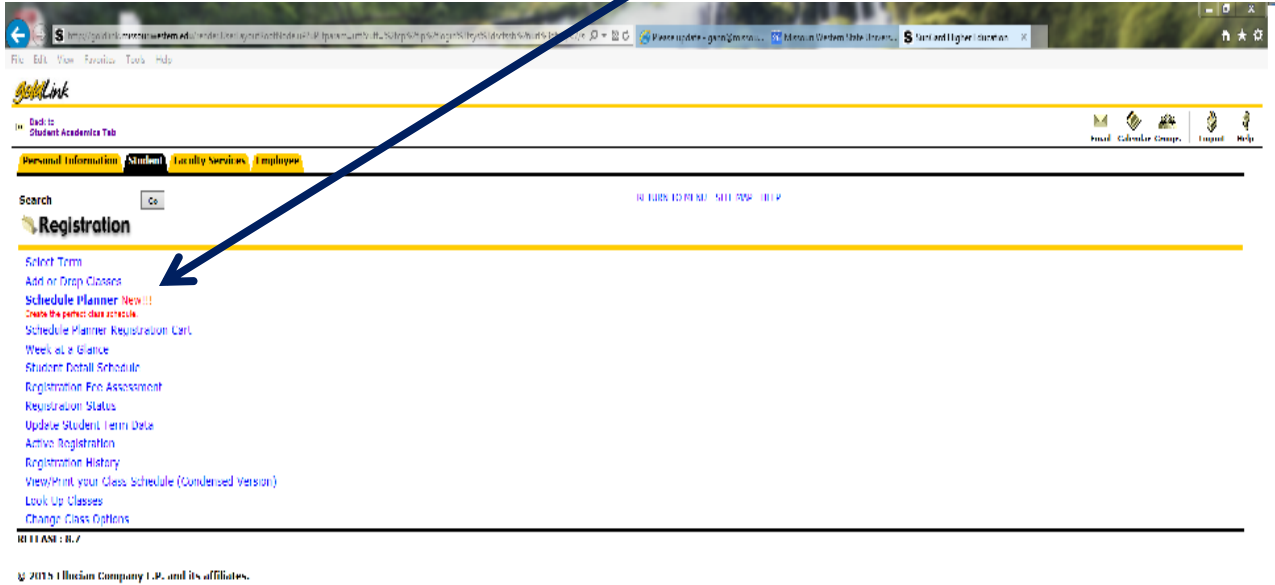


Click on “Add or Drop Classes” and this will open up the following window:

