Introduction

These instructions will guide you through the online course registration process in myHeliotrope. You will learn how to add and drop courses and sign up for course waitlists using Course Reference Numbers (CRN).

Before you register, it may be helpful to view your Registration Status:

- Go to Current Students
- Select “MyHeliotrope” and Log in
- Select the “Student” button
- Then select “Registration”
- Select *New* Add or Drop Classes
- Select “Prepare for Registration”
Select the term you will be registering for to view your registration eligibility information, including holds, curriculum, and any course overrides assigned to you by faculty.

Accessing Registration

After you have checked your registration status click on the registration link at the top of the page and select ‘Register for Classes’

Select the term you are registering for from the dropdown menu.
Enter your Alternate PIN. If you do not have your Alternate PIN, schedule an advising appointment with your advisor to obtain it.

Find Classes
Use this course search if you need to lookup CRNs to add to your schedule.

You can also use the Find Classes tab in registration to search for CRNs to add to your schedule.
### Entering Search Criteria

By default, you can look up classes by subject, course number, or by core.

You can search for multiple subjects at a time by selecting one subject and then select the “Subject” field again. You will be able to add more subjects to your list.

If you would like to search by other criteria, such as instructor, times, or instructional method (e.g. online), click **Advanced Search**.

Select the “Search” button to view results.
Registration

The search results will appear on the page:

You can view the number of credits, days and times, enrollment numbers, instructor, start and end dates, location, and course attributes.

The number of open seats remaining in the section is in the **Status** column. If course is full, it will display an exclamation mark (!) with the text “FULL.”

If the course has open spots on the Waitlist, those spaces will appear underneath.
You can click on the course title to view more information such as the course description, restrictions, fees, etc. Click on the tab to view the information.

Adding Courses
Once you have found the section you would like to register for, select the “Add” button.

Once selected, the course will appear inside the “Summary” panel on the bottom right.
The course status will display “pending” until you press submit. This does not mean you have registered for the class yet.

The course will also display in the “Schedule” panel on the bottom left.

Press **Submit** to register.
After submission, you will receive a notification on the top right corner stating “Save Successful.”

The status will also update to “Registered” in the Summary panel.

The course will also appear as a solid color in the Schedule panel. There will be a green check mark listed next to the course name. You might need to scroll down if the course has a later meeting time.
Registration

If you are adding more courses in the same subject area, select “Add” next to the course(s) you would like to register for, and then select the “Submit” button on the bottom right.

Select the “Search Again” button to go back to the “Find Classes” menu.

This will allow you to search using the parameters described in the “Entering Search Criteria” section.

Registration Errors

When you attempt to add a course that cannot be added to your schedule, the “Status” column in the Summary panel will display the message “Errors Preventing Registration.”

There are several different reasons why you may not be able to add a particular course or section. You can hover over the error to view the reason.

Time Conflicts
If a course conflicts with a course already in your current schedule, it cannot be added. Additionally, you may not be added to the waitlist of courses that conflict with your current schedule.
Registration

If you attempt to add a course that has a time conflict you will receive an error like this on the top right corner:

When you attempt to add a course that cannot be added to your schedule, the “Status” column in the Summary panel will display the message “Errors Preventing Registration.”

In appropriate instances, the Chair or Coordinator of your program may be able to override time conflicts. You can use this page to find the chair or coordinator.

Closed Courses

If a course is full, it cannot be added. Depending on whether there are open spots on the waitlist, you will receive different errors.

If a course is full but there are spaces open on the waitlist, you will receive the above error.

In the above example, “1 out of 10 Waitlisted” means 1 student has already signed up for the waitlist.

From here you may add yourself to the waitlist by selecting the “Add” button.

In the “Summary” tab, select the “Action” button next to the course. Select the “Waitlist” option and press submit.

In the “Summary” tab, the status will update to “Waitlisted” if successful.
Registration

In the case that the course has an open spot, but also has students signed up for the waitlist, the open spot will be reserved for the next student on that waitlist. You will not be able to add the course in this case, but may add yourself to the waitlist if there are waitlist spaces available.

