Checking Your Registration Status

Introduction

Before registering for courses, continuing students should check their Registration Status on myHeliotrope. Your Registration Status will tell you if you are eligible to register, show you any registration permits or course overrides you have been granted by an instructor or chair/director of a board of study, and confirm your academic information before you sign up for courses. For matriculated students, it is recommended that you check your Registration Status at least one week in advance of your registration date to allow time to resolve any issues. More information and forms related to registration is available on the Registrar’s homepage.

Accessing Your Registration Status

1. Go to my.purchase.edu.
2. Click on myHeliotrope and log in with your Purchase College ID and password.
3. Click on Student.
4. Click on Registration.
5. Click on Registration Status.

Understanding your Registration Status

The top section of your registration status will tell you if you are eligible to register. If you are eligible, you will see three green check marks, as in the example below:
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The first line will tell you if you have holds on your account preventing registration. The second line will tell you if you are in good academic standing and eligible to register. The third line will tell you whether registration is open to you at the time based on your student type. Please note that this will not show as checked off until registration is actually open for you. The fourth line will tell you your class (freshman, sophomore, etc.) based on your total completed credits.

In the example below, the student has a hold preventing registration. This hold must be cleared before the student can register for classes. Find out more about clearing holds on the [Holds](#) guides.

Registration Permits and Overrides

The second section of your Registration Status shows you any registration permits or course overrides you have been granted by a faculty member. Registration Permits or Course Overrides are granted either by an instructor or chair/director of a board of study for a specific class. These overrides will allow you to register for a class despite certain factors. The “overenroll past capacity” override allows you to add a course that is closed. The “override course restrictions” override allows you to register past certain course restrictions, such as prerequisites, corequisites, or majors-only restrictions. This is also the override you will need to register for a course that requires permission of the instructor. The Chair/Director override will be used in rare cases and overrides time conflicts and other special circumstances.

You will see the type override applied, the specific Course Reference Number (CRN) it applies to, and the title of the course listed here. Please note that if you need to override past capacity and override course restrictions, you will need to have both types of course overrides assigned to you.
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Course overrides do not automatically add you to the course. You must register for the course manually through the Add or Drop Classes function in your myHeliotrope account.

To obtain a course override, you must contact the instructor of the class you want to sign up for. Course overrides are granted solely at the discretion of the instructor.

Earned Credit and Curriculum Information

It is important to confirm your academic information prior to registration. For example, making sure the correct number of earned credits displays will ensure that you will be eligible to register at the correct time, as registration opens for matriculated students based on their completed credits. Additionally, you should check that your program information is correct. If you are assigned the wrong major or minor, you may be restricted from adding certain courses in your program. Contact the Registrar’s Office if you have any concerns that your academic information is incorrect.

If all the information in your Registration Status is correct and shows that you are eligible to register, you may register for courses. It is recommended that you review the registration guide beforehand.