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1. **ACCESSING THE NEW REGISTRATION INTERFACE**

1. Log in to DrexelOne.
2. Select the **Academics** tab.
3. Under **Prepare to Register**, select **Review Your Registration Information** to view information regarding your academic status and to see when registration opens.
4. Once you are ready to register for courses, select the blue **Register for Courses** button to access the new Registration landing page.

On the Registration landing page, choose one of the following options to get started:

- Review Registration Information
- Register for Courses
- Check Course Availability
- View Schedules
- Browse Course Catalog
2. REVIEWING REGISTRATION INFORMATION

1. From the Registration landing page, select Review Registration Information.

2. Choose the appropriate term and select Continue.

3. Review your Registration Status.

   Green icons indicate that you are in good registration status and can register for courses for the upcoming term.

   Red icons indicate that you must take some sort of action prior to being able to register for courses. If you see a red icon next to Academic Status, please contact your academic advisor; if you see a red icon next to Holds, please review the information about the hold on your account via DrexelOne for information about how to resolve the issue.

4. Once you have finished reviewing your registration information, select Registration to return to the Registration landing page.
3. REGISTERING FOR COURSES

1. From the Registration landing page, select Register for Courses.

2. Choose the appropriate term and select Continue.

Please note that if you have a registration hold on your account, you will need to contact Drexel Central to resolve the hold prior to registering for classes. The system will not allow you to continue.

3. Search for Courses to Add.

A. FINDING COURSES BY SUBJECT, COURSE NUMBER, AND/OR KEYWORDS

a. Select the Find Classes tab to enter your search criteria.

By default, you can search for courses by Subject, Course Number, and/or Keyword.
You can also use the **Advanced Search option** at the bottom of the page to enter additional search criteria.

b. Once you have entered all of your search criteria, select the **Search** button to see the results.

The results screen will display basic course information such as Title, Credit Hours, Instructor, Meeting Times and Seats Remaining (Status).

c. For additional details on a particular course, including section comments, course restrictions, co-requisites, and prerequisites, select the **course title**.
The Class Details section provides a basic overview of the course section. You can find additional information via the section tabs to the left.

**Section Comments** display information relative to the section of the selected course.

**Course Restrictions** display classifications that need to be met in order to register for the selected course.

**Co-Requisites** display other courses that must be registered for in tandem with the selected course.

**Prerequisites** display requirements such as placement exam results and previous course completions needed to register for the selected course.
d. Once you are ready to add a course to the registration screen, select the **Add button** at the right end of the course row.

After the course has been added, it will appear as Pending on the Schedule and Summary screens.

![Schedule and Summary screens showing a course in Pending status](image)

e. Select the **Submit button** to register for the Pending course.

**Please Note:** You will not be officially registered for the course until you select the Submit button.

![Submitted course marked as Registered](image)

The course will turn from Pending to Registered and a green checkmark will appear next to the course in the Schedule view. At this point, you are officially registered for the course.
B. REGISTERING FOR COURSES BY CRN (COURSE REGISTRATION NUMBER)

a. Select the **Enter CRNs tab** to enter your search criteria.

b. Enter the CRN for the course you would like to add.

You can also add multiple CRNs at once by selecting **+ Add Another CRN link**.

c. Once you have entered the CRNs, select the Add to Summary button to add the courses to your registration screen.

After the course(s) has been added, it will appear as Pending on the Schedule and Summary screens.

d. Select the **Submit button** to register for the pending course(s).

**Please Note:** You will not be officially registered for the course until you click the Submit button.
The course(s) will turn from Pending to Registered and a green checkmark will appear next to the course(s) in the schedule view. At this point you are officially registered for the course(s).

C. **VIEWING CLASS SCHEDULE, UPDATING VARIABLE CREDITS, AND OPTIONS**

a. Select the **Schedule and Options** tab.

A summary of your registered courses will appear on the top half of the screen and a block schedule view will appear on the bottom half.

b. To view the details of a particular course, click on the arrow icon to the left of the course title.

**Please note:** If you are registered for a variable-credit course, click on the number in the Hours column for the course to change the number of credits.
c. Once you have finished registering for courses, select Registration to return to the Registration landing page.

D. UNDERSTANDING COMMON REGISTRATION ERRORS

Certain registration errors can occur when attempting to add courses. Listed below are the most common types of error messages that you may come across:

**Prerequisite Errors**

Some courses require you to meet a prerequisite prior to registering for them. Common prerequisites include passing a certain course or achieving certain results on a placement exam before taking the desired course.

