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GLOSSARY

Add Classes Worksheet

The registration screen where you enter CRNs to be added to your schedule

Alternate PIN

The 6-digit PIN number needed to access registration, obtained from your advisor

Course Reference Number (CRN)

The 5-digit number that refers to a specific course section, needed to register

Registration Status

Any information relevant to your eligibility to register for a given term, including holds, course overrides, and academic information

Waitlist

The sequential roster of students who will get priority to register for a closed course should spots open up

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”



[Student](#) • [Registration](#)

Registration

What would you like to do?



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.

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.

Registration Status

Term: Fall 2019

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ You have no holds which prevent registration.

Completed Credits

- 1 You have Earned Hours for Level: Undergraduate, Institution Hours: 86.5, Transfer Hours: 58
- 1 Your class standing for registration purposes is Senior

Primary Curriculum
 Level: Undergraduate
 Degree: Bachelor of Arts
 Major: Arts Management
 Department: Arts Management
 Catalog Term: Fall 2019

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'

[Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#)

Registration

What would you like to do?



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.

Select the term you are registering for from the dropdown menu.



Select a Term

Terms Open for Registration

Fall 2019

Continue

Enter your **Alternate PIN**. If you do not have your Alternate PIN, schedule an advising appointment with your advisor to obtain it.

Select a Term

Terms Open for Registration

Fall 2019

Alternate PIN*

Continue

Find Classes

Use this [course search](#) if you need to lookup CRNs to add to your shecule.

You can also use the **Find Classes tab** in registration to search for CRNs to add to your schedule.



[Student](#) » [Registration](#) » [Select a Term](#) » Register for Classes

Register for Classes

Find Classes	Enter CRNs	Schedule and Options
<p>Enter Your Search Criteria ⓘ</p> <p>Term: Fall 2019</p> <p>Subject <input type="text"/></p> <p>Course Number <input type="text"/></p> <p>Core <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> ▶ Advanced Search</p>		

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.

Enter Your Search Criteria ⓘ

Term: Fall 2019

Subject	<input type="text" value="x Arts Management"/>
Course Number	Acting
Core	American Sign Language
	Anthropology
	Art History
	Arts Open Access
	Ballet
	Biochemistry
	Biology
	Chemistry

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.

Enter Your Search Criteria ⓘ

Term: Fall 2019

Subject

Course Number

Core

Instructor

Campus

The search results will appear on the page:

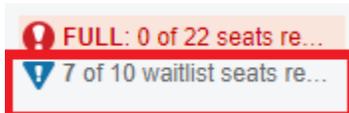
CRN	Subject	Course	Title	Credits	Meeting Times	Instructor	Status
42266	AMG	1100	Fundamentals of Arts ... Lecture	4	S M T W T F S 08:00 AM - 11:40 AM Type	Gibson-Brehon, Da...	! FULL: 0 ... 8 of 10 w... Time Conflict!
43360	AMG	1100	Fundamentals of Arts ... Lecture	4	S M T W T F S 10:30 AM - 12:10 PM Type	Astor, Janis (Primary)	! FULL: 0 ... 7 of 10 w...
47081	AMG	1100	Fundamentals of Arts ... Lecture	4	S M T W T F S 06:30 PM - 10:10 PM Type	Tamburri, Lawrence...	! FULL: 0 ... 6 of 10 w...
42252	AMG	2200	Finance for the Arts I Lecture	4	S M T W T F S 06:30 PM - 10:10 PM Type	Tamburri, Lawrence...	! FULL: 0 ... 6 of 10 w...

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

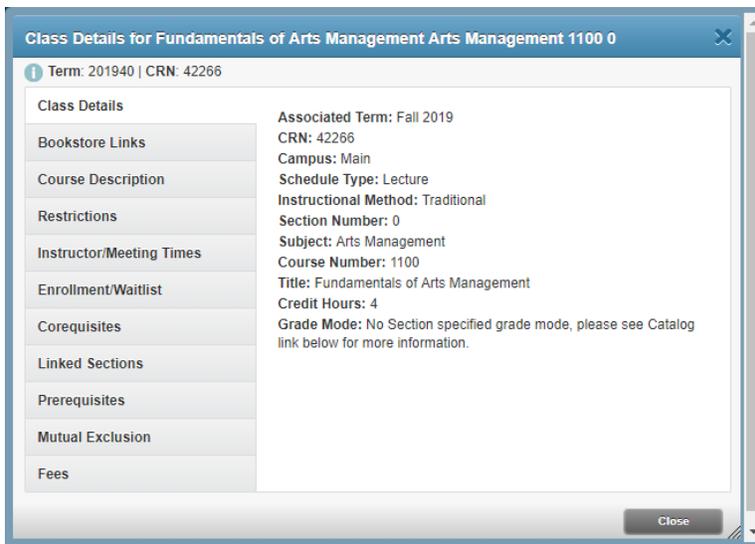
The number of open seats remaining in the section is in the **Status** column. If course is full, it will display an exclamation mark (!) with the text "FULL."



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.



Title	Course #	Cr	CRN	Schedule	Status	Action
Communicating...	AMG 23...	3	46520	Lect...	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

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.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5pm							
6pm							
7pm			<input checked="" type="checkbox"/> Communicatr the Arts				
8pm							
9pm							

Panels ▾

Press **Submit** to register.