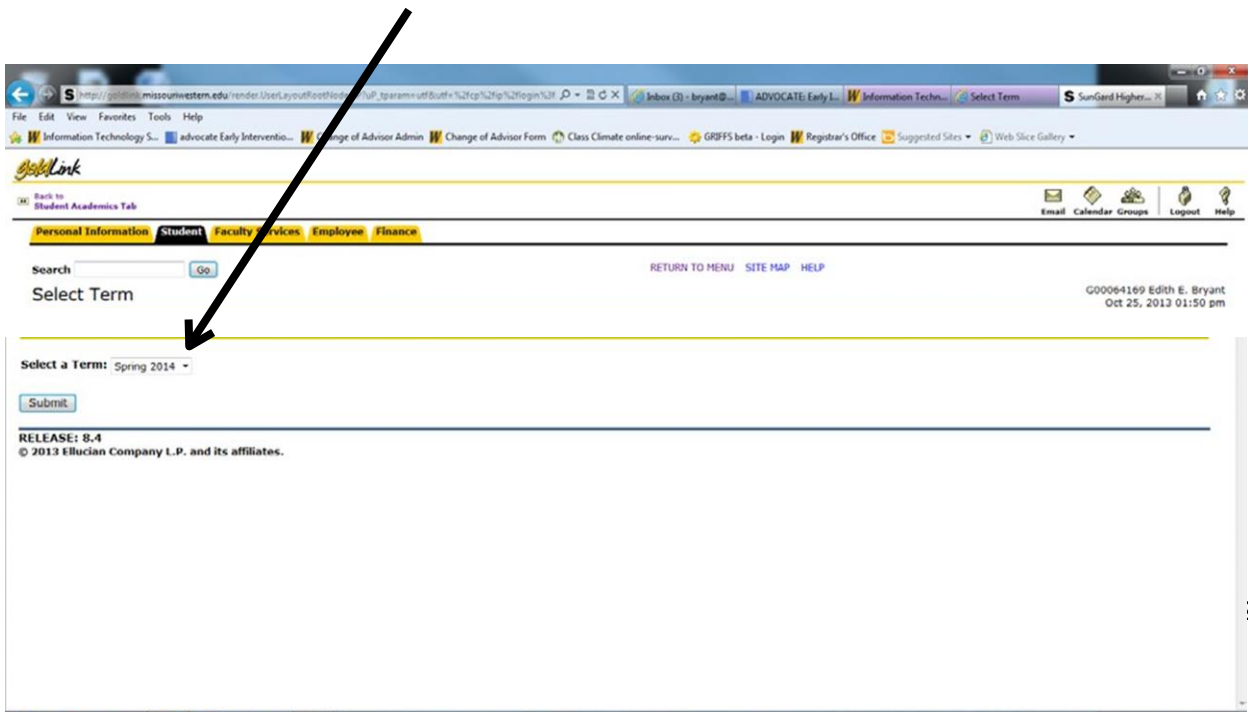


At the bottom of this screen is your address and phone number. Please review this and update if needed as this is where any Missouri Western mail will be sent. Once you have read through this Registration/Fee Agreement, you need to click on the box with the red check toward the bottom of the screen.

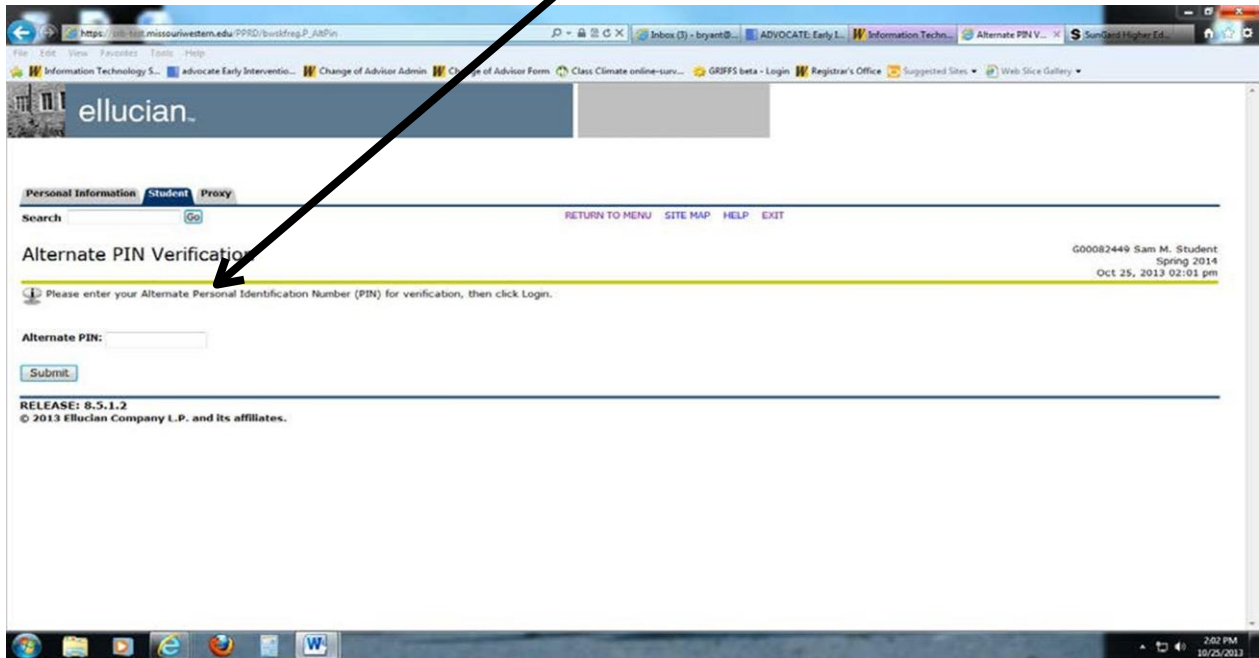
This opens up the Registration window. Now click on “Add or Drop Classes” or “Schedule Planner” here:



