<u>Undergraduate Registration 101 Check List</u>

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. You can check that you wrote down the right PIN by logging into U-Online -> Student Services -> Registration -> Register and Add/Drop Classes -> Select the term and enter your PIN. If it says "Authorization Failure," you have the wrong PIN! You do NOT need an Alternate PIN for Summer registration. Contact your Advisor to obtain the correct PIN.
- My Alternate PIN is _____.

☐ Go to the Registration Information website and check out our Step-by-Step Guides, Helpful Links, and Registration Dates and Policies. Learn how to use U-Online to register for courses!

☐ Check your Registration Status and Time Ticket by logging into U-Online. Select Student Services → Registration → Check Your Registration Status. Select term and submit.
- 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 _____. Bases on the website, I can register from _____ to _____. Your class is based on your earned and in progress credits.
- 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 → 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 and/or a recitation. 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 losing valuable time trying to register for courses that are full.