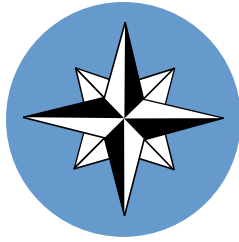


PRIOR PLANNING IS YOUR KEY TO SUCCESS!

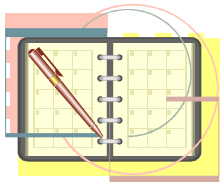


Navigating Spring 2010 Registration

THE BASICS

IMPORTANT REGISTRATION DATES TO REMEMBER

- October 30th:
Spring Schedule posted online
- November 9th:
Time tickets available online
- November 16th:
The week of registration begins
by time ticket
- November 23rd:
Open Registration
- January 4th:
Spring Semester begins
- January 8th:
Last day to add or drop
courses from your schedule



WHEN DO I REGISTER?

Find out your time ticket on myWings:

- *log on to myWings
- *choose the "Students" tab
- *choose the "Registration Status" link in the "Registration Tools" box
- *choose Spring 2010 and click submit

Your Time Ticket is the specific date and time that you can begin registering.

WHERE DO I REGISTER?

You can register from any computer with internet access. You do not come to the advising office to register.

WHAT CLASSES SHOULD I TAKE?

If you do not know which classes to take, use the undergraduate catalog, Freshman Advising Guide, Prerequisite Sheet (orange), and General Education Sheet (purple) that are available in the lobby to research the appropriate classes. The advisor will review your class choices with you during your meeting.

For future reference, your Degree Evaluation available in your myWings account provides you with a guideline for the courses you need. If you have never reviewed one, please do so with an Academic Advisor.

DO I HAVE ANY HOLDS?

*A hold will prevent you from registering. You receive a hold when you have not completed a requirement for the University such as not paying a parking ticket, tuition, or library fines.

*You can find out if you have holds in myWings: log into myWings – choose the "Students" tab – choose the "Registration Status" link in the "Registration Tools" box – choose Spring 2009 and click submit – this will show your time ticket and tell you if "You Have Holds that will Prevent Registration"

*If you have holds, scroll to the bottom of that screen and click "View Holds." This screen will tell you what holds you have and which offices to contact to lift the hold. Sometimes there may even be a link you can click to lift the hold online.

WHAT IS THE CAMPUS ALERT SYSTEM (CODE RED) HOLD?

*The Campus Alert System allows UNF to contact you in case of a campus evacuation. Every semester, you will receive a Campus Alert System hold that requires you to verify the phone number that we have on file for you.

*When you check your holds in myWings, there will be a link to follow that allows you to verify or change your phone number for the Campus Alert System, which will lift that hold.

WAITLISTS

What is a Waitlist?

Every class at UNF can have only a limited number of students registered for it. When a class is full and no more students can register for it, there may be a Waitlist option.

You can add yourself to the waitlist for a class that is full. If a student or students registered for the class, drop the class from their schedule, then students on the waitlist fill those spaces and become registered for that class. Your placement on the waitlist determines your likelihood of getting into the course. For example, if you are the third person on the waitlist, then three people must drop the course for you to be registered for it. Keep this in mind as you decided whether you want to be on a waitlist.

How Do I Add Myself to a Waitlist?

See how many people are on the waitlist according to the course schedule. If there are four or more students, consider not putting yourself on this waitlist.

Write down the CRN number for the section of the course to which you want to be on the waitlist.

Go to the myWings page for the "Students" tab – choose the "Add or Drop Classes" link – choose "Spring 2009" and click submit – scroll the bottom of the page and type the CRN number you wrote down in the first empty box in the "CRNs" section – click "Submit Changes" – you will get an error message indicating it is a full class – click in the drop down box for the class and choose "Add to Waitlist" – click "Submit Changes" – the course should now be added to your list of courses as being on the waitlist.

You ARE NOT registered for the course if you are on the waitlist.

Once you are on the waitlist, check your schedule regularly.

In many cases, it is best to register for classes with open spaces rather than utilizing the waitlist process.

ERROR MESSAGES

What is an Error Message?

When you attempt to register for a class, you may receive an Error Message. It will look like this:

 Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Department	80006	ENC	1101	0	Undergraduate	3.000	Standard	Letter	G(6) College Writing

You must read the entire Error Message to understand what you need to do, paying specific attention to the "Status" column.

COMMON ERROR MESSAGES AND WHAT TO DO ABOUT THEM

Prequ/Test Score – The course for which you are registration requires a prerequisite course. Check the course description to learn what course must be taken first. You should then register for the prerequisite course. If you have already taken the prerequisite course, contact an advisor.

Duplicate Course Number – You are already registered for the course you are trying to add to your schedule. You must drop the section for which you are already registered and then add the new section.

Time Conflict – You are attempting to register for a course that overlaps with the day and time of another course for which you are already registered. Find a different section of the course to add to your schedule.

Department – You must contact the department that offers that course to receive an override to register for the course if you are eligible to take it.

Waitlist – The class for which you are trying to register is full. This message is offering you the option to add to the Waitlist. You must choose the waitlist option from the drop down box of this error message and click "Submit Changes."



When all else fails, check the ACE website. There a lot's of great resources there:

www.unf.edu/es/ace