Registering for Classes: It's a Process…

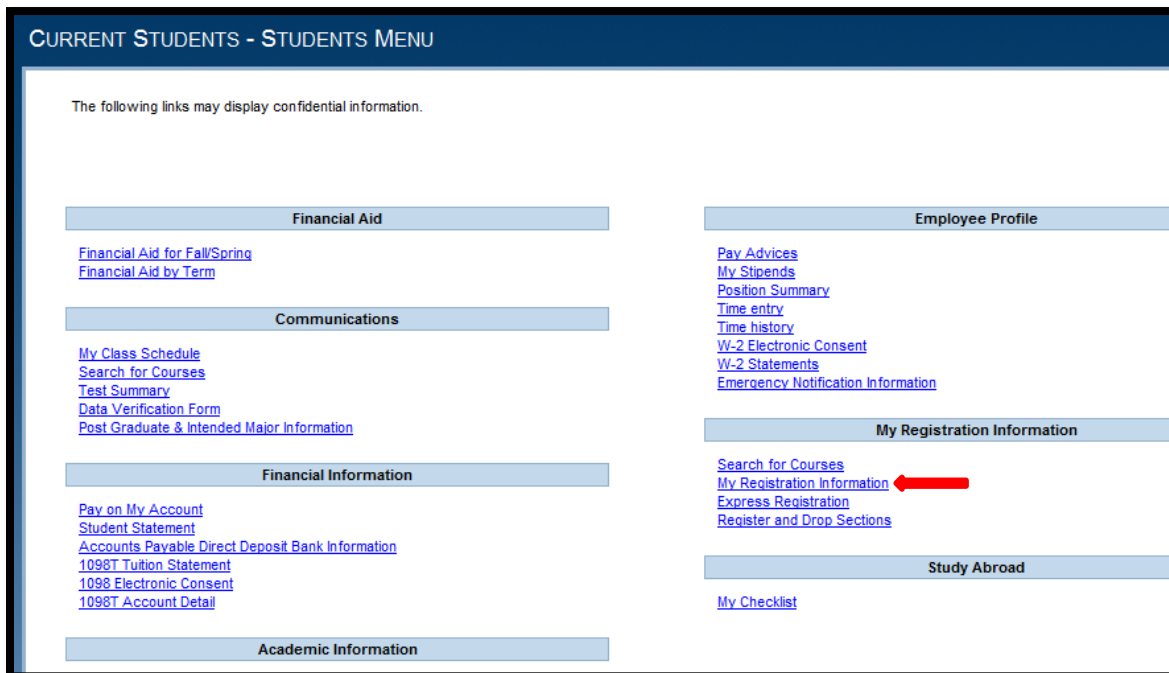## How to Determine if Mentor Approval Has Been Granted and Web Registration Times

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**.

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**.

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.

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

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.

Section Information

Title	Microbiology
Course Section Number	BIOL*230*A
Description	An exploration of structures and functions of microbes. Topics include microbial metabolism, growth of bacteria, microbial genetics, and an introduction to pathogenic microorganisms and host defense mechanisms. Includes one three-hour lab per week. This course is intended for Sophomores and Juniors. PREQ: Biology 116, Chemistry 112, or instructor permission. (Each spring and occasionally in the fall)
Credits	1.00 CEUs
Start Date	02 February 2015 End Date 15 May 2015
Academic Level	UG - Undergraduate

Meeting Information	Faculty Contact	Faculty name	Phone	Extension	E-mail address	Instructional Method
02/02/2015-05/15/2015 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, IDEA Center, Room 214		Dr. Kelynne Reed	903-813-2064		kreed@austincollege.edu	Lecture

Section Requisites

PREQ: BIOL*116 and CHEM*112 or instructor permission; NOTE: $75 lab fee may be required.

Supplies

None

Click here for prices of required textbook(s) and supplies

CLOSE WINDOW

Registration for Classes and Enrollment Adjustments

Student Menu

The following links may display confidential information.

Financial Aid
Financial Aid for Fall/Spring
Financial Aid by Term

Communications
My Class Schedule
Search for Courses
Test Summary
Data Verification Form
Post Graduate & Intended Major Information

Financial Information
Pay on My Account
Student Statement
Accounts Payable Direct Deposit Bank Information
1098T Tuition Statement
1098 Electronic Consent
1098T Account Detail

Academic Information
Grades
Program Evaluation
Unofficial Transcript PDF E-mail
Austin College Unofficial Transcript
Transcript Request
Transcript Request Status

Employee Profile
Pay Advices
My Stipends
Position Summary
Time entry
Time history
W-2 Electronic Consent
W-2 Statements
Emergency Notification Information

My Registration Information
Search for Courses
My Registration Information
Express Registration
Register and Drop Sections

Study Abroad
My Checklist

Click on **Express Registration** in the Student Menu.

Express Registration

email for assistance - webregistration@austincollege.edu

Enter (Zap/Synonym# and Term) or (Subject, Course Number, Section Number and Term)

Zap/Synonym	Subject	Course Number	Section Number	Term
20400	⌄			15/SP Spring Term 2015 ⌄
20360	⌄			15/SP Spring Term 2015 ⌄
	⌄			⌄
	⌄			⌄

