The following options are available on the Students Menu under “Registration”.

- **SEARCH FOR SECTIONS** will allow you to search through the course schedule for a specific term. This feature can also be accessed from VitNet’s Main Menu (Search for Sections as Guest) and from the Faculty/Advisor Menu under “Communication”. **SEARCH FOR SECTIONS** is a “view-only” feature – it does not allow you to select sections.

- **REGISTER FOR SECTIONS** will allow you to register for classes.

- **MY REGISTRATION TIME** will allow you to view your registration date and time (your advisor will still need to clear you to register).

- **CORE CURRICULUM REPORT** will allow you to enter a term and sort on Core course for that particular term.

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**PLANNING YOUR SCHEDULE**

1. Click on **REGISTER FOR SECTIONS**.
2. You will need to Review and agree to the Registration Financial Agreement in order to proceed.
3. The **REGISTER FOR SECTIONS** screen will present you with these different options:

   a. **SEARCH AND REGISTER FOR SECTIONS** – This option can be used **before your initial registration date and time** and allows you to search for specific courses for which you will later try to register. After you select your courses, they will be placed in a “Preferred Sections” file until you remove them or register for them.
   
   b. **REGISTER FOR PREVIOUSLY SELECTED SECTIONS** – This option allows you to access your “Preferred Sections” file to register for courses that you have previously selected. If this is your first time using the system, you will not want to use this option at this time as there will not be anything in your “Preferred Sections” file. Once sections are placed in this file, they will remain there indefinitely if not removed (or registered for). Please pay close attention to the term associated with these sections and remove sections from past terms.
   
   c. **DROP SECTIONS** – This option allows you to drop sections for which you have previously registered.
   
   d. **CHECK TEXTBOOK PRICES**
   
   e. **CHECK TUITION AND FEE SCHEDULE**

4. Click on **SEARCH AND REGISTER FOR SECTIONS** to select your courses. In order for **SEARCH AND REGISTER FOR SECTIONS** to work properly, you will be required to complete a **minimum** of two fields. Most searches will start with entering a term and a subject. You can widen your search by selecting up to 5 different subjects at a time. You can narrow your search by filling in additional fields (such as the course number, meeting days, or instructor’s last name). Click **SUBMIT**.

5. The screen will return with all of the courses that meet your selection criteria. By selecting sections at this point, you are not actually registering for courses. You are selecting your preferences. Please pay special attention to the following fields:

   a. **STATUS** tells you if the section is Open or Closed
   
   b. **MEETING INFORMATION** tells you the section dates/days/times. Final exam meeting information has been added to each course.
c. **AVAILABLE/CAPACITY** tells you how many seats are still available in the section.

d. **CREDITS** tells you the number of credits that the section is worth. **If you are taking a variable credit course, you will need to manually change the number of credits in this column at this point.**

e. **RESTRICTIONS** tells you if the section is restricted to a specific population.

f. From this screen, you can also click on the name and title of a section to see more detailed information such as the course description, faculty contact information, and prerequisites. In order to register for a section, you must have completed or be currently enrolled in the listed prerequisite(s).

6. Select sections by checking the box in the **SELECT SECTION(S)** column and clicking **SUBMIT** at the bottom of the page. The sections you select will appear in the next screen as your **PREFERRED SECTIONS**. This screen is as far as you will be able to go until your assigned registration date and time arrives.

**REGISTERING FOR SECTIONS**

7. Once your assigned registration date and time arrives, you may attempt to register for any or all of your preferred sections. You can take one action (register or remove from list) for all of your preferred sections at once, **OR** you can select a separate action for each section. You cannot do both at once.

8. To register for all of your sections at once, select **REGISTER** from the pulldown menu in the **ACTION FOR ALL PREF SECTIONS** field and click submit.

When registering for all sections at once, if there is a problem with even one of your sections, you will not be enrolled in any of your sections.

If you would like VitNet to instead register you in the sections that do work, then select **“Complete only available”** before submitting (or follow procedures for step 13 below).
9. To take an action for one section at a time, make sure that the “ACTION FOR ALL PREF SECTIONS” is left blank, and select the appropriate action in the pulldown menu in the “ACTION” field in front of each section.

Click SUBMIT and you will see a message showing the section(s) for which you’ve been registered. This list will include your courses for the upcoming term (for example, Fall 2014) and may also include the current term’s courses (for example, Spring 2014). You will be unable to perform any actions on the current term’s courses.

10. If the system does not allow you into one or more of your courses, you will get a message explaining why at the top of the screen (see examples below). If you get a message that indicates that you have a Business Office hold, you will not be allowed to register. You will need to contact the Business Office regarding the hold before you are allowed to proceed.

Register and Drop Sections

**ENGL-104-015** – This course is for students in the School of Adult Learning only.
**ENGL-104-015** – **ENGL-104-015**: Failed Section registration restriction rules.
**MATH-110-002** – Course **MATH-110** prerequisites have not been started.

Common problems that you may encounter are time conflicts, missing prerequisites, courses that require consent of the instructor, closed sections, or restrictions (such as Junior Standing Required) that you do not meet. In any of these cases, you will need to obtain the appropriate override and return it to the Registrar’s Office in order to register for the class. Forms are available in the Registrar’s Office or online at [http://www.viterbo.edu/administration_and_services/registrar/Forms.aspx](http://www.viterbo.edu/administration_and_services/registrar/Forms.aspx). We recommend that you continue to register for all of the sections that you are allowed to register for, and then obtain the appropriate permission for the remaining sections.
11. To remove the problem section(s) from your preferred sections, change the action in front of the problem section(s) to **REMOVE FROM LIST**.

12. To register for additional courses by returning to the Main Menu, select **OK** at the bottom of the screen.

**DROPPING SECTIONS**

13. If you decide to drop a class from the sections you’ve added, you can do so by checking the box in front of the **DROP** column for that class. You will be allowed to drop sections in VitNet through the first week of classes. After that time, you will need to go to the Registrar’s Office to drop a class.

14. Once your schedule is completed, please make sure to view and print a copy of your course schedule in the **STUDENTS MENU** under the **MY CLASS SCHEDULE** option. It is very important that you complete this step as it is the only way to verify that you are registered in the classes for which you intended to register. You will also receive confirmation emails in your Viterbo email account when you’ve made actions that have been accepted.

15. You will be able to drop/add/re-arrange sections online any time after your initial registration date and time through the first week of classes. Please contact the Registrar’s Office at 796-3180 with any questions or for additional help.