

HOW TO REGISTER USING NAZNET

PRIOR TO REGISTRATION:

- Know your NazNet **login** and **password** and be certain that you can access NazNet. Contact the User Support Line (ext. 2111) if you have difficulty.
- Go to **My Profile** on the main menu of NazNet to find out your registration start date/time.
- Please check **My Restrictions** on the main menu of NazNet prior to your attempt to register. Registration restrictions and account holds will result in your inability to register online. Be aware that if you have a credit load limit, NazNet will not allow you to register for more credits than your limit dictates; if your load limit is removed at the end of the semester (based on your GPA at the end of the semester), you may add credits to your schedule at that time.
- Undergraduate Students: All students **MUST** be advised prior to registering online. Your advisor must “clear” your student account before you are eligible for online registration. Inclusive Childhood/ Middle Childhood majors need to be cleared by **both** major advisors.
- Graduate Students: While graduate student course advisement is not required for *most* graduate programs each term, it is strongly recommended you check with your advisor or consult your graduate advisement form prior to registering for classes.
- If you plan to register for a **course overload**, you must submit a completed petition form to the Registrar’s Office **prior** to your registration start date/time. Otherwise, NazNet will not allow you to register for more than 17 credits (17.5 for music majors).

GUIDELINES AND SUGGESTIONS:

- **Do NOT skip classes to register for classes!** This is not a valid excuse. Your assigned start date/time is simply the earliest date/time that you may register on-line. You may register any time after your start time. Web registration will remain open until 4:30 p.m. on Friday of the first week of classes.
- Once you have completed your registration, be sure to check **My Class Schedule** to ensure that your registration was processed as intended.
- Your financial aid package and billing is determined by the number of credits for which you are registered.
 - Undergraduate students: If you intend to be full-time, be sure to register for 12-17 credits; anything above 17 credits is an overload (music majors are allowed to take 17.5 credits without an overload fee). If you intend to be part-time, register for less than 12 credits.
 - Graduate students: You may register for a maximum of 12 credits in the Spring and Fall semesters.
- For courses that have required **co-requisites** (such as a labs), be certain to register for both co-requisite sections.
- To register **pass/fail** for a course that is normally graded, you should register for the course for credit and then submit a pass/fail form to the Registrar’s or Graduate Studies Office by the pass/fail deadline. For undergraduate students, only juniors and seniors in good academic standing may take one 3-credit elective course pass/fail per semester (see the *Academic Policies and Procedures Handbook for Undergraduate Students* for the complete policy).
- To register for a **repeat** of a course, you must submit a drop/add form to the Registrar’s or Graduate Studies Office.
- To register for an **independent study or tutorial**, you must submit the appropriate paperwork to the Registrar’s Office.
- **Waitlists** are allowed for all courses. If you are interested in taking a course that is closed, you should put yourself on the waitlist for the course. Faculty will no longer sign students into closed courses. If you are on a waitlist and a seat becomes available in the course, you will be notified through your Nazareth e-mail. You must respond within 48 hours or you will be removed from the waitlist and lose the seat. Please note that if you are registered for one section of a course, you will not be allowed to be on a waitlist for another section of the same course.
- NazNet is “down” every day from 2:00-4:30 a.m. and from 1:00-4:00 a.m. on Sundays.
- Contact the User Support Center for technical help. The User Support Line (x2111 or x2112) and Walk-in support (Smyth 85 or GAC62C) are available; see the ITS website for hours.

- Contact the Registrar's Office or Graduate Studies Office if you have questions about registration. If possible, print any error messages that you receive during the registration process.

REGISTERING ON-LINE STEP-BY-STEP:

1. Access NazNet by selecting NazNet from the Quicklinks pull-down menu on the Nazareth College home page. (<http://naznet.naz.edu>)
2. On the NazNet Main Menu, select **NazNet for Students**. Select **Register for Sections**. To register, select either of the following:

Express Registration – **WE RECOMMEND THIS METHOD OF REGISTRATION** if you already know the synonyms and/or course numbers for which you intend to register. This method of registration is faster and easier.

- OR -

Search and Register for Sections – Use this option if you need to search for the courses, days, and times you desire.

HELPFUL HINT: **You may go into NazNet prior to your registration start date/time** and use one of the methods above **to select your preferred sections**. The preferred sections will remain in your account. Once your start date/time arrives, you simply need to go to **Register for Sections** and select **Register for Previously Selected Sections**. You will be taken to the screen that lists your preferred sections (see below). Select the appropriate action (RG-Register) and click SUBMIT.

3. Enter your user name and password and click the SUBMIT button.
4. Select your courses. If you get stuck, try using the HELP screen on that page (click on HELP near the upper right corner). You may also want to use the BACK button to “undo” something.
5. Once you have selected courses, you will be brought to a screen that lists your “preferred sections.” If you are satisfied with all of your preferred sections, go to “Action for ALL Preferred Sections” near the top of the page and choose RG–Register from the pull-down menu. If you choose this method it is recommended that you also select “PART – Complete only available” from the “If one of my choices is not available” drop-down menu at the bottom of the page. You may also select an “Action” individually for each course. Under the column labeled “Action,” you may select an action for each of your preferred sections, such as RG–Register or RM–Remove from list. After you have selected an action for all sections or for each section individually, click on the SUBMIT button at the bottom of the page.
6. You will be taken to a screen that explains the registration status of your courses. Pay attention to any messages that are listed at the top of the page; you may need to go back and select other courses. You can use the BACK button or select **Register for Sections** at the bottom of the page to make changes.
7. Once you have completed your schedule, click **My Schedule** at the bottom of the page or return to the main menu and click **My Class Schedule**. Review your schedule as a final check that your registration has been processed as intended. You will not receive a paper copy of your schedule. **YOU ARE RESPONSIBLE FOR THE ACCURACY OF YOUR REGISTRATION!** Contact your advisor if your final schedule is significantly different from that which was advised.
8. Log out of NazNet when finished.

MAKING CHANGES TO YOUR SCHEDULE:

You may make changes to your course schedule on NazNet as many times as you wish, as long as it is between your registration start date/time and 4:30 on Friday of the first week of the term. Do this by going back into **Register for Sections** or **Drop Sections** (for dropping only) or **Manage My Waitlist** (for your waitlisted courses only). Undergraduate students should contact their advisors to discuss any significant course changes. **On-line registration will remain open until 4:30 on Friday of the first week of classes. You may drop and add courses on-line until that time. Undergraduates should consult their advisors if they select courses that are different from those that were advised.**