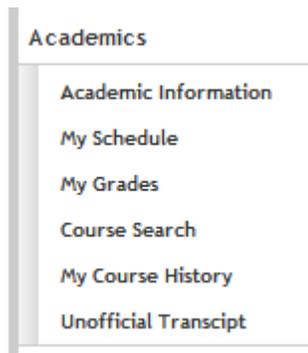


## Student Instruction Manual for online pre-registration

### *Log in to CampusWeb*

Access CampusWeb through the Quick Links menu on the Hendrix home page. Log in using your CampusWeb user name, which is your full email address, and your CampusWeb password.

After logging into CampusWeb, expand the Academics menu of CampusWeb and select “course search”.



The current term will display. If necessary change the term in the drop down list and you should see the message “Add period Open / Drop Period Open”.

**Add/Drop**

**Current Term: 2009-2010 Fall**

Add Period Open / Drop Period Open

Following the instructions on the screen use the Add/Drop courses or Course Search features to add the course to your tentative schedule.

### *Using the Add/Drop Course link:*

At the top of the screen select the **Term** and **Division** for which you would like add or drop classes. There is also information about when Add/Drop and Registration periods are open and the number of credits for which you are currently registered.

On the *Add by Reference #* tab you can register for up to six courses by entering their **Fast Search Numbers**. If you do not know the **Fast Search numbers** of the courses you wish to add to your schedule then use the **Course Search** tab to search for courses:

Add by Reference # **Course Search**

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Simply check the “add” box next to the course name and then select the “add Courses” button at the bottom of the screen.

**Course Schedules - Results**

[Add/Drop](#) > [Add/Drop Courses](#) > [Results](#) > Course Search

**Search Results**

[Search Again](#)
 Term: 
 Division: 

Other previously selected search criteria still apply.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input type="checkbox"/>	<a href="#">DANC 215 01</a>	Mod Dan Tech	Rogers, Brigitte	8/16	O	MW 10:10 AM-12:00 PM	1.00
<input type="checkbox"/>	<a href="#">DANC 217 01</a>	Jazz Dan Tech	Rogers, Brigitte	12/16	O	WF 2:10 PM-4:00 PM	1.00
<input type="checkbox"/>	<a href="#">DANC 325 01</a>	Choreography	Rogers, Brigitte	9/12	O	MW 12:10 PM-2:00 PM	1.00

For additional information on a found course, click the **Course** link in the Course Code column.

During the pre-registration period you can freely add and drop courses until you come up with a tentative schedule. (Exception: Journeys and Explorations sections are pre-assigned and may not be changed.) You should build a tentative schedule for both the fall and spring terms.

*After the course has been added*

After you add or drop courses, you will see messages which confirm the action was successful or will list the reason for an unsuccessful action. You can also view the following lists:

### YOUR SCHEDULE (REGISTERED)

This section displays all of the registered classes that you are permitted to drop. Courses that you cannot drop for the selected term and program do not have a checkbox under the drop column.

This section displays information on **Course Code**, **Title**, **Schedule**, **Location**, and **Credits** for each registered course. To view Course Details, click on the course title hyperlink.

To drop a course, select the check box next to the course and press the **Deny Advisor Approval** button. View confirmation that you have successfully dropped a course in the *Messages* section.

### AWAITING ADVISOR APPROVAL

This section displays all of the classes that require advisor approval before registration.

After the schedule is approved if you are instructed by your advisor to enter your own bid points please see the instructions on page 5.

### *Sample Error Messages*

One or more of the following errors displays in the **Courses Not Yet Registered** section if a course cannot be added directly to your “Registered” list of courses:

#### CAN'T ADD (MISSING PREREQUISITE, ETC.)

This error displays for a course that you cannot register for because you are missing a prerequisite for the course:

#### **Courses Not Yet Registered**

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

<b>FREN 310 01</b>	
Course Info:	MWF 1:10 PM-2:00 PM
Error:	<b>A prerequisite for this course has not been met</b>
Resolution:	You are missing a requisite for this course or are otherwise unable to register for it. If the student believes this message has been received in error or wishes to attempt the course without the requisite, the student should proceed to the registrar's office with a completed add/drop form signed by the advisor.
<input type="button" value="OK"/>	

Return to the Course Details to get more information about the course prerequisite. You can also click the *Course Search* hyperlink to search for a different course.

Click the **Ok** button to remove this message.

### COREQUISITE COURSE(S) REQUIRED

This error displays for a course that cannot be added until its corequisite courses have been added:

#### **Courses Not Yet Registered**

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

**BIOL 150 01**

Course Info: MWF 10:10 AM-11:00 AM

Error: **A corequisite for this course has not been met**

Resolution: Choose co-requisite course(s) below. If unable to register in co-reqs successfully, student should proceed to registrar's office with a completed add/drop form signed by the advisor.

By selecting "Add Co-requisite Course(s)" if there is more than one course that meets the co-requisite then you will see the screen below. By clicking the + beside each lab you can get additional information. When you select one co-req and click "Add Corequisite Course(s)" it will return you to the schedule screen.

