ONLINE REGISTRATION INSTRUCTIONS

(Minimum system requirements: recent version of Internet Explorer, FireFox or Safari Web Browser and 800 X 600 dpi resolution; AOL and Google Chrome users may need to minimize AOL or Google Chrome and use alternate browser to utilize web registration. All users also will need to disable all pop-up blockers in order for this program to run successfully.

PLEASE NOTE: Web registration cannot be completed from a hand-held or mobile device.)

Address any problems or questions to Crys Cassano, Warner School Registrar, at registrar@warner.rochester.edu or 585.273.3383.

STEP 0  Get your URID (or Student ID) from the Warner Registrar. Create a NetID and password (not over 8 characters)*, using your URID: http://www.rochester.edu/its/netid/.

STEP 1  Go to Warner’s website (http://www.warner.rochester.edu/programs/schedules/), select the correct term and print out a copy of Warner’s Official Course Schedule. If you’re unable to do so, contact the Warner Registrar for assistance.

STEP 2  Go to Student Services page on Warner’s website (www.warner.rochester.edu), click on Matriculated Students, then Registration (there’s a link in the top line) – OR – go directly to online registration site (https://webreg.its.rochester.edu/prod/web/RchRegDefault.jsp)

STEP 3  Read the disclaimer (in red) and click on I Agree.

STEP 4  Sign in using your NetID and password. Click Enter.

STEP 5  If you’re a newly matriculated Warner student, you will be required to complete a Payment Agreement online this first time**, using your NetID and password. Follow the link in online registration – OR – go to: https://secure1.rochester.edu/bursar/payment/login.php.

Once you have completed the Payment Agreement, you may:

1) call the Bursar’s Office (585.275.3931—9:00 a.m.–4:30 p.m.), provide your URID and indicate which payment option you chose;

2) e-mail the Bursar’s Office, providing them your URID and which payment option you chose: bursar@admin.Rochester.edu; in the morning, one of the account reps will enter your payment option;

3) wait 24 hours, and complete your registration after your Payment Agreement is recorded on your record.

STEP 6  If this is your first time registering this term, you’ll be directed to the Address Verification page. You must complete all fields marked with a red asterisk. SCROLL DOWN and check all information on this page carefully. (If you click Submit at the top of the page before completing all required fields, including the separate Residential Address section***, you will receive an error message to that effect.) When complete, click Submit at the bottom of the page.

• If you’ve made corrections to any of your personal contact information, make a note to contact the Warner Registrar so Warner’s records will be correct.

• Should you need to change contact information mid-term, contact the Warner Registrar.

STEP 7  You will next be directed to the Personal Information page, where you will be able to view any holds on your account. Check information on this page, as well. If anything appears incorrect, contact the Warner Registrar. Click on Continue.

STEP 8  You are now ready to register (if you wish to abort this process at any time, you may click the yellow Logout tab at the top left of the screen). The Warner School and current term will open by default. On the Course Schedule, select the courses for which you wish to register. Note the course prefix (ED 404, EDE 404, EDF 404 or EDU 404).

• Click on the heading where your course will appear (ED 404 would appear in the ED Prefix list). Select the course from the drop down menu.

• When the course details appear in the window on the right of the page, click Add Now (if you wish to audit a class, before clicking Add Now, click the little box to the right of the course details).
STEP 8, cont...
• Repeat process until you have selected all courses you plan to take; should you make a mistake, simply click the box to the left of the course you want to remove and click Remove Selected.
• When you’ve completed your selections, click Submit Shopping Cart.

STEP 9 You now will receive a message that your course(s) were "successfully added," if everything worked properly. Click OK. You’ll now be back at the registration home page.

STEP 10 Should you wish to view or print your schedule, click View Current Schedule and click your choice from the options listed: View Weekly Schedule, Print This Page, E-Mail This Page. When you are finished, click Return to Registration.

STEP 11 Should you wish to change your registration after having submitted your shopping cart, click the Main Menu “folder” tab at the top right of your screen, and select Drop Courses.

STEP 12 Log out, and you are finished! (FYI: the UR’s Online Registration process utilizes a remote access connection to the same database the registrars use to register students, so if your schedule shows that you have successfully added the course[s] you believe you added, you can rest assured that you have registered correctly.)

* If you are a UR employee, you already have a NetID; do not create a second one. If you cannot seem to use the one you have, please contact Warner’s Blackboard Coordinator, Kristine Mager, at 585.273.4564 or kmager@warner.rochester.edu.

** If you took classes as an undergrad, a matriculated student in another school at the UR, or even as a non-matriculated student, the system will not prompt you to complete the Online Payment Agreement, but you still must do so. Failure to complete this simple form can result in your being blocked from registering for future terms.

*** If you are an international or out-of-state student who does not yet have a residence address in New York State, the system may come back with an error message, stating that you must enter a local address; if this happens, feel free to use the Warner Registrar’s address temporarily: 246 LeChase Hall, Rochester, NY 14627; if you choose to do this, note that it is your responsibility to update this address as soon as you have a local residence. This is a matter of security so that the campus administration knows where students are at all times.
# COMMON GLITCHES/PROBLEMS & SOLUTIONS

## #1 Hold(s) on Account
If you have hold(s) on your account (most often because you owe the University money), you will not be able to register until you’ve cared for them. Contact the Bursar’s Office (585.275.3931) and ask to speak with Warner’s Student Account Rep; she can assist you in determining the reason for the hold and what you need to do to see that it is removed.

## #2 Permission Code
When you try to add a class to your Shopping Cart and receive the message, “Permission of the course instructor is required. At this time a Permission Code is required to register for…,” you need to contact the Warner Registrar to receive the four-digit code. Your advisor will not supply you with this code.

## #3 Variable Credit Course
When registering for an Independent or Field Study, a Research Apprenticeship, or an Internship class, a pop-up window will appear asking you to indicate the number of credit hours and the instructor for this course. When you click “Send Request to Your Registrar,” another pop-up will appear telling you that you have successfully sent a request for this class. It will also tell you that 1) this change in course hours will not be reflected immediately until your registrar processes it and 2) **you must close this window and go back and click the “Add Now” button** in order to add the course to your Shopping Cart. When you submit your Shopping Cart, you’ve done all you need to. The Warner Registrar will receive an e-mail indicating the instructor and hours, will update your registration accordingly, and will notify you when the update has been made.

## #4 Multiple Sections
Some courses have more than one section, and it is difficult to know which one to choose from the list. Go to Warner’s Course Schedule on the Warner website under Programs & Courses, then Schedules, note the CRN (course reference number) and choose the course with the corresponding CRN.

## #5 Number & Title Mismatch
A few courses appear on the course pull-down menu with a number corresponding to a course on the Course Schedule, but the title is vastly different. Ignore the erroneous title. If the prefix and number are correct, when you click on the course, the selection at the right will show the correct title. (These numbers originally belonged to another course, and the online registration menu displays titles from the original list when there are two or more sections of a particular class.)

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# IRRESOLVABLE PROBLEMS

## #1 NetID Problems
Contact [Warner’s Blackboard Coordinator](mailto:). She should be able to assist you in discovering the cause of the problem; if not, she will know who to contact.

## #2 Registration Problems
Contact [Warner’s Registrar](mailto: first; if she can’t determine the solution to the problem, she will forward your request to University Information Technology for resolution.

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*Online Registration Instructions:StudentServices:Updated 05/06/2015*