# How Do I Register For Courses?

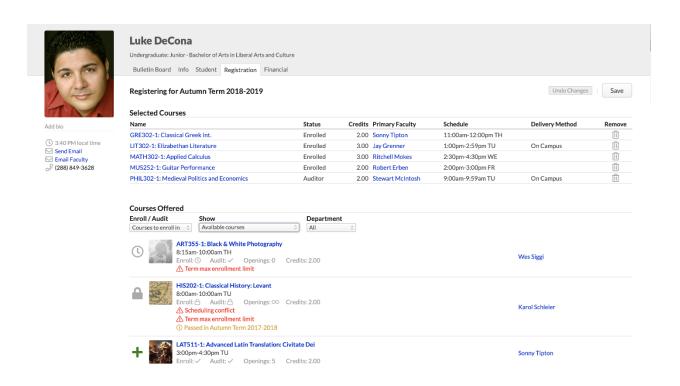
You can register for courses works when your school has set up online enrollment periods. During these periods, you can enroll in courses, drop courses, and get on the waiting list.

### Getting to the registration page

Here are the ways you can get to the registration page:

- · When you log in to Populi, you'll see an alert on your Home page that looks like this. Click the alert to go the registration page. You'll only see this alert during an enrollment period that is open to you.
- · Go to My Profile and click the Registration view. This view only appears during an enrollment period that is open to you.

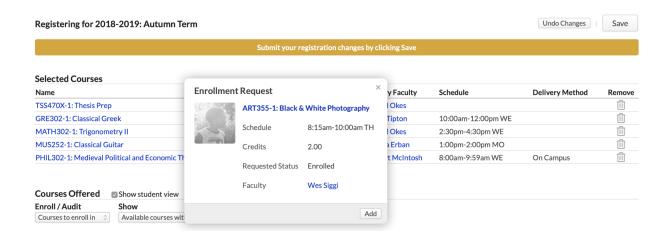
#### Let's get oriented



- Selected Courses are those you've registered for (or hope to).
- Courses Offered are those for which you may submit an enrollment request. The courses you see here depend on your selections from the drop-downs:
  - Enroll/Audit: Toggle between courses you can enroll in or audit.
    (Auditing courses is not available for MCU Students)
  - o ShowAvailable courses with no conflicts: These are courses that match your program and campus and for which you've fulfilled the prerequisites (or are currently enrolled in a prerequisite, corequisite, or equivalent) and with which you have no schedule conflicts. Additionally, if there is a term max enrollment limit, it shows courses which fall within that constraint.
  - ShowAvailable courses: These courses include the above together with courses that have schedule conflicts and max enrollment conflicts.
  - ShowAll courses: This shows every course offered in the term,
    whether or not you can register for it.
- · Each course includes important details:
  - o Name, faculty, and schedule.
  - Whether the course is available for enrollment and/or auditing, how many openings, and credits/hours.
  - Conflicts appear in red: schedule, prerequisites, and term max enrollment constraints.
  - If you've already passed this course, you'll see a notice that she's already passed it. This does not prevent you from registering for that course.

- + lets you register for that course.
- . (1) lets you request a spot on the course waiting list.
- means that you cannot register for this course because of a conflict with schedule, enrollment limits, or unmet prerequisites.

#### Registering for courses



- 1. Using the drop-downs, choose whether you want to see courses to *Enroll in* or which *Offered Courses* you'd like to see ( *Available...*, etc.).
- 2. Click + next to the course you'd like to add. Click \( \mathbb{O} \) to request a spot on the course waiting list ( see below for more details).
- 3. Review the details in the enrollment request and click Add to confirm. A few things will happen when you do this:
  - The course will be added to Selected Courses with an "Unsaved" badge. A notice will display above Selected; you can either Save the registration changes or Undo them.
  - Offered Courses will switch back to show Available Courses. In all likelihood, new schedule and max enrollment conflicts will appear.
  - If you enroll in a course that requires enrollment in a corequisite course, you'll be asked to also add the corequisite to Selected Courses.
  - $\circ$  If you've made a mistake, click  $\hat{\parallel}$  to remove the course.
- 4. Repeat the above steps as often as necessary.
- 5. When you're ready to submit the changes, click **Save**.

## How do I drop a course?

To drop a course you've already registered for:

- 1. Find the course you'd like to drop under Selected Courses.
- 2. Click to remove the course.
- 3. Confirm your choice(s) and then save the changes.