

# 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



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Bulletin Board | Info | Student | **Registration** | Financial

Undo Changes | Save

Registering for Autumn Term 2018-2019

**Selected Courses**

Name	Status	Credits	Primary Faculty	Schedule	Delivery Method	Remove
<a href="#">GRE302-1: Classical Greek Int.</a>	Enrolled	2.00	<a href="#">Sonny Tipton</a>	11:00am-12:00pm TH		
<a href="#">LIT302-1: Elizabethan Literature</a>	Enrolled	3.00	<a href="#">Jay Grenner</a>	1:00pm-2:59pm TU	On Campus	
<a href="#">MATH302-1: Applied Calculus</a>	Enrolled	3.00	<a href="#">Ritchell Mokes</a>	2:30pm-4:30pm WE		
<a href="#">MUS252-1: Guitar Performance</a>	Enrolled	2.00	<a href="#">Robert Erben</a>	2:00pm-3:00pm FR		
<a href="#">PHIL302-1: Medieval Politics and Economics</a>	Auditor	2.00	<a href="#">Stewart McIntosh</a>	9:00am-9:59am TU	On Campus	

**Courses Offered**

Enroll / Audit:  Show:  Department:

Courses to enroll in:  Available courses:  All:

**ART355-1: Black & White Photography**  
8:15am-10:00am TH  
Enroll: Audit:  Openings: 0 Credits: 2.00  
 Term max enrollment limit [Wes Saggi](#)

**HIS202-1: Classical History: Levant**  
8:00am-10:00am TU  
Enroll: Audit:  Openings:  $\infty$  Credits: 2.00  
 Scheduling conflict  
 Term max enrollment limit  
 Passed in Autumn Term 2017-2018 [Karol Schleier](#)

**LAT511-1: Advanced Latin Translation: Civitate Dei**  
3:00pm-4:30pm TU  
Enroll:  Audit:  Openings: 5 Credits: 2.00 [Sonny Tipton](#)

- *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)**
  - **Show Available 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.
  - **Show Available courses**: These courses include the above together with courses that have schedule conflicts and max enrollment conflicts.
  - **Show All courses**: This shows every course offered in the term, whether or not you can register for it.
- Each course includes important details:
  - 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.
- **🕒** 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

Registering for 2018-2019: Autumn Term Undo Changes | Save

Submit your registration changes by clicking Save

**Selected Courses**

Name
TSS470X-1: Thesis Prep
GRE302-1: Classical Greek
MATH302-1: Trigonometry II
MUS252-1: Classical Guitar
PHIL302-1: Medieval Political and Economic Thought

**Courses Offered**  Show student view

**Enroll / Audit** **Show**

Courses to enroll in Available courses with Add

**Enrollment Request** ✕

**ART355-1: Black & White Photography**

Schedule: 8:15am-10:00am TH

Credits: 2.00

Requested Status: Enrolled

Faculty: [Wes Saggi](#)


Add

Faculty	Schedule	Delivery Method	Remove
Okes			🗑️
Tipton	10:00am-12:00pm WE		🗑️
Okes	2:30pm-4:30pm WE		🗑️
Erban	1:00pm-2:00pm MO		🗑️
McIntosh	8:00am-9:59am WE	On Campus	🗑️

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 **🕒** 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*.
  - If you've made a mistake, click **🗑️** 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.