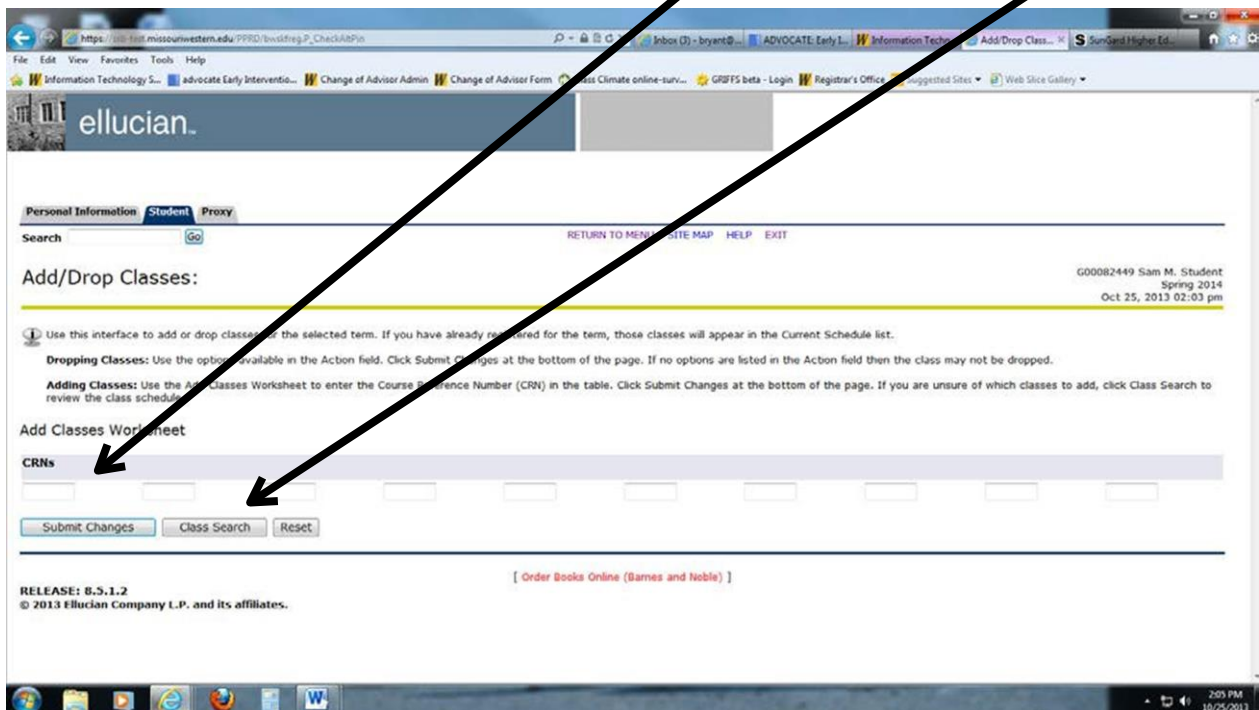
Here you will go to the drop down menu and choose the upcoming semester for registration. Click on “Submit”.



It will ask for your Alternate PIN here. Enter the 4-digit PIN and click on “Submit”.

