Registering for Classes: It’s a Process...

How to Determine if Mentor Approval Has Been Granted and Web Registration Times

Log-In to WebHopper

http://hopper.austincollege.edu/

Select Students Menu.
Select **My Registration Information**.

Select the term in which you are getting ready to register for in the drop down box and click **Submit**.

<table>
<thead>
<tr>
<th>Degree: BA</th>
<th>Anticipated Graduation Date: 05/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major: ENG</td>
<td>Mentor: Daniel Dominick</td>
</tr>
<tr>
<td>Minor: PSY</td>
<td></td>
</tr>
</tbody>
</table>

**Registration Date/Time:**

- **Begin Registration:** 11/1/14 07:30PM
- **End Registration:** 12/12/14 05:00PM
- **Web Registration Server Current Time:** 09:29AM

**Registration Holds:**

- None

**January Term Deposit Status:**

- Net Applicable

**Mentor Approval**

<table>
<thead>
<tr>
<th>Term</th>
<th>Approved By</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/SP</td>
<td>Daniel Dominick</td>
<td>12/12/14</td>
</tr>
</tbody>
</table>

**Instructor Approval**

<table>
<thead>
<tr>
<th>Term</th>
<th>Approved Courses</th>
<th>Approved By</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/SP</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This screen shares a lot of critical information.

**Begin Registration** will tell you when you can register for the first time. **End registration** will tell you when the online registration will close. Students can enter the online system to register at any time for the term during that timeframe. Once the End Registration occurs, students must use paper add and drop slips from the Registrar’s Office to adjust their schedule. The Academic Calendar will share information about the Last Day to Add and Drop classes for a given term. Adjustments to the schedule after those dates, requires a Petition to the Academic Standing Committee.

If students have holds that prevent them from enrolling for classes, it will be displayed under **Registration Holds**. Until those holds are removed, registration cannot occur.
All students must touch based with their faculty mentor in order to register for each term. Mentor approval can be confirmed under **Mentor Approval**.

If you need special permission to enroll in a particular course, you can verify that the professor has granted the permission under **Instructor Approval**.

**Searching for Classes**

**Student Menu**

Select **Search for Courses**.

**Search for Courses**
Must select the appropriate **Term** from the drop down.

If you click **SUBMIT** at the bottom of the page a complete list of the courses scheduled would come up. That is overwhelming!

Different filters can be added to get smaller lists of the type of courses you may want for more information.

**Subjects – Course Levels - Course Number** – Allows students to search for courses from particular departments, levels of courses, a specific department and course number.

**Interdisp Majrs/Minrs** – Allows students to search for classes that have been “tagged as requirements for the interdisciplinary majors and minors that utilize courses from various departments to develop the major/minor.

**Breadth Reqmnt** – Allows students to search for certain courses that meet the Humanities, Science, and Social Science breadth requirements.

**Competency Reqmnt** – Allows students to search for courses that meet other competencies needed to earn an AC degree such as the Quantitative Competency, Language Competency, Full Writing or Half Writing.

**Special Topics** – Lists all of the 250, 350, 450, and 550 courses for a quick view of the special topics courses offered for the term.

**Search Hints:**

- To see all classes offered in a given term, select the “Term” and “Submit.”

- Add information to drop-down menus to narrow a search. The more features added, the narrower the search, and fewer classes yielded.

- If students want to see all of the “Biology” classes offered for a given term, select “Biology” from the “Subject” drop down menu. Looking for a particular Biology class? Enter Biology in the “Subjects” field and enter the course number in the “Course Number” field.

- If students are looking for a Humanities course (Breadth Reqmnt) that also meets the Full Writing Requirement (Competency Reqmnt), select those options in the drop down menus.

- Graduate students could use the “Term” and the “Academic Level” equal to Graduate in the drop down menu to narrow the field to only courses they may need to take.

- If search results are not yielding enough courses to select from, reduce the number of criteria used in the search.
Sample Search: All Biology classes that would work for the Environmental Studies minor that are still open.

Once you input parameters for a search, click **SUBMIT**.
**Status** – Open = seats available for new registrants; Clsd = no seats available for new registrants.

**Available/Capacity** – first number is the number of seats still available and the second number is the capacity for the course.

**IC** – Instructor Consent – Y = Yes – need to get instructor permission before enrolling; N = No – can enroll with proper prerequisites and mentor approval.