**Co-Requisite Errors**

Some courses require you to register for EXAM 080, which is a common exam period for midterms and finals.

**Linked Course Errors**

Some courses require you to register for a linked course in tandem with them. A common example of a required linked course is a lab that accompanies a lecture (e.g., CHEM 101 requires that you register for both a lecture and a lab, which has its own course registration number).

**Time Conflict Errors**

Time conflict errors occur when you are already registered for a course during the same time period that the desired course is offered.

**Course Restriction Errors**

Some courses require you to be in a certain major or program in order to register for them. If you are not enrolled in the specified major/program, a course restriction error will occur.
E. WEB DROPPING REGISTERED COURSES

a. On the Registration Summary screen, under the Action column, change None to **Web**Drop for the appropriate course.

```
<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Political Science</td>
<td>49466</td>
<td>Lecture</td>
<td>Registered</td>
<td><strong>Web</strong>Drop</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>48824</td>
<td>Lecture</td>
<td>Registered</td>
<td>None</td>
</tr>
<tr>
<td>Jazz Orchestra</td>
<td>40095</td>
<td>Practice</td>
<td>Registered</td>
<td>None</td>
</tr>
</tbody>
</table>
```

b. Once the appropriate course is marked as **Web**Drop, select the Submit button to commit the change.

c. A Save Successful message will appear once the change has been committed and the dropped course will now show a status of Deleted.

```
Save Successful
```

The next time you go to view your registration page, the deleted course will no longer appear.

**Please Note:** You will be able to web drop courses via the registration page up until the end of the first week of the new term.
F. CONDITIONALLY ADDING & DROPPING COURSES

The Conditional Add/Drop feature allows you to drop a course from your schedule on the condition that you are also able to add a new course to your schedule without error.

a. Via the **Find Classes** or **Enter CRNs tab**, enter the search criteria or Course Registration Number (CRN) of the course you would like to conditionally add.
b. Once added, the course will be marked as Pending.
c. On the Registration Summary screen, under the Action column for the course you would like to conditionally drop, change the dropdown menu from None to **Web Drop**.
d. Check the Conditional Add and Drop checkbox to only drop the selected course if the new course is available to add.
e. When ready, select the Submit button.
f. Once the changes have been committed, if there are no errors, a Save Successful message will appear at the top of the screen.
If a registration error occurs, an error message will appear at the top of the screen (please refer to page 10 of this guide for common error messages). However, since the Conditional Add and Drop checkbox was selected, you will remain registered for the course that you’ve identified as a drop (e.g., PSCI 100) as the condition of adding the new course was not met.

**Please note:** This is a safe and easy way to explore substitutions for registered courses.
4. CHECKING COURSE AVAILABILITY

1. From the Registration landing page, select Check Course Availability.

2. Choose the appropriate term and select Continue.

3. Enter your search criteria to browse for available courses and select the Search button. You can click on the Advanced Search link to enter additional search parameters.

4. The search results will display all available courses that meet your search criteria as well as basic information on the courses such as meeting times, seats available, etc. For more details on a particular course, select the course title.

5. Once you have finished checking for course availability, select the Registration link to return to the Registration landing page.
5. VIEWING SCHEDULES

1. From the Registration landing page, select View Schedules.

2. Select the **Look up a Schedule tab** to view current and past course schedules.

   A list of your courses will appear on the top half of the screen and a block schedule view will appear on the bottom half. You can also view past schedules by clicking on the Term dropdown menu.

   **Please Note:** To email or print your schedule, click on the appropriate icon at the top of the screen.

3. Select the **Active Registrations** tab to view information on the courses that you’ve registered for in preparation for the upcoming term.

   Details on the courses that you’ve registered for will appear on this screen, including: Start Date, End Date, Schedule/Course Type, and Instructor.

4. Once you have finished viewing schedules, select the **Registration** link to return to the Registration landing page.
6. BROWSING THE COURSE CATALOG

1. From the Registration landing page, select Browse Course Catalog.

2. Choose the appropriate term and select Continue.

3. Enter your search criteria and select the Search button. The results will display all available courses that meet your search criteria.

4. To view the sections of a particular course, select the View Sections button.
5. The View Sections screen will list course meeting times, locations and status. You can also select the course title for additional information such as section comments, course restrictions, prerequisites and co-requisites.

6. To return to the catalog results, select the Catalog Search Results button.

7. Select the View Sections button for another course or select Search Again to enter new search criteria.

8. Once you have finished browsing the course catalog, select the Registration link to return to the Registration landing page.