my Heliotrope User Guide
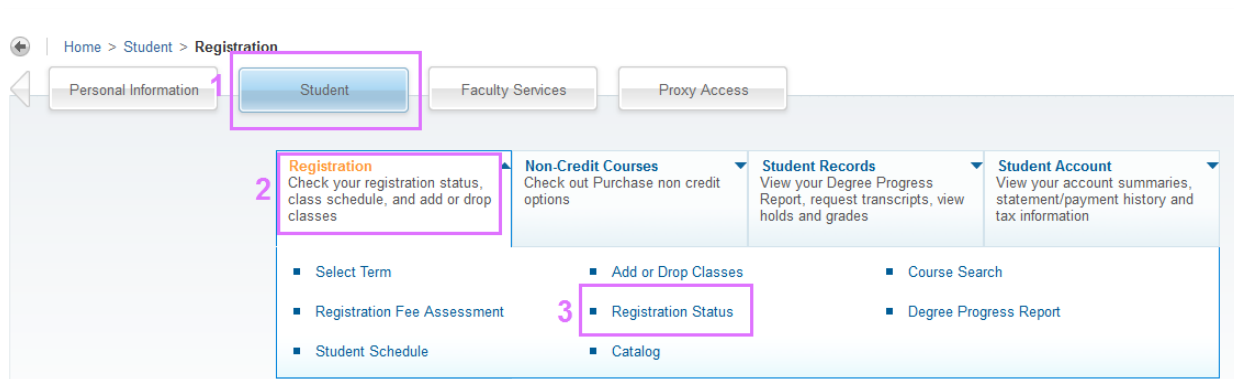
Checking Your Registration Status

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 n the Holds guides.

Registration Status

Home > Student > Registration > **Registration Status**

⚠ **You have Holds which will prevent registration.**
✔ Your Academic Standing permits registration.
✔ Your Student Status permits registration.
Your Class for registration purposes is Freshman.

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.

Registration Permits and Overrides

Permit/Override	CRN	Subject	Course	
Overenroll past capacity	40387	JOU	2915	Journalism II

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.

Checking Your Registration Status

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.

Earned Credit

Level	Type	Hours	
Undergraduate	Institutional	4.000	This is the total number of undergraduate credits you have earned at Purchase College. If you have graduate credits earned at Purchase College, they will be listed here separately. If you have undergraduate or graduate transfer credits, they will also be listed in this section.

Curriculum Information

Current Program

Bachelor of Arts

Level:	Undergraduate	**Level:** The level of study you are currently enrolled in at Purchase (e.g. Undergraduate, Graduate, Non-Degree, Continuing Education)
Program:	Bachelor of Arts	**Program:** The type of degree you are pursuing at Purchase, if any.
Admit Term:	Summer 2013	**Admit Term:** The semester you first studied at Purchase
Catalog Term:	Summer 2013	**Catalog Term:** The semester you matriculated at Purchase, used to determine your degree requirements. For most students, this will be the same as your admit term, unless you matriculated after your inital semester of study at Purchase or withdrew and were later readmitted to the College.
College:	Purchase College	
Major and Department:	Undeclared, Undeclared	**Major and Department:** Your current major, and the department that Board of Study is in.

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.

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