



# Graduate Students Helpful Hints for a Successful Registration Spring 2011

Online resources available to CNU students include the 'CNU Connect' web portal, which contains your CNU email account, calendar options, campus announcements, and our Scholar online course tool. This customizable portal is integrated with the CNU information database (CNU Live) for access to course schedules, registration, grades, degree evaluation, unofficial transcripts, and financial information.

To access your registration account click on the 'CNU Connect' link at [www.cnu.edu](http://www.cnu.edu)  
**USER NAME: 00\*\*\*\*\*** (Enter your CNU ID number in this field)  
**Login PASSWORD:** (Enter your password)

*(If you do not remember your password or if it is not working, you need to **reset** your password. Click on reset password, enter your ID number and click reset, answer your security questions and enter the new password. Click submit. If you are still having difficulty accessing your 'CNU Connect' account, you should contact Information Technology Services (757.594.7079)*

### Steps for Logging into your Account and Registering for Spring 2011 Classes:


- Log in to 'CNU Connect.'
- Click on the 'CNU Live' link in the top right corner of the blue field across the top of the page.
- Click on 'Student Services & Financial Aid' then, click on 'Registration'.
- At this point, you will have a choice of options within your self-service registration:

<b>Select Term</b>	Select the Term for which you want to register. You should select Spring 2011.
<b>Schedule of Classes with Course Information</b>	Review the online Schedule of Classes by selecting the subject and click on the course link to familiarize yourself with the prerequisites or co-requisites and to ensure that you have met any requirements for entry into the course. A 'pop up box' will appear displaying additional information about the course such as the department teaching the course, a special course title or <i>description</i> , <i>prerequisites</i> , <i>registration restrictions</i> , and <i>co-requisites</i> . If you have not met those requirements, you will not be allowed to register for that course via the Web; however, if you obtained special permission from the instructor to register for a course in which you do not meet the prerequisites and/or co-requisites (via a Registration Override form signed by the instructor) submit the form to the Office of the Registrar for manual registration. Please ensure that you have obtained the instructor's permission on the line labeled 'Special Permission Override,' and the appropriate box is checked.
<b>Look Up Classes to Add</b>	After selecting the term, you can look up classes to add by subject, course number, day/time, or instructor.
<b>Add/Drop Classes</b>	After selecting an 'available' term (i.e. during published registration or schedule adjustment dates), if you know the CRN (course reference number) of the course in which you intend to register, you can go directly to the registration worksheet.

- As you add/drop courses, remember to submit your changes by clicking on the 'Submit Changes' button at the bottom of the page to process & finalize your registration. You are encouraged to save your transaction(s) often by clicking the 'Submit Changes' button. It is recommended that you view and verify your schedule before ending your web registration session.
- You are required to register and maintain a minimum of 12 credit hours in fall and spring to be considered a full-time student. Please note that students are strongly encouraged to register for at least 15 credit hours in all regular semesters (fall and spring) to make progress toward graduation in four years. Please consult with your advisor to ensure that your course selections progress you toward your degree.
- After you are finished registering for your classes remember to log out by clicking on the 'log out' icon at the top of the page. For security purposes, do not use the 'X' in the top right corner of your browser.

**Note:** Remember to check your account frequently to ensure that you have no 'Holds' that would prohibit registration. Review 'Hold' information by clicking on 'Registration' menu and choosing 'Check Your Registration Status' line. Scroll down to the bottom of the page and click on 'View Holds.' If there are 'Holds' on your account impacting your registration, please consult with the administrative office issuing that hold to make arrangements to resolve the hold. You will be unable to register until the 'Holds' are resolved.

## Possible Messages Encountered with Web Registration

- **Holds:** Review 'Hold' information by clicking on 'Registration' menu and choosing 'Check Your Registration Status' line. Scroll down to the bottom of the page and click on 'View Holds.' If there are 'Holds' on your account impacting your registration, please consult with the administrative office issuing that hold to make arrangements to resolve the hold. You will be unable to register until the 'Holds' are resolved.
- **Class Restriction:** You have either not earned enough hours for the required class level and/or you are not a participant in the Honors Program or the President's Leadership Program (will include your current term's enrollment in the calculation) (Example: A freshman (FR) attempting to get into a course restricted to seniors (SR) only).
- **CORO Error:** You are not registering for the required co-requisite courses at the same time (cannot add one class at a time, they must be simultaneously added) – (Example: Must enter the CRN for the lecture at the same time as the CRN for the lab and then click on submit). Note that some academic departments have structured sections of courses as co-requisites of one another.
- **Duplicate Course Error:** You have already successfully registered for a course and are now attempting to register for a different section of the same course in the same term. You must drop one section of the course before you can add another section of the same course.
- **Level Restriction:** You are attempting to register for a course with a level restriction that you do not meet (Example: Undergraduate student trying to register for a course with a graduate student restriction).
- **Major Restriction:** You have not indicated an interest in that area of study or formally declared the major required for entrance into the course (Example: SOCL major attempting to get into a course restricted to COMM majors only).
- **PREQ and TEST SCORE ERROR:** You do not currently have the required course prerequisite. You have not earned credit for the course (not in academic history) or are not currently registered for the course prerequisite.
- **Program Restriction:** You are attempting to register for a course with a specific program restriction and you are not currently in that program (Example: Course restricted to students formally accepted into the Luter School of Business.)
- **Registration Update Error:** The stop sign  box may appear as a "Registration Update Error". This is when you have had the course on your registration, then processed a drop and now wish to re-add the course. You should go to the 'pull down' menu in your registration and select 'add' rather than entering the CRN again.
- **Time Conflict Error:** Your schedule already has a course on the same day and/or time as another course for which you are attempting to register (cannot have courses with a time conflict). You may also get this registration error when one course ends and another begins at the same time.
- **Registration Timeticket Error:** You are attempting to register at a time/day for which you are not authorized to register. Please remember that your registration time period is based on your current level, not your level after the term is over. You may view your timeticket on your web account under the 'Registration' menu and clicking on 'Registration Status.'

Please consult 'Registration Information' available via the Office of the Registrar website for additional registration and/or schedule adjustment. Please confirm your class level (FR, SO, JR, SR, etc) and your major by reviewing the Check Your Registration Status page of your 'CNU Live' Student Self Service.

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