

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

Add Classes Worksheet

CRNs						
11111	12222	13333	14444	15555		

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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Register on May 16, 2017		42270	WR	121	0		Credit 4.000	Standard Letter		Academic Composition
Register on Aug 01, 2017	None	42470	BI	101	6		Credit 4.000	Standard Letter		General Biology: Cells & Genes
Total Credit Hours:		8.000								
Billing Hours:		4.000								
Maximum Hours Allowed Per Term:		19.000								
Date:		Aug 01, 2017 11:23 am								

Attention: Classes NOT added to schedule

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Duplicate Course with Section 42470	43378	BI	101	06		Credit 4.000	Standard Letter		General Biology: Cells & Genes
Time conflict with CRN 42470	43868	BA	104	0		Credit 3.000	Standard Letter		Business Math

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.

 **Attention: Classes NOT added to schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Class full, 0 on waitlist. Submit Changes to be added to waitlist.	Wait List	40049	BA	211	03		Credit 4.000	Standard Letter		Financial Accounting I

Add Classes Worksheet

CRNs									

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:

⚠ Attention: Classes NOT added to schedule

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Duplicate Course with Section	42470	43378	BI	101	06	Credit 4.000	Standard	Letter	General Biology: Cells & Genes
Time conflict with CRN	42470	43868	BA	104	0	Credit 3.000	Standard	Letter	Business Math

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.