

# Manor College

## Online Registration Frequently Asked Questions

March 2016

### Q. Who can register online?

A. Online registration is open to all students who have earned 30 or more credit hours and do not have any holds on their account.

### Q. When can I register online?

A. Priority Online registration opens Tuesday, March 8<sup>th</sup>, 2016 at 9:00AM.

### Q. How do I avoid common errors?

A. Three simple pieces of advice to not encounter common problems:

1. **Pop-up blockers must be disabled** within the Student Portal, or Registration will not function.
2. As previously stated, in both a paragraph and a big blue arrow, **the term must be selected** prior to initiating Registration.
3. Use of **the browser's "Back" button is to be avoided**, or the Registration session may be cancelled.

### Q. How do I decide which classes to register for?

A. Look at your Degree Audit in your Portal. It will show you course requirements for your degree/major and also which you have already satisfied. Schedule an appointment with your academic adviser to review your Degree requirements and course choices.

### Q. The class I want is full. What now?

A. Try to add it during add-drop or speak with your academic advisor about alternative classes that may satisfy your degree audit.

### Q. I'm in Portal Registration but the classes I want do not have a check box next to them. What do I do?

A. Other than a check box which allows for registration, there are three possible codes you may see that explain why registration for the course is not available. They are: "*PreReq*" which means that a prerequisite for the course has yet to be satisfied; "*FacAppReq*" which means that a Faculty or Chair needs to approve the registration; "*DegAudit*" which means the course is not part of your Major's curriculum. Contact your Advisor re review your options.

### Q. Once I register can I change my classes/schedule?

A. Yes, students have until the end of the Drop/Add period (see Academic Calendar) to make changes. After this time, you will need to contact your advisor to withdrawal.

### Q. When I've finished choosing classes, how do I ensure my choices?

A. Each time you add, drop, or change a class, your record is updated. Make sure that you pay for your classes before the payment deadline and confirm your attendance once the term starts. Failure to do so will result in your classes being dropped.

### Q. When do classes begin?

A. Important dates, including the first day of classes, can be found in the online academic calendar. Go to <http://www.manor.edu/academics/services-resources.php> and chose the Academic Year in question.

### Q. Who can I go to for help?

A. If you need your username and/or password reset, go to Manor College's homepage, [www.Manor.edu](http://www.Manor.edu), "Current Students" [top right menu] and click on "Password Resets." If there are other technical issues contact the IT office [helpdesk@manor.edu](mailto:helpdesk@manor.edu). If you need help with course selection, contact your Advisor.