

Student Web Registration

Student web registration or “on-line” registration allows students to register for classes from any computer with an internet connection from any location.

Once your registration period opens you may register for courses for the upcoming term utilizing the Student Portal. If you have any questions regarding what courses to register for see your Academic Advisor, or Department Chairperson for assistance. If you are unable to register for a full schedule of courses or have difficulty registering for any needed courses, please see the Registrar at your campus for assistance and on-ground scheduling.

It is the student’s responsibility to make sure they are registering for the appropriate courses each term. Do not hesitate to ask for assistance if you are unsure of what you should register for.

The following steps will guide you through the on-line registration process.

- Step 1. After you log in to the portal, select the **Academics** menu on the left and then the **Online Registration** link.

The screenshot displays the Argosy University Student Portal. At the top, the Argosy University logo is on the left, and a "Hello" greeting is on the right. Below the logo is a navigation menu with "Academics" selected. Under "Academics", "Online Registration" is highlighted with a red arrow. The main content area is titled "Online Registration" and shows "Enrollment and Term" information. A dropdown menu for "Terms" is open, with "2009 Spring Session III" selected and highlighted by a red box and arrow. Below this is a "Registration Status" table with columns for "Registration Period Starts", "Last Day to Add", "Last Day to Drop", and "Status". The status is "Open". At the bottom, there is a "Begin Online Registration" button, also highlighted with a red box.

ARGOSY UNIVERSITY

My Home Page

Campus Info

Academics

Online Registration

View My Grades

View Attendance

My Class Schedule

GPA Calculator

Academic Calendar

Library

My Profile

My Account

My Classes

My Finances

My Career

My Documents

Online Classroom

Online Bookstore

Student Email

Online Registration

Enrollment and Term

Enrollment 10/25/2007 Educational Leadership (EDD) ...

Terms

- 2009 Spring Session III
- *Select*
- 2008 Fall Interession II
- 2008 Fall Semester
- 2009 Spring Semester
- 2009 Spring Session III
- 2009 Spring Weekend I

Registration Status:

| Registration Period Starts | Last Day to Add | Last Day to Drop | Status |
|----------------------------|-------------------|-------------------|--------|
| 10/13/08 12:00 AM | 12/31/08 12:00 AM | 12/31/08 12:00 AM | Open |

Previously Registered Courses

[Begin Online Registration](#)

You can add courses to your Selected Courses by Searching the campus catalog or use the Quick Add if you already know the Course Code and Section Number.

Step 2: All available open terms for registration will display.

Step 3: This will let the student know the **Registration Status** for that term. If the status is **Open**, the student can select the link for **Begin Online Registration**.

The screenshot shows the 'Online Registration' page. On the left is a navigation menu with categories like 'Campus Info', 'Academics', 'Transfer Credits', 'My Profile', 'My Account', 'My Financial Aid', 'My Career', 'My Documents', 'Important Links', and 'Portal Support'. The main content area is titled 'Online Registration' and includes a 'Front Page' link. Below this, the 'Enrollment and Term' section shows 'Enrollment: 10/4/2004 BBA Business Admin ...' and 'Term: Summer 2007 RU'. A table titled 'Registration Status:' is highlighted with a red border. The table has columns for 'Session', 'Registration Period Starts', 'Last Day to Add', 'Last Day to Drop', and 'Status'. Below the table is a 'Previously Registered Courses' section and a 'Begin Online Registration' button with a red arrow pointing to it. The button text reads: 'Begin Online Registration. You can add courses to your Selected Courses by searching the campus catalog or use the Quick Add if you already know the Course Code and Section Number.'

| Session | Registration Period Starts | Last Day to Add | Last Day to Drop | Status |
|-------------------|----------------------------|-------------------|-------------------|--------|
| 06/29/07-08/04/07 | 04/01/07 12:00 AM | 06/29/07 12:00 AM | 06/29/07 12:00 AM | Open |
| 08/06/07-09/12/07 | 04/01/07 12:00 AM | 06/29/07 12:00 AM | 06/29/07 12:00 AM | Open |
| 06/28/07-09/12/07 | 04/01/07 12:00 AM | 06/29/07 12:00 AM | 06/29/07 12:00 AM | Open |
| 06/28/07-09/12/07 | 04/01/07 12:00 AM | 06/29/07 12:00 AM | 06/29/07 12:00 AM | Open |

Step 4: The next screen will begin the three steps for registration: **Select**, **Adjust**, and **Register**. The search tool will provide a list of classes offered for the term that are needed based your program.

Step 5: Once the registration page is open you may select the courses you wish to register for by **Required** or **Elective** status under the **Display** option. Under level select the default of **ALL** option from the drop down choices to populate the course listing.

