How to Register Students – for staff
Registrar’s Office
May 2022

The process

• Refer to the Academic Calendar (https://my.cgu.edu/registrar/calendars/) for registration dates
• Current and new students may from the time registration opens through the end of the add/drop period
  o New students in their first term of admission do not receive a late registration fee
  o Continuing students (anyone after their first term of admission) need to do their initial registration for the term by the “Last day to register without late fee” and remain in at least one class throughout the add/drop period to avoid the fee. Dropping all classes and then adding classes later will result in a fee.
• Students with certain holds are ineligible to register (see below)
• After the add/drop period for a class, students can no longer make changes online; they need to submit a registration (add/drop) form with any changes

Which students may register

• Students must have a current status of Active in Program
• View a student’s status by clicking the Records & Enrollment tile > then entering the student’s ID/name

Any holds the student has will be shown on the right – you can click on any hold name to find out more about it including when it goes into effect/what office assigned the hold.
Click the Academics Tab. Students who are eligible to register will see a status of Active in Program. If the student has multiple careers you may have to select a different option on the left-side to find the active career.

What holds will prevent registration?

Some holds are put on in advance and do not affect anything now - check the term the hold affects registration for.

This is not a complete list; you can click on each hold to find out more about it, how to resolve it, and what office assigned it.

- **PRV** – Provisional Hold. See Admissions Office
- **EFA** – Enrollment and Financial Agreement signature required. See Registrar’s Office ([Registering for Classes](#)) > Completing the Enrollment and Financial Agreement
- **DPT** – Department hold/Advising required. See academic department
- **DUE** – Past Due Balance. See Student Accounts Office
- **OUT** – Out of Time. See Registrar’s Office ([Progress to Degree](#)) > Extension of Time to Degree
How to register someone

- Click on the Records and Enrollment tile, then use the Records and Enrollment drop-down menu at the top to select Enrollment Request.

- Enter the Student’s ID (if you don’t know, click the magnifying glass to search), the Career (students in master’s/PhD program will be GRAD; continuing/professional education participants will be CTED. If you don’t know, click the magnifying glass to see what is available for that individual), and the Term (if you don’t know, click the magnifying glass to search). Click Add.

- Select the class that you want to register the student into by entering the 4-digit Class Number, or by clicking the magnifying glass next to Class Nbr if you don’t know the number.

- From there you will select two criteria. First choose the subject and then either enter the catalog number (if you know it) or select the Course Career (Graduate or Continuing Education) and click Search.
• From the search results select the class you are looking for. If you don’t find the class double check your search criteria and the term you selected for the enrollment request.

• Back on the Enrollment Request page, click Submit

• If the registration was successful, you’ll see a status of Success will appear by the Submit button.
• If the registration was unsuccessful, you’ll see a status of **Errors Found** by the Submit button. If you get **Errors Found**, scroll down to the bottom of the page and review the message/cause for the error.

![Status: Errors Found](image)

Common causes of errors are not having the prerequisites to take a class, a hold preventing registration, trying to make a registration change after the add/drop period has ended, a time conflict with another class, or the class is already full.

• Repeat the registration process for each class

**Override registration errors**

Staff in academic departments have a limited number of overrides that you may resolve. Others require assistance by the Registrar’s Office.

If the class is full and is offered by the academic department you work for (and only by a department you work for) but you wish to allow someone to register anyways, you can click the **Closed Class** override option.

If the class has a **prerequisite** the student has not met and the class is offered by the academic department you work for (and only by a department you work for) and the instructor wishes to let the student register for the class, you can click the **Requisite** override option.

**Questions?**

Contact the Registrar’s Office: [student.records@cgu.edu](mailto:student.records@cgu.edu) or x18285