

Huntington University Web Registration Instructions for Faculty

Registration Clearance: Students may register for classes only after their advisors have approved their planned schedules and added registration clearance for them on the web for every term that is open for registration. Be sure to go to the faculty web page (<http://faculty.huntington.edu>) and clear each of your advisees as you approve their schedules. In the past, your advisees have been considered cleared to register if they had a course request form bearing your signature. This process replaces your signature and is required for your advisees to register. If you do not clear your advisees, they will not be able to register for classes.

Follow these instructions to clear students for registration.

- a. Click on the **Student Advising** button in the menu at the left of your screen to display the advising submenu.
- b. Click on the **Advising Main** button and select the student you wish to clear.
- c. Click on the **Registration Clearance** button. Make certain that the session and year are set for the session for which you want to let the student register and that the correct name is shown at the top of the screen for the student you wish to clear.
- d. Click on the **Add Clearance** button. The following message will appear if you have successfully cleared the student: **The student is cleared to register for the specified session and year.** After you have cleared your advisee, the student's myinfo page will indicate that you have cleared the student for registration.
- e. Repeat the process if you wish to clear the student to register for an additional term (summer or January, for example).

Course Authorization: Students may contact you for authorization to register for one of your classes in the following circumstances. You may enter these authorizations only if you are the instructor for the course.

- a. **Requirement override-** This authorization is used to let students who have not met a required prerequisite or who do not need to take a required lab (co-requisite) register for a specific course. To authorize a student to take a course without the required lab, you must add a requirement override for the student for both the lecture and the lab.
- b. **Schedule conflict-** This authorization is used to permit a student to register for your course when the course conflicts with another course in the student's schedule.

- c. **Capacity**- This authorization permits students to register for a course that is closed.

If you wish to give permission for the student to register, you may do so on the faculty web by clicking on the *Course Authorization* button at the left of your screen. Follow the on-screen instructions to bring up the student and course and add the appropriate authorization. You may authorize exceptions only for courses you are teaching.

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To add, get student name, specify condition, then click **Add Authorization**.

Type in a student ID and press Get Name Or press Name Lookup to search for a student	
Student ID	Student Name
<input type="text" value="9000"/>	Student, John Doe
<input type="button" value="Get Name"/>	<input type="button" value="Name Lookup"/>

Condition	<input type="text" value="Schedule Conflict"/>	Reason	<input type="text" value="Instructor Approved"/>
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No authorizations exist for this course.

Registration Times: Registration times for your advisees are assigned according to the number of hours each student has earned. Students can check their registration times by logging in on the myinfo web site at <http://myinfo.huntington.edu>. You can find out whether an advisee's registration time has opened by clicking on the *Advisee Registration* button and reading the information at the top of the screen. If registration has not opened for the student, the time and date that web registration will open for the student will be listed on this page. If students prefer not to use the web registration system, they can register in the registrar's office any time after their registration time opens provided you have cleared them for registration.

If students have any holds on their records, they will not be able to register. The student instructions for web registration suggest that all students check to be certain that their advisor has cleared them for registration and that they do not have any holds before their registration times open. Students must wait until their scheduled registration time opens to register and may register any time after that until classes open.

Checking Registration Times and Clearance: To check registration times and registration clearance for your advisees, follow these steps.

- a. Click on the *Advising Main* menu (under *Student Advising*)
- b. Select the appropriate semester and year
- c. Click on *Select from Advisee List*. A list of your advisees will appear. Registration times and clearance are displayed in the two right-hand columns.
- d. You can limit this list to only your advisees who are currently enrolled by checking the *Currently Registered* box in the options under *Select from Advisee List*.

Advisor Registration: You may also elect to register students as you advise them if their registration time has opened. Follow these instructions if you wish to register your advisee on the web.

1. Log in to the faculty information system at the following address: <http://faculty.huntington.edu>. You can access the system from any computer with Internet access.
2. Select the session and year you wish to register for.
3. Click on the *Student Advising Main Menu* and select the student you wish to register.
4. Click on the *Advisee Registration* button in the menu at the left of your screen. Click on the *Register Student* button in the pop-up box. A screen that looks like this will appear.

Registration Entry
Student, John Doe - ID: 9000
FA - 2007

To ADD: Enter course and section number, then click **Add**.
To DROP: Mark course to drop, then click **Drop**.
To SWAP: Enter course and section number to add and mark course to drop, then click **Swap**.
When finished, close browser or click other option to perform other activities.

Course Number: ? Section: ?

Search Criteria

Ready for entry.

No courses currently registered. Bottom of Form

5. Enter the course number and section number of the first course. You can access a list of courses available in a department for the upcoming term by entering the department code (HS for history, for example) and clicking on the question mark beside the course number box. After you have entered the course number you want, you can either type in the section number you want or click on the question mark beside the section box to get a list of sections offered this term.
6. When you have entered the course and section you want, click on the *Add* button at the right of your screen. If the class has a concurrent requirement (such as a required lab) follow the on-screen instructions to register for that requirement.
7. If the course you entered is successfully registered, the registration will be displayed like this.

 The course MU115 has been added.							Total Hours:	2.00	
Drop	Course	Sec	Title	Hours	Days	Beg	End	Bldg	Room
	MU115	01	Introduction to Music	2.00	--T-R--	01:00p	01:50p	MCA	M150

8. If the student is not able to register for the class, a message will appear in the blue box explaining why you are not able to enroll in the course.
9. In the following circumstances, you will need permission from the instructor of the course to enroll a student on line. If the student's schedule includes any of these circumstances, you or the student must contact the instructor to ask for course authorization. After the instructor has added the course authorization on the web, you or the student can register on line for these classes.
 - a. Courses for which the student has not met the prerequisites or for which the student does not need to take a required lab.
 - b. Courses that conflict with another class on the student's schedule.
 - c. Courses that are closed.
10. You will not be able to enroll students on line in the following kinds of classes. The student must obtain permission on the appropriate form to register for one of these courses and bring the form to the Registrar's Office to enroll in these courses.
 - a. Courses the student wishes to audit or visit
 - b. Courses that place the student in an overload (18 or more hours)
 - c. Individualized courses such as independent studies, tutorials, directed studies, internships, and practicums.

11. Continue entering and adding each course you wish to select. If you need to make changes to the student's schedule, you can do one of the following.
 - a. Drop a course by marking the circle beside the course and clicking on the *Drop* button at the top of the left column of your registration.
 - b. Swap a course for another by entering the new course number and section in the appropriate boxes, marking the circle beside the course you wish to swap and clicking on the *Swap* button at the right side of the screen.
12. When you have finished, check the list of registered courses to be certain that you have registered the student for the correct courses and sections. Print a copy of the registration for your records.
13. You can enter part of the student's schedule and return later to finish if you run into difficulty or run out of time.
14. Check the student's degree audit to be certain that the courses registered will apply to the student's program as you expected. Print a copy for your reference.
15. If you encounter difficulty using the registration system you can contact the registrar's office during business hours (8:00 a.m.-5:00 p.m., Monday through Friday) by calling extension 4080, 4011, or 4010 or stop by the office in Becker Hall for assistance.