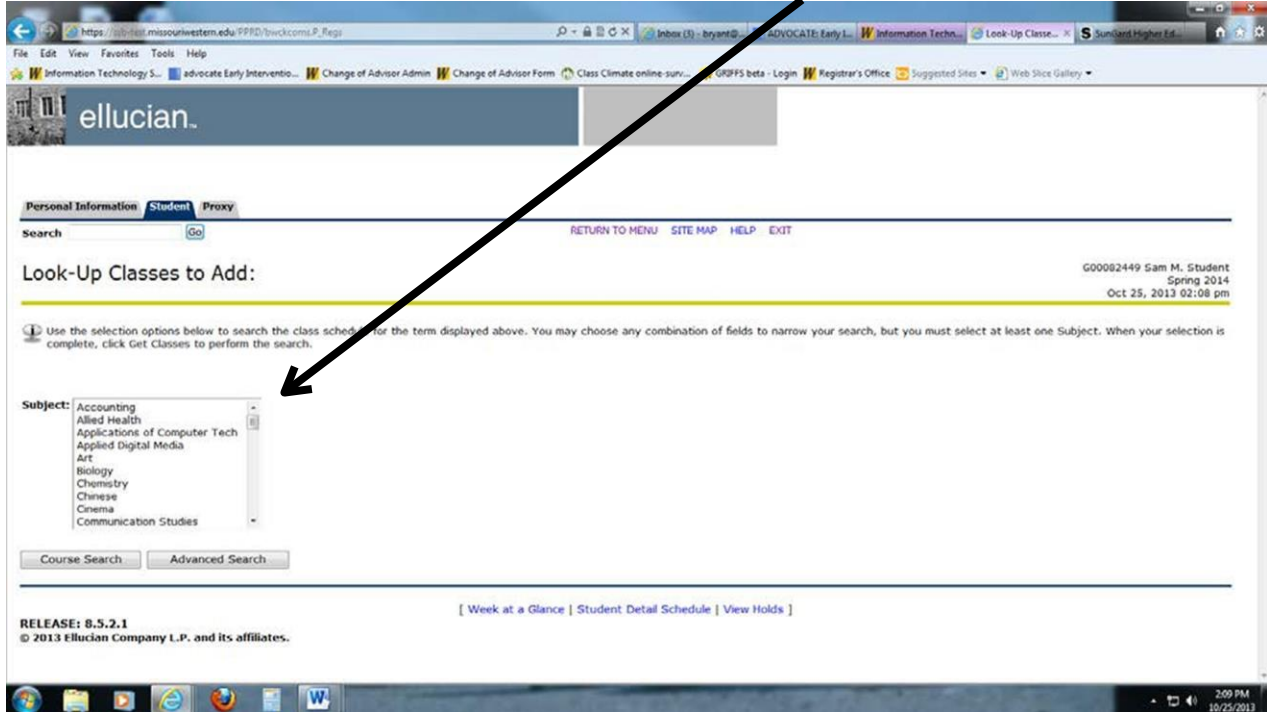


You will then have a window where you can enter the 5-digit CRNs or you can do the class search.

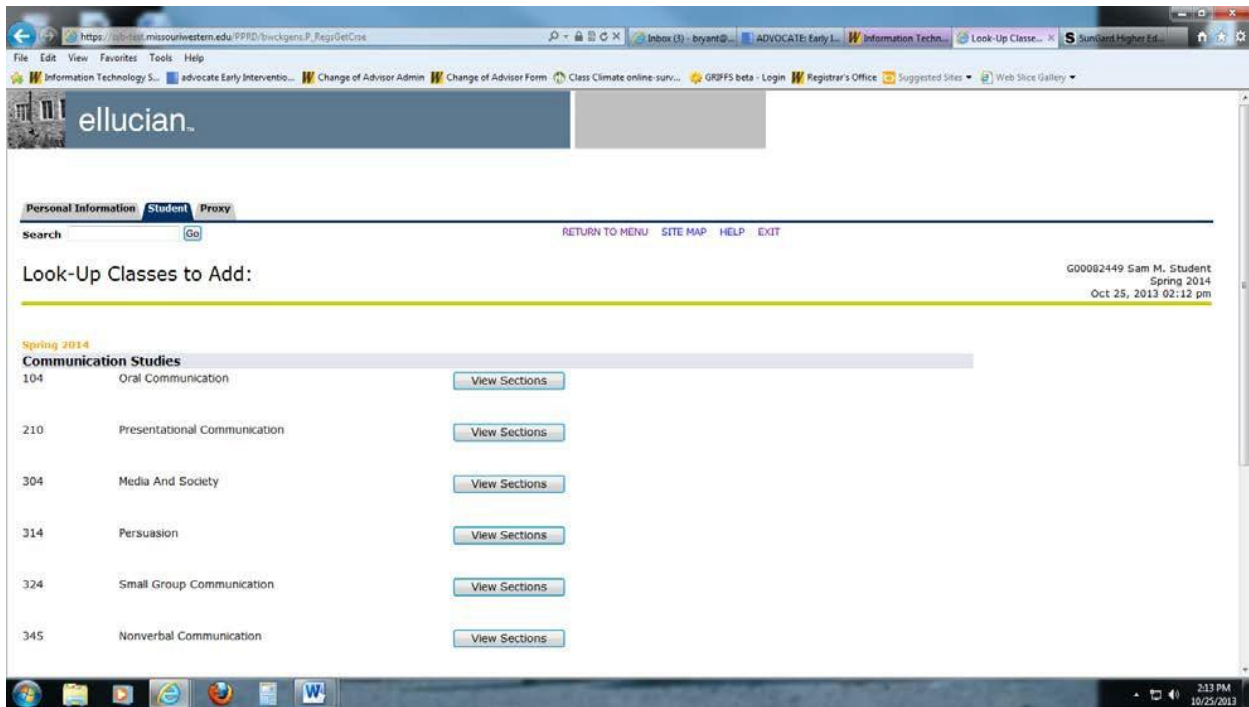


If you enter the 5-digit CRNs, click on “Submit Changes” and all classes that are open will be entered, unless there is a time conflict or the prerequisites have not been met (check for error messages.)