Sometimes waitlists are also at capacity. In those cases, you may not add the course or sign up for the waitlist. You must wait for students to drop from the waitlist before you can sign up for it.

**Major/Program Restrictions**
Some courses are restricted to students outside of that program. If you attempt to add a course outside of your program that is restricted to non-majors, you will receive the following error on the top right corner:

![Error Message]

It will also show up in the “Summary” tab. You will need to hover over the “Errors Preventing Registration” link to view the reasoning.

Make sure your major is correctly defined in your student information. If you believe there is an error, verify your major via the registration status page.

**Permission of Instructor**
Some courses require permission of the instructor to be added. If you attempt to add such a course without permission of the instructor, you will receive the following error on the top right corner:

![Permission of Instructor Error]

It will also show up in the “Summary” tab. You will need to hover over the “Errors Preventing Registration” link to view the reasoning.
Registration

To request permission to add a course, contact the instructor. Click on their name to display their email. The instructor can add the permission to your student record, so the next time you log in to register you are able to add the course.

Pre-requisites
If you have not met the pre-requisites of a course, you will receive the following error on the top right corner:

![Error message](image1)

It will also show up in the “Summary” tab. You will need to hover over the “Errors Preventing Registration” link to view the reasoning.

Co-requisites
If courses are co-requisites, meaning they must be taken together, you will receive the following error, or similar, if you attempt to add one without the other:

![Error message](image2)

It will also show up in the “Summary” tab. You will need to hover over the “Errors Preventing Registration” link to view the reasoning.
To add co-requisite courses, you must add both courses into your worksheet and add them simultaneously.

**Duplicate Courses**

If you attempt to add the same class twice, you will receive the following error on the top right corner:

![Duplicate Course Error](image)

It will also show up in the “Summary” tab. You will need to hover over the “Errors Preventing Registration” link to view the reasoning.

You may not add duplicate courses to your schedule.

**Waitlists**

If a course is closed, you may be able to sign up for the waitlist. There are a finite number of spaces on a waitlist, meaning waitlists can also fill up, and students are given preference in the order they sign up.

To be added to a waitlist, you must “ADD” the course it to your summary click the **Submit** button. You will receive an error saying “Closed - # on Waitlist.” The “#” will be the number of students who have already signed up ahead of you on the waitlist. In the example below, “10 of 10 Waitlisted” means 0 students are on the waitlist and 10 seats remain.

![Waitlist Error](image)
**Registration**

You may add yourself to the waitlist by selecting **Waitlist** from **Action** column. Click the **Submit** at the bottom of the worksheet. After adding yourself to the waitlist, the course should appear in your current schedule with the word **Waitlisted** under **Status**. If a spot opens up in a course, the first student on the waitlist will be notified by e-mail and given a 24-hour window to add the course.

**You must add the course manually.** If you do not add the course in this 24-hour window, the next student on the waitlist will be offered the spot and you will be removed from the waitlist. You can add yourself back to the waitlist by repeating the steps above. Courses you are on the waitlist for will appear in your student schedule with your other courses, but the credits will show as zero. Please remember that this does not mean you are registered for the course. Additionally, you may not add yourself to the waitlist of a course that conflicts with any course you are already registered for. Similarly, you may not register for a course that conflicts with a course you are on the waitlist for.

**Dropping Courses**

If you would like to drop a course from your schedule, select **Web Drop** from the dropdown menu next to the course. Then scroll down and click **Submit** button at the bottom of the worksheet. The status field will update to “Deleted.”

You will no longer have the option to drop courses after the add/drop period. The add/drop deadline is available on the [Academic Calendar](#). After that, you will have to submit a Course Withdrawal form to the Registrar’s Office.

If you have any questions about Registration, please contact the Registrar’s Office at (914)251-6361 or [Registrar@purchase.edu](mailto:Registrar@purchase.edu).