BIOL 150 01 is a course with a Corequisite. To register for BIOL 150 01 , you must select one of the Corequisite groups listed here. Check the Add box and click the Add Requisite Course(s) button.

**Corequisite Courses**

Add	Corequisite
<input checked="" type="checkbox"/>	<input type="checkbox"/> BIOL 150 L1
<input type="checkbox"/>	<input type="checkbox"/> BIOL 150 L2
<input type="checkbox"/>	<input type="checkbox"/> BIOL 150 L3
<input type="checkbox"/>	<input type="checkbox"/> BIOL 150 L4
<input type="checkbox"/>	<input type="checkbox"/> BIOL 150 L5

Type	Course	Title	Credits	Campus	Faculty	Meets	Dates
Course	BIOL 150 L1	Cell Biology Lab 0		Main	McClung, Maureen Rose	T	8/21/2012 - 8:10 AM-11:00 AM 12/12/2012

### SCHEDULE CONFLICT, SINGLE COURSE CONFLICT

There are two possible error messages when you have a schedule conflict. This error displays for a course that has a schedule conflict with one or more currently pre-registered courses:

### Courses Not Yet Registered

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We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

<b>SOCI 110 01</b>	
Course Info:	MWF 10:10 AM-11:00 AM
Error:	<b>Time Conflict with BIOL 150 01</b>
Affected Course:	BIOL 150 01 Cell Biology (with Lab)
Resolution:	Add: SOCI 110 01 Drop: BIOL 150 01 Cell Biology (with Lab) <i>If you'd like to add this course and drop the course(s) with a schedule conflict, click the "Swap" button (No courses will be dropped if this course cannot be added successfully). Otherwise, click the "Do Not Add" button.</i>
<input type="button" value="Swap"/> <input type="button" value="Do Not Add"/>	

Click the **Swap** button to drop the course with the conflict and add a new course. Click the **Do Not Add** button to cancel any action and remove the new course.

However if the conflict is with a registered course (not a pre-registration) then you will see this message and you will not be given the option of swapping the courses:

### Courses Not Yet Registered

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We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

<b>BUSI 200 02</b>	
Error:	<b>Time Conflict with LBST 100 01</b>
<input type="button" value="OK"/>	

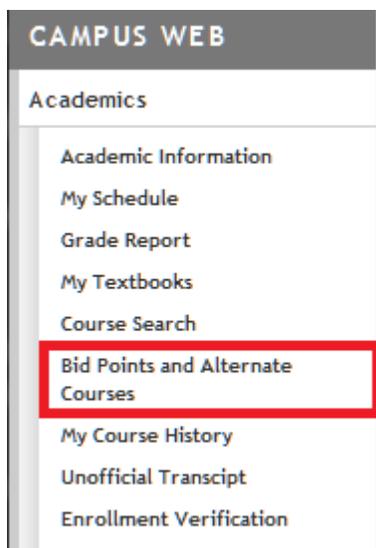
## *Bid Points and Alternate Courses*

[THIS SECTION APPLIES TO RETURNING STUDENTS ONLY – NOT TO STUDENTS WHO ARE REGISTERING FOR THEIR FIRST TERM AT HENDRIX.](#)

Once your schedule has been approved by your advisor for both terms the bid points and alternate courses process becomes available to both you and your advisor.

You may not exceed your total bid points for a term. Neither bid points nor alternate courses are required on every course although alternate course selection does not cost bid points, so it is advisable to choose alternate courses whenever possible.

Click on the link on the left-hand menu to enter bid points and alternate courses.



All courses which have been approved by your advisor will be displayed in a form where you can enter bid points and/or alternate courses. If the courses do not appear make sure that your advisor has already approved them. Use the “Edit” link to choose alternate courses from a list of courses for this term.

## Pre-Registered Courses for 2009

[Save Changes to Bids](#)

Brenda Adams has 0 available bid points per term.

Term	Course	Bid	AlternateCourse
1S	MUSI 150 01 - Intro to Western Classical Music - (Griebling)	0.00	<a href="#">Edit</a>
1S	HIST 110 01 - America to 1865 - (Kosiorek)	0.00	<a href="#">Edit</a>
1S	RELI 124 01 - Intro to the New Testament - (Williamson)	0.00	<a href="#">Edit</a>
1S	MATH 115 02 - Mathem in Contemporary Issues - (Wood)	0.00	<a href="#">Edit</a>
2S	DANC 160 01 - Reading & Writing Dance - (Rogers)	0.00	<a href="#">Edit</a>

Alternate courses do not perform time conflict checking. If you are dropped from the pre-registered course because of course capacity limits, the Registrar will attempt to place you into the alternate course.

If you have problems allocating points or selecting alternate courses, please seek advice from your advisor.

**Bid Editor**

<b>Course</b>	<b>Bid</b>
MUSI 150 01 - Intro to Western Classical Music (Griebling, Karen)	<input type="text" value="0.00"/>
<b>Alternate Course</b>	
<input type="text" value="Select an alternate..."/>	
<input type="button" value="Update View"/>	

After bid points and alternate courses have been entered you must click on the “Save Changes to Bids” box to complete the pre-registration process and finalize your course requests.

When finished, you will see a confirmation window. Registration is complete.