

Student Process for Online Registration

Beginning the Online Registration Process

- 1) Log-in to IQ Web. (If you do not have an IQ Web account, or you are having trouble with your account, please contact the IT Help Desk at 398-2106)
- 2) Choose the **ONLINE REGISTRATION** link located under the "Navigation" heading on the left of the screen
- 3) Choose **GO** next to the preferred "Year/Term." This will bring you to the "Course Search" screen

Searching for Courses

You may search for courses using the following options:

- 1) To search for all course offerings, leave all fields blank or on default settings. Choose **SEARCH**.
- 2) Search for course by typing the department abbreviation (ex., ENG for English courses, BIO for biology, PHI for philosophy, etc.). This search will show all course offerings in that department.
- 3) Search for course by typing the department and course number (ex., ENG 101, BIO 351, PHI 101, etc.). This search will show **ONLY** the course requested in the search.
- 4) Search for course by keyword from a course title (ex., math, anatomy, etc.). This search will show all course offerings related to the keyword.
- 5) Search for course by using the department pull-down menu. This search will show all course offerings in that department

Choosing Courses

- 1) Check the **ADD TO CART** box to add a class to your schedule. As you choose a course, a pop-up window will appear with all courses chosen
- 2) If a course is full, it will indicate **CLOSED** in the schedule. You will not be able to add this course to your cart.
- 3) Once you have chosen all of your courses, choose **BACK TO REGISTRATION**

Registering Your Courses

- 1) All of the courses you have chosen will appear in the screen
- 2) Check the box next to each course you would like to schedule
- 3) Choose **SUBMIT FOR APPROVAL**. The online registration system will not allow you to schedule courses with time conflicts or those for which you do not currently meet the requirements (ex., you haven't yet completed the prerequisite). Please check your schedule closely prior to submitting it for approval.
- 4) At this point, your schedule will be sent electronically to your advisor for approval. Please check your email and IQ Web accounts frequently to check for a response.
- 5) Once you have received a response, courses that are approved will appear under "Current Schedule." Courses that have been declined will appear under "Shopping Cart." Your advisor may decline courses for a variety of reasons. If courses have been declined, choose **VIEW ADVISOR APPROVAL DETAILS** to view advisor comments. If your advisor is requesting to meet with you, please make those arrangements as soon as possible.

Dropping & Adding Courses Online

- 1) To drop a class online, choose the check box in the “Drop” column next to the course.
The course will be erased from your schedule
- 2) To add a class online, simply follow the registration process outlined above.

Special Note

Online Priority Registration will take place for a limited time. Please check the narrative and academic calendar online for dates. The entire registration process including advisor approval may take several days. If you choose to register on the final day of online priority registration, you may be required to complete your registration in person on-campus with your advisor should there be any issues with your schedule. If you are unable to resolve these issues by the designated date, you will be required to complete your registration during the on-campus regular registration period.