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

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
Register ⌄	Spring Term 2015	AFST*121*A (20400) African History & Cultures		02/02/2015-05/15/2015 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Administration Bldg, Room 203	Henry Bucher	20 / 20	1.00	
Register ⌄	Spring Term 2015	ANTH*123*A (20360) Cultural Anthropology		02/02/2015-05/15/2015 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Hopkins Center, Room 212	Brian Watkins	34 / 35	1.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
☐	May Term 2015	Pass/No Pass	GS*100*A (10003) Fire & Ice of the Vikings		05/18/2015-06/05/2015	David Baker, M. Fairley	1.00	
☐	Fall Term 2014		ENG*250*B (40259) World Turned Upside Down		09/01/2014-12/10/2014 Lecture Monday, Wednesday 01:30PM - 02:50PM, Administration Bldg, Room 206	Greg Kinzer	1.00	
☐	Fall Term 2014		ENG*364*A (40265) Postcolonial Lit: Into Africa		09/01/2014-12/10/2014 Lecture Monday, Wednesday 03:00PM - 04:20PM, Administration Bldg, Room 206	P. Anderson	1.00	
☐	Fall Term 2014		MATH*120*C (40374) Elementary Statistics		08/28/2014-12/11/2014 Lecture Tuesday, Thursday 01:30PM - 02:50PM, Idea Center, Room 125	Kerry Brock	1.00	
☐	Fall Term 2014		REL*250*C (40474) Religion, Sex, and Sexuality		08/28/2014-12/11/2014 Lecture Tuesday, Thursday 03:00PM - 04:20PM, Administration Bldg, Room 201	J. Posadas	1.00	

If one of my choices is not available

PART Complete only available ⌄

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:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring Term 2015	Registered for this section		AFST*121*A (20400) African History & Cultures		02/02/2015-05/15/2015 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Administration Bldg, Room 203	Henry Bucher	1.00	
Spring Term 2015	Registered for this section		ANTH*123*A (20360) Cultural Anthropology		02/02/2015-05/15/2015 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Hopkins Center, Room 212	Brian Watkins	1.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
May Term 2015	Pass/No Pass	GS*100*A (10003) Fire & Ice of the Vikings		05/18/2015-06/05/2015	David Baker, M. Fairley	1.00	
Spring Term 2015		AFST*121*A (20400) African History & Cultures		02/02/2015-05/15/2015 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Administration Bldg, Room 203	Henry Bucher	1.00	
Spring Term 2015		ANTH*123*A (20360) Cultural Anthropology		02/02/2015-05/15/2015 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Hopkins Center, Room 212	Brian Watkins	1.00	
Fall Term 2014		ENG*250*B (40259) World Turned Upside Down		09/01/2014-12/10/2014 Lecture Monday, Wednesday 01:30PM - 02:50PM, Administration Bldg, Room 206	Greg Kinzer	1.00	

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 in the Student Menu.

Register and Drop Sections

Current Registrations								
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
☐	May Term 2015	Pass/No Pass	GS*100*A (10003) Fire & Ice of the Vikings		05/18/2015-06/05/2015	David Baker, M. Fairley	1.00	
☑	Spring Term 2015		AFST*121*A (20400) African History & Cultures		02/02/2015-05/15/2015 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Administration Bldg, Room 203	Henry Bucher	1.00	
☐	Spring Term 2015		ANTH*123*A (20360) Cultural Anthropology		02/02/2015-05/15/2015 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Hopkins Center, Room 212	Brian Watkins	1.00	
☐	Fall Term 2014		ENG*250*B (40259) World Turned Upside Down		09/01/2014-12/10/2014 Lecture Monday, Wednesday 01:30PM - 02:50PM, Administration Bldg, Room 206	Greg Kinzer	1.00	
☐	Fall Term 2014		ENG*364*A (40265) Postcolonial Lit: Into Africa		09/01/2014-12/10/2014 Lecture Monday, Wednesday 03:00PM - 04:20PM, Administration Bldg, Room 206	P. Anderson	1.00	
☐	Fall Term 2014		MATH*120*C (40374) Elementary Statistics		08/28/2014-12/11/2014 Lecture Tuesday, Thursday 01:30PM - 02:50PM, Idea Center, Room 125	Kerry Brock	1.00	
☐	Fall Term 2014		REL*250*C (40474) Religion, Sex, and Sexuality		08/28/2014-12/11/2014 Lecture Tuesday, Thursday 03:00PM - 04:20PM, Administration Bldg, Room 201	J. Posadas	1.00	

If one of my choices is not available

[PART Complete only available ∨]

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

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring Term 2015	Dropped from this section		AFST*121*A (20400) African History & Cultures		02/02/2015-05/15/2015 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Administration Bldg, Room 203	Henry Bucher	1.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
May Term 2015	Pass/No Pass	GS*100*A (10003) Fire & Ice of the Vikings		05/18/2015-06/05/2015	David Baker, M. Fairley	1.00	
Spring Term 2015		ANTH*123*A (20360) Cultural Anthropology		02/02/2015-05/15/2015 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Hopkins Center, Room 212	Brian Watkins	1.00	
Fall Term 2014		ENG*250*B (40259) World Turned Upside Down		09/01/2014-12/10/2014 Lecture Monday, Wednesday 01:30PM - 02:50PM, Administration Bldg, Room 206	Greg Kinzer	1.00	
Fall Term 2014		ENG*364*A (40265) Postcolonial Lit: Into Africa		09/01/2014-12/10/2014 Lecture Monday, Wednesday 03:00PM - 04:20PM, Administration Bldg, Room 206	P. Anderson	1.00	
Fall Term 2014		MATH*120*C (40374) Elementary Statistics		08/28/2014-12/11/2014 Lecture Tuesday, Thursday 01:30PM - 02:50PM, Idea Center, Room 125	Kerry Brock	1.00	
Fall Term 2014		REL*250*C (40474) Religion, Sex, and Sexuality		08/28/2014-12/11/2014 Lecture Tuesday, Thursday 03:00PM - 04:20PM, Administration Bldg, Room 201	J. Posadas	1.00	

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.