If you are doing a class search, you simply choose the subject area here:



Then click on “Course Search” for a list of classes in that subject area or “Advanced Search” if you want to narrow down the options for each class. If you click on “Course Search” this is the screen that will appear (chosen subject is Communication Studies):



Click on “View Sections” to the right of COM 104 to see what offerings are available for that course. If the course has a box on the left, that section is open. You can see the section numbers, the days/times of the week, how many seats are remaining, the instructor, the start/stop dates of the class, and the room and building. To get registered into a section you simply click on the box of the preferred section and click “Register at the bottom.

**Look-Up Classes to Add:** G00082449 Sam M. Student  
Spring 2014  
Oct 25, 2013 02:14 pm

**Sections Found**  
**Communication Studies**

Select	CRN	Subj Crse Sec	Cmp Cred Title	Days Time	Cap Act Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	21325	COM 104 01 M	3.000 Oral Communication	TR 08:00 am-09:20 am	28 0 28 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	David Travis McMahan (P)	01/13-05/06	MURPHY 205	Basic Skills
<input type="checkbox"/>	21326	COM 104 02 M	3.000 Oral Communication	TR 09:30 am-10:50 am	28 0 28 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	David Travis McMahan (P)	01/13-05/06	MURPHY 205	Basic Skills
<input type="checkbox"/>	21327	COM 104 03 M	3.000 Oral Communication	MWF 10:00 am-10:50 am	28 0 28 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	John Edward Tapia (P)	01/13-05/06	MURPHY 205	Basic Skills
<input checked="" type="checkbox"/>	21328	COM 104 04 M	3.000 Oral Communication	MWF 11:00 am-11:50 am	28 0 28 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	Mei Zhang (P)	01/13-05/06	MURPHY 205	Basic Skills
<input type="checkbox"/>	21329	COM 104 05 M	3.000 Oral Communication	TR 12:30 pm-01:50 pm	28 0 28 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	David Travis McMahan (P)	01/13-05/06	MURPHY 205	Basic Skills
<input type="checkbox"/>	21330	COM 104 06 M	3.000 Oral Communication	TR 12:30 pm-01:50 pm	28 0 28 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	Ronald Capps (P)	01/13-05/06	MURPHY 224	Basic Skills
<input type="checkbox"/>	21331	COM 104 07 M	3.000 Oral Communication	MWF 01:00 pm-01:50 pm	28 0 28 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	Mei Zhang (P)	01/13-05/06	MURPHY 206	Basic Skills
<input type="checkbox"/>	21332	COM 104 08 M	3.000 Oral Communication	MWF 12:00 pm-12:50 pm	28 0 28 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	John Edward Tapia (P)	01/13-05/06	MURPHY 224	Basic Skills
<input type="checkbox"/>	21334	COM 104 10 M	3.000 Oral Communication	MWF 09:00 am-09:50 am	28 0 28 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	Christopher David Bond (P)	01/13-05/06	MURPHY 205	Basic Skills

This will go to a screen that shows you the class(es) you are enrolled in.

**Add/Drop Classes:** G00082449 Sam M. Student  
Spring 2014  
Oct 25, 2013 02:18 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, click Class Search to review the class schedule.

**Current Schedule**

Status	Action	CRN	Subj Crse Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Oct 25, 2013	None	21328	COM 104 04	Undergraduate	3.000	Standard Letter	Oral Communication

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Oct 25, 2013 02:18 pm

**Add Classes Worksheet**

CRNs

To enter the remainder of your classes, you will go through the same process under Class Search and choose your desired sections. If you want to change a class after you have it on your schedule, you can go to the drop-down arrow under the “Action” column and change the drop down to “Web drop-before first day” and it will remove that class from your schedule.

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

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



Right below that 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: PED 101 lecture requires a PED 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 regarding registration, please contact the Student Success & Academic Advising Center at 816.271.5990, email [advisor@missouriwestern.edu](mailto:advisor@missouriwestern.edu), or stop by Eder Hall 209.