Registering for 2008 Winter RU

Registering for 2008 Winter RU

1 Select 2 View 3 Register

Course Search

Term Period: *All*

Display: Required

Sort by: Default

Area of Study: Arts

Keyword:

Code:

Type: *All*

Level: *All*

Instructor:

NO TO WE TH FR SA SU

Meets ONLY on these days

Classes starting between: *Any* - *Any*

RESET SEARCH

Quick Add

Enter course code and section to add to Selected Courses.

Course Code:

Section:

ADD

Search Results - Required Courses

Hide courses that are Full (no seats are available) from the Search Results

| Course | Section Title | Cr | Type | Status | Sections | Area of Study |
|---------|---------------------------|------|---------|-----------|----------|---------------|
| ENH1001 | Composition I | 4.00 | Lecture | Available | 42 | |
| ENH1002 | Composition II/Literature | 4.00 | Lecture | Available | 32 | |
| ENH1002 | World Literature | 4.00 | Lecture | Available | 4 | |
| MAT2001 | Intermediate Algebra | 4.00 | Lecture | Available | 38 | |
| SPC1006 | Public Speaking | 4.00 | Lecture | Available | 28 | |
| WVC1000 | Strategies for Success | 4.00 | Lecture | Available | 81 | |

Courses available will display in above area. Select Red triangle to open course to see available sections and meeting types.

Displaying 1-6 of 6 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses. VIEW COURSES PROCEED TO FINAL STEP

| Select | Action | Course | Sec | Cr | Campus | Delivery Method | Instructor | Seating | Status | Area of Study | Term Period |
|--------------------------|--------------------------|---------|-----|-----|--------|-----------------|------------|---------|------------|---------------|---------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | ACC1001 | Ua | 4.0 | 05014 | Online | Martinez | 17/15/0 | Registered | | 1/12/2008-2/20/2008 |
| <input type="checkbox"/> | <input type="checkbox"/> | MAT1008 | Ua | 4.0 | 05014 | Online | Instructor | 5/15/0 | Registered | | 2/21/2008-3/29/2008 |
| <input type="checkbox"/> | <input type="checkbox"/> | ENH0002 | 01 | 4.0 | 05010 | On Campus | Stanton | 28/21/0 | Registered | | 3/10/2008-3/29/2008 |

Classes - Selected: 5 Reserved: 0 Registered: 5 Audited: 0 Mattin: 0

Credits - Selected: 28 Reserved: 0 Registered: 28 Audited: 0 Total: 28 of 80

Clicking on the red flag next to the course code and name will open the course dialog box so you may see more detailed course information like time, day, delivery method and seat availability.

If you select a course that you have not fulfilled a Prerequisite for you will see the **PreReq** field under **Add** and not be able to choose that course.

Step 6: Select the **Add** icon to add the course to your **selected courses** list. Repeat this process until you have the courses you wish to register for.

Search Results - Required Courses

| Course | Course Title | Cr | Type | Status | Sections | Areas of Study | | |
|------------|---|---------------|-----------------|------------------------|------------------------|-------------------|----------------|---------------------|
| ▶ ACC1003 | Accounting III | 4.00 | Lecture | → PreReq | 1 | | | |
| ▼ ITS1101 | Foundations of Information Technology | 4.00 | Lecture | → Available | 1 | | | |
| Add | Section | Campus | Location | Course Schedule | Delivery Method | Instructor | Seating | Term Period |
| | 01 | 05010 | SAVB:107 | MW 3:00p-4:40p | On Campus | Li | 0/22/0 | 6/28/2007-9/12/2007 |
| ▶ MGT4070 | Strategic Management | 4.00 | Capstone | Available | 1 | | | |
| ▶ MIS3101 | Application of Management Information Systems | 4.00 | Lecture | PreReq | 1 | | | |
| ▶ MKT3009 | Principles of Marketing | 4.00 | Lecture | Available | 1 | | | |

Displaying 1-5 of 5 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses.
Currently you have no selected courses.

[VIEW COURSES](#)

[PROCEED TO FINAL STEP](#)

The courses you choose will display under the course listing as selected and pending registration.

Search Results - Required Courses

| Course | Course Title | Cr | Type | Status | Sections | Areas of Study | | |
|------------|---|---------------|-----------------|------------------------|------------------------|-------------------|----------------|---------------------|
| ▶ ACC1003 | Accounting III | 4.00 | Lecture | PreReq | 1 | | | |
| ▶ ITS1101 | Foundations of Information Technology | 4.00 | Lecture | Available | 1 | | | |
| ▼ MGT4070 | Strategic Management | 4.00 | Capstone | Available | 1 | | | |
| Add | Section | Campus | Location | Course Schedule | Delivery Method | Instructor | Seating | Term Period |
| | 10 | 05010 | SAVB:101 | T 6:00p-9:30p | On Campus | Jones | 0/21/0 | 6/28/2007-9/12/2007 |
| ▶ MIS3101 | Application of Management Information Systems | 4.00 | Lecture | PreReq | 1 | | | |

Displaying 1-5 of 5 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses.

