

# How to Register Students – for staff

Registrar's Office

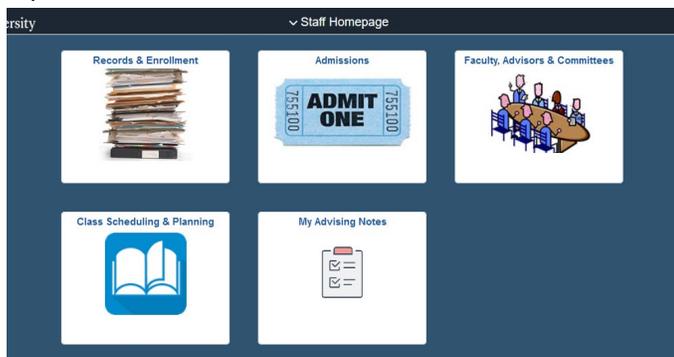
May 2022

## The process

- Refer to the [Academic Calendar \(https://my.cgu.edu/registrar/calendars/\)](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
  - New students in their first term of admission do not receive a late registration fee
  - 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

A screenshot of the Student Services Center search interface. The page has a dark blue header with 'Staff Homepage' and a dropdown arrow, and 'Records and Enrollment' and a dropdown arrow. Below the header is the 'Student Services Center' title and a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below that is a 'Search Criteria' section with several dropdown menus: 'ID begins with' (with 'STUDENT ID' entered), 'Campus ID begins with', 'National ID begins with', 'Last Name begins with', and 'First Name begins with'. There is also a 'Case Sensitive' checkbox. At the bottom are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

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.

Staff Homepage | Records and Enrollment

ID: [Redacted]

Student Center | General Info | Admissions | Transfer Credit | **Academics** | Finances | Financial Aid

Academics

My Class Schedule | Shopping Cart | My Planner

other academic... [Dropdown]

2022 Fall Schedule

Class	Schedule
[Redacted]	Tu 9:00AM - 11:50AM Online Class
[Redacted]	Th 1:00PM - 3:50PM IAC Library
[Redacted]	Th 4:00PM - 6:50PM To Be Determined

Weekly Schedule ▶

Search for Classes

Holds: No Holds.

Enrollment Dates: Open Enrollment Dates

Advisor: Program Advisor [Redacted] Details ▶

Finances: My Account | Account Inquiry | Financial Aid

You have no outstanding charges at this time.

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.

Staff Homepage | Records and Enrollment

ID: [Redacted]

Student Center | General Info | Admissions | Transfer Credit | **Academics** | Finances | Financial Aid

Institution / Career / Program | Edit Program Data

GRAD - Claremont Graduate University  
GRAD - Graduate [Redacted]

Program [Redacted]

Student Career Nbr [Redacted]

Status: Active in Program as of 04/02/2021

Admit Term: 1330 2021 Fall

Expected Graduation

Approved Load: Full-Time

Load Determination: Base On Units

Level Determination: Base On Units

Plan [Redacted]

Requirement Term [Redacted]

Sub-Plan [Redacted]

Requirement Term [Redacted]

## What holds will prevent registration?

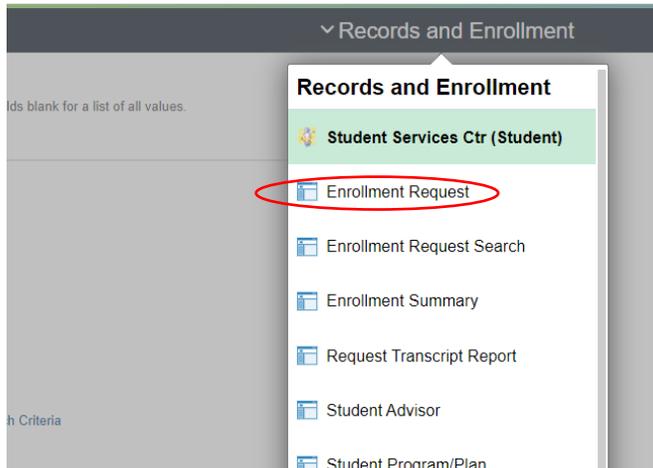
Some holds are put on in advance and do not affect anything now - *check the term the hold affects registration for.*

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**.