**Req Code** – Information about breadth, competency and program requirements a course may meet.

<table>
<thead>
<tr>
<th>Code</th>
<th>Requirement</th>
<th>Code</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU</td>
<td>Humanities Breadth</td>
<td>AS</td>
<td>Asian Studies</td>
</tr>
<tr>
<td>SC</td>
<td>Science Breadth</td>
<td>EV</td>
<td>Environmental Studies</td>
</tr>
<tr>
<td>SS</td>
<td>Social Sciences Breadth</td>
<td>GS</td>
<td>Gender Studies</td>
</tr>
<tr>
<td>NLS</td>
<td>Non-Lab Science</td>
<td>LA</td>
<td>Latin American &amp; Iberian Studies</td>
</tr>
<tr>
<td>Q</td>
<td>Quantitative Competency</td>
<td>SW</td>
<td>Southwest &amp; Mexican American Studies</td>
</tr>
<tr>
<td>L</td>
<td>Language Competency</td>
<td>WIT</td>
<td>Western Intellectual Tradition</td>
</tr>
<tr>
<td>R</td>
<td>Half-Writing Competency</td>
<td>FLM</td>
<td>Film Studies</td>
</tr>
<tr>
<td>W</td>
<td>Full-Writing Competency</td>
<td>CSP</td>
<td>Community Service &amp; Politics</td>
</tr>
<tr>
<td>AM</td>
<td>American Studies</td>
<td>COG</td>
<td>Cognitive Science</td>
</tr>
<tr>
<td>GSTS</td>
<td>Global Science, Tech &amp; Society</td>
<td>LD</td>
<td>Leadership</td>
</tr>
<tr>
<td>REL</td>
<td>Religious Studies</td>
<td>NS</td>
<td>Neuroscience</td>
</tr>
<tr>
<td>PH</td>
<td>Public Health</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**S/D/U** – Refers to the grading system. If Y = Yes then the course is grades with the S/D/U grading system. If N = No then the course is graded with the regular letter grade of A, B, C, D or F system.

**Zap No/Synonym** – internally generated number that is needed to enroll in the course via the easiest method. Write it down 😊

**Section Name** – Provides the department, course number and section letter for the course.

**Course/Book Info** – Short title for the course. Click on the hyperlink and more information will be displayed such as the course description, books and supplies information, faculty contact information, etc. See **Section Information** below.

**Faculty Names** – the professor(s) teaching the course.

**Room** – Where the class will be held. Rooms numbers can change between registration and the first day of classes so it is advisable to check your rooms before the first day of classes again.

**Meet Times** – the course meeting times.

**Comments** – Provides information about prerequisites, corequisites, additional course fees, etc.
Registration for Classes and Enrollment Adjustments

Student Menu

Click on Express Registration in the Student Menu.
Enter the **Zap/Synonym** and the **Term** for each course on your list. Click **SUBMIT**.

It will take you to **Register and Drop Sections**.

### Register and Drop Sections

<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register</td>
<td>Spring Term 2015</td>
<td><strong>AFRO 231A: African History &amp; Cultures</strong></td>
<td>Classroom</td>
<td>03/02/2016-05/15/2016 Lecture Monday, Wednesday, Friday 10:00AM - 12:50AM, Administration Bldg, Room 203</td>
<td>Henry Huschke</td>
<td>38 / 25</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Register</td>
<td>Spring Term 2015</td>
<td><strong>HUM 212A: Cultural Anthropology</strong></td>
<td>Classroom</td>
<td>03/02/2016-05/15/2016 Lecture Monday, Wednesday, Friday 10:00AM - 11:50AM, Hopkins Center, Room 212</td>
<td>Brian Watkins</td>
<td>34 / 35</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Select **Register** in the drop down under **Preferred Sections > Action**. Click **SUBMIT**.

Note: **Current Registrations** will list all of the courses students are currently enrolled in so it is important to attend to the **Term** to see courses enrolled in for future terms.

It will then take you to **Registration Results**.
The following request(s) have been processed:

<table>
<thead>
<tr>
<th>Term</th>
<th>Pass/Fail/Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2015</td>
<td>Registered for the section</td>
<td>APST 211A (22460) African History &amp; Culture</td>
<td>Room 303</td>
<td>02/20/2015-05/16/2015 Lecture Monday, Wednesday, 12:30PM-12:50PM, Administration Bldg, Room 303</td>
<td>Henry Buckner</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Registered for the section</td>
<td>ANTH 121A (21060) Cultural Anthropology</td>
<td>Room 212</td>
<td>03/02/2015-05/16/2015 Lecture Monday, Wednesday, 11:20AM-11:50AM, Hopkins Center, Room 212</td>
<td>Brian Watkins</td>
<td>1.00</td>
<td></td>
</tr>
</tbody>
</table>

The courses that were processed are now also shown in the list of courses currently enrolled in for the Spring 2015 term.

It is recommended that students print a copy of their registration results for each iteration of the enrollment process.
Adding a Course after Initial Enrollment
To add a course via WebHopper while web registration is available online, complete the steps above to register for the course.

Dropping a Course after Initial Enrollment
To drop a course via WebHopper while web registration is available online, go to Register and Drop Sections in the Student Menu.

Click the courses that need to be dropped and click SUBMIT.

Registration Results
**Registration Results** will display showing the course that was dropped at the top and the course removed from the currently registered list.

Once again, it is recommended that students print a copy of the screen for their records.

NOTE: Students can add and drop courses in accordance with the Academic Calendar with paper slips that can be attained at the Registrar’s Office as well.

If you have any problems or questions during registration, you can contact the Registrar’s Office at 903-813-2371 or webregistration@austincollege.edu. You can also stop by the office on the first floor of the Administration Building.