Registration

Summary

Title	Course #	Cr	CRN	Schedule	Status	Action
Communicating...	AMG 23...	3	46520	Lect...	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18



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


 Last Name, First Name 1

 **Save Successful**

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

Summary

Title	Course #	Cr	CRN	Schedule	Status	Action
Communicating t...	AMG 230...	3	46520	Lecture	Registered	None

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.



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.**”

Title	Course #	Cr	CRN	Schedule Type	Status	Action
Fundamentals of Arts Manage...	AMG 1100, 0	4	42266	Lecture	Errors Preventing Regist...	Remove

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.

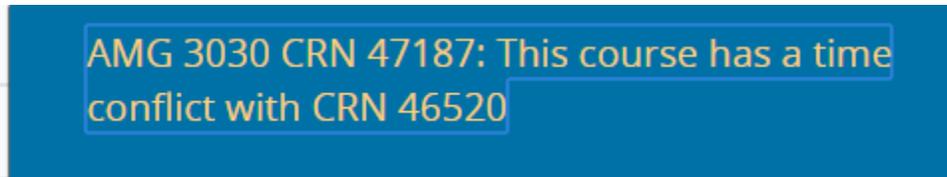
Time Conflicts

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.**”

Summary						
Title	Course #	Cr	CRN	Schedule Ty	Status	Action
Finance for the Arts II	AMG 3030, 0	3	47187	Lecture	Errors Preventin...	Remove
Communicating the Arts	AMG 2300, 0	3	46520	Lecture	Registered	None

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.

Search Results — 10 Classes
Term: Fall 2019 Subject: Anthropology Search Again

CRN	Subject	Course N	Title	Credits	Meeting Times	Instructor	Status
42277	ANT	1500	Introduction to Social and... Lecture	3	S M T W T F S 03:00 PM - 05:45 PM Type: Cl	Kim_David (Primary)	FULL: 0 of... 1 of 10 wa...

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.

Summary						
Title	Course #	Cr	CRN	Schedule Type	Status	Action
Introduction to Social and Cult...	ANT 1500, 0	0	42277	Lecture	Waitlisted	None

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



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:



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

Summary						
Title	Course #	Cr	CRN	Schedule Ty	Status	Action
Interdisciplinary Move...	DPD 3020, 0	1.5	47189	Studio	Errors Preventin...	Remove
Communicating the Arts	AMG 2300, 0	3	46520	Lecture	Registered	None

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:



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

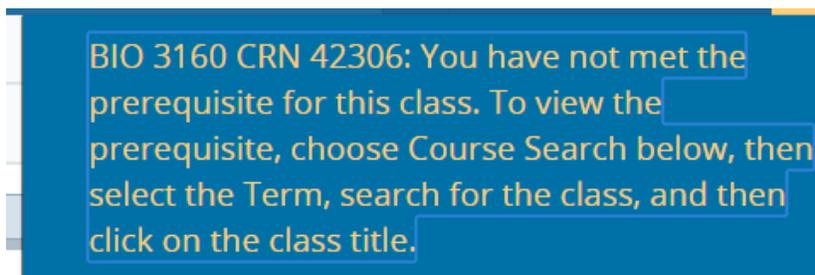


Summary						
Title	Course #	Cr	CRN	Schedule Ty	Status	Action
Start-Up Capital Form...	AMG 3026, 0	3	47186	Lecture	Errors Preventin...	Remove
Communicating the Arts	AMG 2300, 0	3	46520	Lecture	Registered	None

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:



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

Summary						
Title	Course #	Cr	CRN	Schedule Ty	Status	Action
Genetics	BIO 3160, 0	4	42306	Lecture	Errors Preventin...	Remove

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:



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

Summary						
Title	Course #	Cr	CRN	Schedule Ty	Status	Action
Research Methods I:...	PSY 3560, 0	5	43938	Lecture	Errors Preventin...	Remove

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:



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

Summary						
Title	Course #	Cr	CRN	Schedule Ty	Status	Action
Communicating the Arts	AMG 2300, 0	3	45025	Lecture	Errors Preventin...	Remove
Communicating the Arts	AMG 2300, 0	3	46520	Lecture	Registered	None

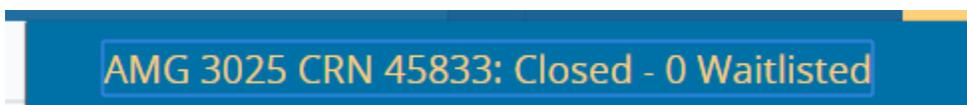
You may not add duplicate courses to your schedule.

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.

45833	AMG	3025	Arts in Education Practicum Practicum	4	SIM T W T F S 12:30 PM - 04:10 PM Type: Class Bulk	FULL: 0 of 15 10 of 10 waitli...	Add
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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.

Summary						
Title	Course #	Cr	CRN	Schedule	Status	Action
Arts in Education ...	AMG 302...	0	45833	Practi...	Waitlisted	None
Communicating th...	AMG 230...	3	46520	Lecture	Registered	**Web Drop**

Then scroll down and click **Submit** button at the bottom of the worksheet.

The status field will update to *"Deleted."*

Summary						
Title	Course #	Cr	CRN	Schedule	Status	Action
Arts in Education ...	AMG 302...	0	45833	Practi...	Waitlisted	None
Communicating th...	AMG 230...	0	46520	Lecture	Deleted	None

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.