A screenshot of the "Enrollment Request" form. At the top left is a dark button labeled "Staff Homepage". Below it is the title "Enrollment Request". There are two buttons: "Find an Existing Value" and "Add a New Value". Below these are four input fields: "ID", "Academic Career", "Academic Institution", and "Term". Each field has a magnifying glass icon to its right. Red arrows point to the magnifying glass icons for "ID", "Academic Career", and "Term". At the bottom left, there is a yellow button labeled "Add" which is circled in red.

- 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.

A screenshot of the "Enrollment Request Details" page. At the top, it shows "Graduate" and "Claremont Graduate University 2022 Spring". Below that, it displays "Enrollment Request ID 0000000000" and "Status Pending" with a "Submit" button. The "User ID" is also visible. The page title is "Enrollment Request Details". There are navigation links: "Find | View All | First | 1 of 1 | Last". Below this, there is a section for "Sequence Nbr 1 Pending". It includes a dropdown menu for "\*Action" with "Enroll" selected, and an "Action Reason" field with a magnifying glass. There are checkboxes for "Override Action Date" and "Wait List Okay", and an "Action Date" field. At the bottom, there is a "Class Nbr" field with a magnifying glass icon, which is circled in red.

- 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.

Enrollment Request  
Enter Search Criteria

**Search for Classes**

Claremont Graduate University | 2022 Spring  
Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number  is exactly

Course Career

Show Open Classes Only  
 Open Entry/Exit Classes Only

▶ Additional Search Criteria

[Return to Enrollment Request](#)

- 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.

▼ PSYCH 315J - Survey Research Methods							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
3208	1-SEM Module 2	Mo 1:00PM - 3:50PM	Academic Computing 214	[Redacted]	03/21/2022 - 05/14/2022	●	<input type="button" value="Select"/>
▼ PSYCH 315MM - Bibliometric Methods							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
3194	1-SEM Regular	Th 1:00PM - 3:50PM	Online Class	[Redacted]	01/18/2022 - 05/14/2022	●	<input type="button" value="Select"/>
▼ PSYCH 315P - Secondary Data Analysis							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
3164	1-SEM Regular	Mo 1:00PM - 3:50PM	Harper 2	[Redacted]	01/18/2022 - 05/14/2022	●	<input type="button" value="Select"/>

- Back on the Enrollment Request page, click Submit

Enrollment Request

Graduate [Redacted] Claremont Graduate University  
2022 Spring

Enrollment Request ID 0000000000 Status Pending   
User ID [Redacted] Operator Enrollment Access

**Enrollment Request Details** Find | View All First 1 of 1 Last

Sequence Nbr 1 Pending  

\*Action  Action Reason  Action Date

Override Action Date  
 Wait List Okay

Class Nbr  Psychology 315J 1 Seminar Survey Research Methods  
Module 2 Graduate

Related Class 1  Related Class 2

Instructor ID  Repeat Code  [Transcript Note](#)

Override  Grading Basis  Graded Grade Input

- If the registration was successful, you'll see a status of **Success** will appear by the Submit button.

2022 Spring

**Status Success**

Operator Enrollment Access

Find | View All First 1 of 1 Last

- 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

2022 Spring

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Status Errors Found
Submit

Operator Enrollment Access

Find | View All    First ⏪ 1 of 1 ⏩ Last

+
-

**Error Messages**

Message Sequence	Error
1	<p>Last Date to Enroll has expired. (14640,196)</p> <p>The session or class last date to enroll has expired.</p>

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.

Additional Overrides   
  Appointment   
  Career   
  Closed Class   
  Class Links

Requisites   
  Service Indicator   
  Time Conflict   
  Unit Load

Dynamic Dates

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.

Additional Overrides   
  Appointment   
  Career   
  Closed Class   
  Class Links

Requisites   
  Service Indicator   
  Time Conflict   
  Unit Load

Dynamic Dates

## Questions?

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