

Registration 101 Check List

The following tasks will help you have a successful and stress-free Advance Registration.

- Schedule an appointment with your advisor to discuss your course selections. Make sure you plan for alternative courses just in case.
 - I'll meet with my Advisor on _____ at _____.
 - I want to take _____
_____.
 - My alternative courses are _____
_____.

- Obtain your Alternate PIN from your Advisor and keep it somewhere safe. You can check that you wrote down the right PIN by logging into [U-Online](#) -> Student Services and Financial Aid -> Registration -> Register and Add/Drop Classes -> Select the term (PINs are not needed for Summer) and enter your PIN. If it says Authorization Failure, you have the wrong PIN. Contact your Advisor to obtain the correct PIN.
 - My Alternate PIN is _____.

- Go to the Registration Information [website](#) and check out our Registration 101 Guides, Error Messages Guide, Helpful Links, and Registration Dates. Learn how to use [U-Online](#) to register for courses!

- Check your Expected Graduation Year. Login to [U-Online](#) → Select Student Services and Financial Aid → Student Records → General Student Information. The year determines when your time ticket will open for registration. Please [contact](#) Registration Services immediately if you believe your information is incorrect.

- Check your Registration Status and Time Ticket by logging into [U-Online](#). Select Student Services and Financial Aid → Registration → Check Your Registration Status. Select term and submit.
 - I may register from _____ to _____.
 - Do you have a Hold that would prevent you from accessing registration? If so, you will need to [contact](#) the appropriate Department before you can register for courses.
 - My Class for registration purposes is _____. Your class is based on your earned and in progress credits which is how we determine, for example, who is a Senior and can therefore register for Citizenship.
 - Check your Curriculum Information. If you are changing your Major/Minor for the upcoming term, make sure that new information is reflected here. If it is not, fill out the appropriate [form](#) and return to Registration Services for processing before registration opens as it will prevent you from registering for courses that are restricted by Major/Minor.

- Check your Unofficial Transcript via [U-Online](#) to make sure all the courses you have taken at UNE or have had approved and taken elsewhere appear on your transcript. Login to [U-Online](#) → select Student Services and Financial Aid → Student Records → Academic Transcript → Submit. [Contact](#) Registration Services immediately if you are missing a course.

- Use your Unofficial Transcript to make sure you meet all the prerequisites for the courses you plan to take next term. Prerequisites ensure you are academically prepared to take the course. They are found as part of the Detailed Class Information when viewing the course through the [course offerings](#). Compare the prerequisites required to the courses you have already taken.

- View the Detailed Class Information for each course. Make sure you meet any course restrictions, check the course capacity, and see if you need to register for any corequisites, such as a lab. Also, make sure all the courses you want do not have time conflicts with each other.

- Make sure you have the correct CRNs for the courses you plan to register for to avoid any clerical errors.

- Check the capacity of your chosen courses the day your registration opens. This will prevent you from wasting valuable time trying to register for courses that are full.