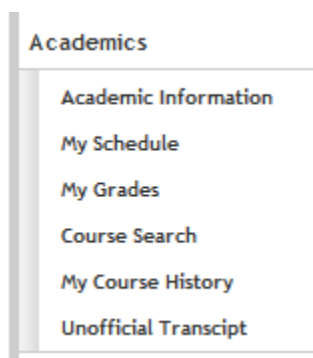


Student Instruction Manual for online pre-registration

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 along with 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. First-time users may find that the Add/Drop Courses link is the easiest way to build a schedule of classes.

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"/>	DANC 215 01	Mod Dan Tech	Rogers, Brigitte	8/16	O	MW 10:10 AM-12:00 PM	1.00
<input type="checkbox"/>	DANC 217 01	Jazz Dan Tech	Rogers, Brigitte	12/16	O	WF 2:10 PM-4:00 PM	1.00
<input type="checkbox"/>	DANC 325 01	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 semesters.

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 **Drop Selected Courses** 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. To view Course Details , click on the course title hyperlink. Select the courses you wish to remove from this list and press the **Cancel Selected Approval Request(s)** button. View confirmation that you have successfully canceled your approval requests in the *Messages* section.

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:

Engl 101 A - Poetry Primer	
Course Info:	TR 9:00A - 11:30A, 3 Credit Hours
Error:	Missing Prerequisite
Resolution:	You are missing a prerequisite for this course, or are otherwise unable to register for it. You can use the Course Search to search for a different course.
<input type="button" value="Ok"/>	

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:

Engl 101 A - Poetry Primer	
Course Info:	TR 9:00A - 11:30A, 3 Credit Hours
Error:	Corequisite Courses Required
Resolution:	This course requires one or more courses to be registered along with it. Click the "View Requirements" button to choose a section for any corequisite courses and to add them all simultaneously. <input type="button" value="View Requirements"/> <input type="button" value="Don't Add"/>

Click the **View Requirements** button to display the Add Corequisite Courses screen.

Click the **Don't Add** button to remove this error.

SCHEDULE CONFLICT, SINGLE COURSE CONFLICT

Engl 101 A - Poetry Primer	
Course Info:	TR 9:00A - 11:30A, 3 Credit Hours
Error:	Schedule Conflict
Affected Course(s):	Art 101 A - History of Art (TR 11:00A - 11:55A)
Resolution:	ADD: Engl 101 A - Poetry Primer DROP: Art 101 A - History of Art <i>If you'd like to add this course and drop the course(s) with a schedule conflict click the "Swap" button. Otherwise click the "Don't Add" button.</i> <input type="button" value="Swap"/> <input type="button" value="Don't Add"/>

This error displays for a course that has a schedule conflict with one or more currently registered courses:

Click the **Swap** button to drop the course with the conflict and add a new course.

Click the **Don't Add** button to cancel any action and remove the new course.