Web Registration Instructions

Navigate to the Registration screen
1. Login to your Bobcat Web Account
2. Click on the Student Services and Financial Aid tab
3. Click the Registration link
4. Select the Register/Add/Drop Classes link
5. Select the term you wish to register for
6. Click Submit

NOTE: - Before you can register for credit classes, you must complete all required steps of application, placement, and advising. You cannot register if you have any balance due, library, or other holds.

Add a class (or classes)
1. Enter the five-digit CRN in the Add Classes Worksheet for each of your classes
2. After all CRN’s have been added, click the Submit Changes button
3. When complete, review your registration status

<table>
<thead>
<tr>
<th>Add Classes Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRNs</td>
</tr>
<tr>
<td>11111</td>
</tr>
<tr>
<td>12222</td>
</tr>
<tr>
<td>13333</td>
</tr>
<tr>
<td>14444</td>
</tr>
<tr>
<td>15555</td>
</tr>
<tr>
<td>Submit Changes</td>
</tr>
<tr>
<td>Class Search</td>
</tr>
<tr>
<td>Reset</td>
</tr>
</tbody>
</table>

Check your registration status
Scroll down the page to see your registration status for each class.

Current Schedule
You have successfully registered for classes with a status of Register on date.

Attention: Classes NOT added to Schedule
You are NOT registered for these classes.

Wait List
If a class is full, you will see an Attention message like the one below.

To add yourself to the wait list, make sure Wait List is selected from the Action menu and click Submit Changes for a second time.
**Drop a class**
1. Navigate to the Registration Screen
2. Identify the class you wish to drop in the **Current Schedule**
3. Use the drop down arrow in the **Action** menu and select **Drop**
4. Click the **Submit Changes** button

If **drop** is not available in the **Action** menu, please call 541-383-7500 for assistance.

**Audit a class**
1. Navigate to the Registration Screen
2. Identify the class you wish to audit in the **Current Schedule**
3. Use the drop down arrow in the **Action** menu and select **Audit**
4. Click the **Submit Changes** button

If **audit** is not available in the **Action** menu, please call 541-383-7500 for assistance.

**I have registered for classes, now what should I do?**

Scroll down to the bottom of the page:
1. Click on **Student Detail Schedule** to view and print a copy of your class schedule
2. Click on **Tuition/Fees and Online Payment** for your tuition statement and payment options
3. When finished, click exit at the top of the page to logout of Bobcat Web Account

**Common registration issues**
The **Attention: Classes NOT added to schedule** section identifies why you were not able to register courses. You must fix any issues, and then add CRNs again. The problem is described under the **Status** heading:

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Cse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplicate Course with Section</td>
<td>42470</td>
<td>43378</td>
<td>BI</td>
<td></td>
<td></td>
<td>101</td>
<td>06</td>
<td>Credit 4.000 Standard Letter General Biology: Cells &amp; Genes</td>
</tr>
<tr>
<td>Time conflict with CRN 42470</td>
<td>43868</td>
<td>BA</td>
<td>104</td>
<td>0</td>
<td></td>
<td>0</td>
<td></td>
<td>Credit 3.000 Standard Letter Business Math</td>
</tr>
</tbody>
</table>

**Time Conflict**
This means that you chose two courses, which overlap. You must choose only one CRN, or get a Time Override from instructors of both classes prior to registering for the second class.

To select only one CRN:
- If the CRN you want is listed under **Current Schedule**, you do not need to do anything further.
- If the CRN you want is listed in the **Registration Add Errors** section:
  - You must first Drop the CRN listed in the Current Schedule
  - Then you must Add the CRN you want, and select **Submit Changes**

**Prerequisite and Test Score error**
This means that you do not have the appropriate prerequisite, test score or completion of the Online Orientation (online classes requirement) to register for this class.
- Check the class schedule or GradTracks to review course prerequisites
- Review your test scores in Bobcat Web Account
Corequisite Error
This means that two or more courses must be taken concurrently.

- Check the class schedule or program information for course co-requisites
- Enter the CRNs for all of the co-requisite courses and select Submit Changes

Duplicate Course
This means that you tried to register for two sections of the same course. Decide which CRN is best for your schedule.

- If the CRN you want is listed under Current Schedule, you do not need to do anything further.
- If the CRN you want is listed in the Registration Add Errors section:
  - You must first Drop the CRN listed in the Current Schedule
  - Then you must Add the CRN you want, and select Submit Changes

For questions on these or other errors, or assistance with registration, call the Admissions and Records (541) 383-7500.