[VIEW COURSES](#)

[PROCEED TO FINAL STEP](#)

| Select | Action | Course | Sec | Cr | Campus | Delivery Method | Instructor | Seating | Status | Areas of Study | Session |
|-------------------------------------|--------|---------|-----|-----|--------|-----------------|------------|---------|----------|----------------|---------------------|
| <input checked="" type="checkbox"/> | | ITS1101 | 01 | 4.0 | 05010 | On Campus | Li | 0/22/0 | Selected | | 6/28/2007-9/12/2007 |
| <input checked="" type="checkbox"/> | | MGT4070 | 10 | 4.0 | 05010 | On Campus | Jones | 0/21/0 | Selected | | 6/28/2007-9/12/2007 |

Selecting the action key will unselect that course if you wish to change your choice.

Classes - Selected: 2 Reserved: 0 Registered: 0 Audited: 0 Waitlist: 0
Credits - Selected: 8 Reserved: 0 Registered: 0 Audited: 0 Total: 8 of 8

If you wish to unselect a course click on the minus icon under **Selected Courses > Action**.

Step 7: Once you have selected the courses you would like select the **Proceed to Final Step** button on the lower right hand side.

You will see a preview of your schedule. Your courses will show as **selected** status.

Step 8: Confirm those are the courses you wish to register for and Select **Register/Drop Courses Above** button.

NOTE: If you do not select the Register courses button you will not be registered for the selected courses.

Registering For 2009 Spring Session III

Select Drag Select Reserve Audit On Hold On Campus Online
 Remove Drag Remove Waitlist Expired Off Campus Help
 Refresh Data Close Window

Register in 3 easy steps: 1 Select 2 View 3 Register Wed Oct 15 2008 1:12:07 PM

Student Information

| | | | |
|---------|--|-------------------|------------------------------|
| Student | ma student | Student ID | ***** |
| Address | 1213 Mockbird Ln Stuartsville, US 05555 | Student Status | Active |
| | | Enrollment ID | |
| | | Enrollment Status | Open |
| | | Program | Educational Leadership (EDC) |
| | | Start Date | 10/ |

Please click the Register / Drop Courses button to submit your schedule. [RETURN TO VIEW COURSES](#) or [REGISTER / DROP COURSES](#)

Adding Classes
 The following classes will be added to your schedule.

| Course | Sec | Cr | Campus | Instructor | Seating | Status | Areas of Study |
|-----------------------|-----|-----|--------|------------|---------|----------|----------------|
| E7834 | BLO | 3.0 | 03013 | Instructor | 0/13/0 | Selected | |
| R7035 | OLA | 3.0 | 03013 | Instructor | 0/13/0 | Selected | |

Your course Status will move to Registered. You may print your schedule from this screen. Note: Policy information on course drops is also contained here.

Course Schedule

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

| Course | Sec | Cr | Campus | Instructor | Seating | Status | Areas of Study |
|-----------------------|-----|-----|--------|------------|---------|------------|----------------|
| E7834 | BLO | 3.0 | 03013 | Instructor | 1/13/0 | Registered | |
| R7035 | OLA | 3.0 | 03013 | Instructor | 1/13/0 | Registered | |

Attendance and Withdrawal Policy:

Refer to academic catalog.

Important Dates

Payment Due Date

IMPORTANT:

Step 9: Ensure your online registration actually occurred by going to your schedule area of the student portal. You should see the schedule you registered for displayed there.

Campus Info

Academics

- Online Registration
- View My Grades
- View Attendance
- My Class Schedule**
- GPA Calculator
- Academic Calendar
- Library

My Profile

My Account

My Classes

My Finances

My Class Schedule

Your current class schedule is displayed below. Click on a class title below to view the details, syllabi, textbook requirements and homework for each class.

[Schedule Report](#)

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

View by Term:

View by: [List](#) | [Week](#)

| Course | Course Title | Section | Course Start/End Date | Cr | Course Schedule |
|--------|--|---------|-----------------------|------|-----------------------------------|
| R7023 | Methods & Analysis of Qualitative Research | OLA | 1/10/09 to 4/23/09 | 3.00 | Click for Details |
| E7034 | Writing for Research & Professional Publications | BLO | 1/10/09 to 4/23/09 | 3.00 | Click for Details |

Congratulations you have finalized your Web Registration!