

Registration 101

Registration for next semester's courses is completed by each student through the University Information System. Below is an outline and a few explanations of what occurs in the registration process.

1. Approximately 4 – 5 weeks into each fall and spring semester you will receive an email giving you the date registration materials will be available.
 - a. Within the stated time come to the PCPS Advising Center and pick up your latest CAPP report, a registration form and a block planner.
 - b. At that time you will also schedule an appointment with an advisor to review your planned courses.

Note: Dates for advising and registration are based on the number of credits earned. Seniors register first, juniors the following week, etc. Freshmen typically register in mid to late November or mid to late April. Therefore, advising appointments are available in the same order.

2. Plan your course schedule by using the document "Planning your Registration": [add link](#)
3. Meet with an advisor in the time you scheduled when registration materials were picked up.
 - a. The advisor will review your plan and make suggestions.
 - b. The advisor will give you a sheet showing:
 - i. Your Term Pin Number used to open the **Add/Drop Classes** in the Registration module of UIS.
 - ii. The date and time you may first access your registration account. Your access will remain available to you through the first week of classes in the following semester.

Note: The Registrar's Office assigns Term PIN numbers using a computer program that randomly gives each student a number based on their academic class standing.

Registration Planning Hints

Make certain you check for prerequisites and section restrictions when planning your registration. You find this information by clicking on the CRN in Course Search.

- **Restrictions...** Often courses or specific sections of a course will have registration restrictions. This means only students in certain majors or classes may register for the section. These restrictions are placed on a course by academic departments. You will need to find a different course or section.
- **Prerequisites...** You must have completed or be currently enrolled in the prerequisite in order to register for the course requiring the prerequisite.

Registration Problems

On the Monday following registration you may come to the Advising Center for assistance with any problem you encountered during registration. However, below you will find information which may be helpful in certain situation

ON HOLD...if you receive this message it means you are being blocked from registering. Most often this is related to tuition payment. If

Additionally, you may come to the Advising Center on the Monday following your registration to complete a *Problem Registration Form*. Some problems can be resolved, others cannot.

Error messages will sometimes appear when you are attempting to register for a course. To avoid some errors you should check the "Course Schedule Search Page" to identify course or section restrictions and/or prerequisite courses. You do this by clicking on the CRN of the planned course and section. Remember, often times specific sections have individual restrictions Common messages include:

CLOSED means all the seats for this section have been filled. You should try to register for a different section or course. At times seats open at a later date, but you should base your planning on the assumption that you will not get the requested seat. If the inability to register for a specific course impedes your ability to progress in your major, the situation will be resolved.

RESERVE CLOSED means that seats have been allocated to specific majors and the allocation for your major is filled. You should try to register for other course options. At times seats open at a later date, but you should base your planning on the assumption that you will not get the requested seat. If the inability to register for a specific course impedes your ability to progress in your major, the situation will be resolved. . If the inability to register for a specific course impedes your ability to progress in your major, the situation will be resolved

PREREQUISITE OR TEST SCORE ERROR means you have not taken the required prerequisite course. More information can be found by clicking on the CRN in Course Schedule Search.

FIELD OF MAJOR RESTRICTION you should check for listed restrictions by clicking on the CRN in Course Schedule Search. If restrictions are listed and you are not a declared student within one of the groups being allowed to register, you will not be able to register for the course.