



# UNIVERSITY OF NEW ENGLAND

## Quick Guide to Online Registration

To REGISTER, login to U-ONLINE and follow these links:

- **Student Services**, then
- **Registration**, then
- **Select Term**. Select the desired term from the pull-down list. Select the **Submit** button; then
- **Register and Add/Drop** classes.
- When you select the Register and Add/Drop Classes link, the system will prompt you to enter your Alternate Pin (if one is required). Enter the 6 digit number given to you by your advisor and **submit**.
- In the Register and Add/drop Classes screen, enter the five digit Course Reference Number (CRN) for your desired courses into the grid towards the bottom of the screen. Select **Submit Changes**.
- The screen will then show you the courses for which you have been successfully registered. An error grid underneath your registered courses will list the courses for which you were not able to register and will contain a message telling you why the registration was unsuccessful. Explanations of common error messages are provided below.
- You may now add additional courses by entering additional CRNs into the grid. To drop courses from your schedule, select **DROP** under the Action column of your current schedule. Select **Submit Changes**.
- You may also search for an available class by selecting Class Search.

## Common Registration Error Messages

- **Closed Section:** The course section has reached maximum capacity and is closed to additional registrations. You may attempt an alternate section of the course or choose a different course at this time or wait until the Add/Drop period for a seat to become available.
- **Reserve Closed:** This is similar to a Closed Section error, see above. Though there appear to be seats available, those seats have been "Reserved" for various reasons by the Dean's Office. By getting the "Reserve Closed" error, this denotes you do not fit the eligibility for one of the reserved seats. Try a different section of the course or you may need to try another course all together.
- **Duplicate CRN or Duplicate Course with Section:** You have added the same course/CRN twice. Take no action; the course will be deleted from the "Registration Errors" sections. If you are changing sections of a course, you must drop and add the course at the same time.
- **Corequisite Required:** You have selected a course that requires one or more co-requisites (such as a lecture or lab). Add the course again with the required co-requisites. **Remember to submit the CRNs simultaneously.**
- **CRN Does Not Exist:** The CRN is not recognized by the system. You may have entered the number incorrectly or the class may have been cancelled. Check the CRN in the Course Offerings List to make sure you have the right one. If it still fails, contact the Registrar's Office.
- **Field of Study – Major or Minor:** Registration is based on a student's declared major or minor. To register for the course you must seek approval from the department chair and submit a *Registration Restriction Override Form* to the Registrar's Office so that an override may be placed on your record.
- **Prerequisite and Test Score Error:** You have not satisfied one or more of the pre-requisites required for the course. To register for the course you must seek approval from the department chair and submit a *Registration Restriction Override Form* to the Registrar's Office so that an override may be placed on your record.
- **Time Conflict with (CRN):** Select another course, or if you prefer this course to the course with which it conflicts, change the **Action** of the registered course (the first column in the Current Schedule section) from **NONE** to **DROP** by using the pull-down menu. Then, re-enter the CRN of the course you want in the Add Class section, and **submit changes**.
- **Maximum Hours Exceeded:** Students may register for up to 18 credits on the web. Additional credits may be added, within the guidelines of the academic regulations, by going to the Registrar's Office.
- **Class Restriction:** Registration is based on a student's calculated class level. This error means you do not have enough credits or have too many credits to take the course.
- **Program Restriction:** Registration is based on a student's enrolled program of study. To register for the course you must seek approval from the department chair and submit a *Registration Restriction Override Form* to the Registrar's Office so that an override may be placed on your record.
- **Campus Restriction:** Registration is based on the campus a student's enrolled program of study is based on. Typically, overrides are not permitted for this restriction. Please select another course.