ARKANSAS TECH UNIVERSITY

HOW TO REGISTER FOR CLASSES

Navigating Registration

Advising

*All Freshmen & Sophomores

0 – 60 earned credit hours

- The Sturgis Academic Advising Center (AAC) is staffed by a team of professional advisors located in Rothwell Hall, Suite 107.
- If you are an entering freshman and have declared a major (excluding eTech students), you will be assigned to a professional advisor in the AAC.
  - If you are undecided, you will be assigned to an advisor in the AAC.
- At approximately 60 credit hours, you will be aided by the AAC to transition to a faculty advisor within your academic department.
- Call the AAC at (479) 964-0843 to make an appointment in advance of your registration date.
  - AAC appointments cannot be scheduled via email.

*Juniors & Seniors

60+ earned credit hours

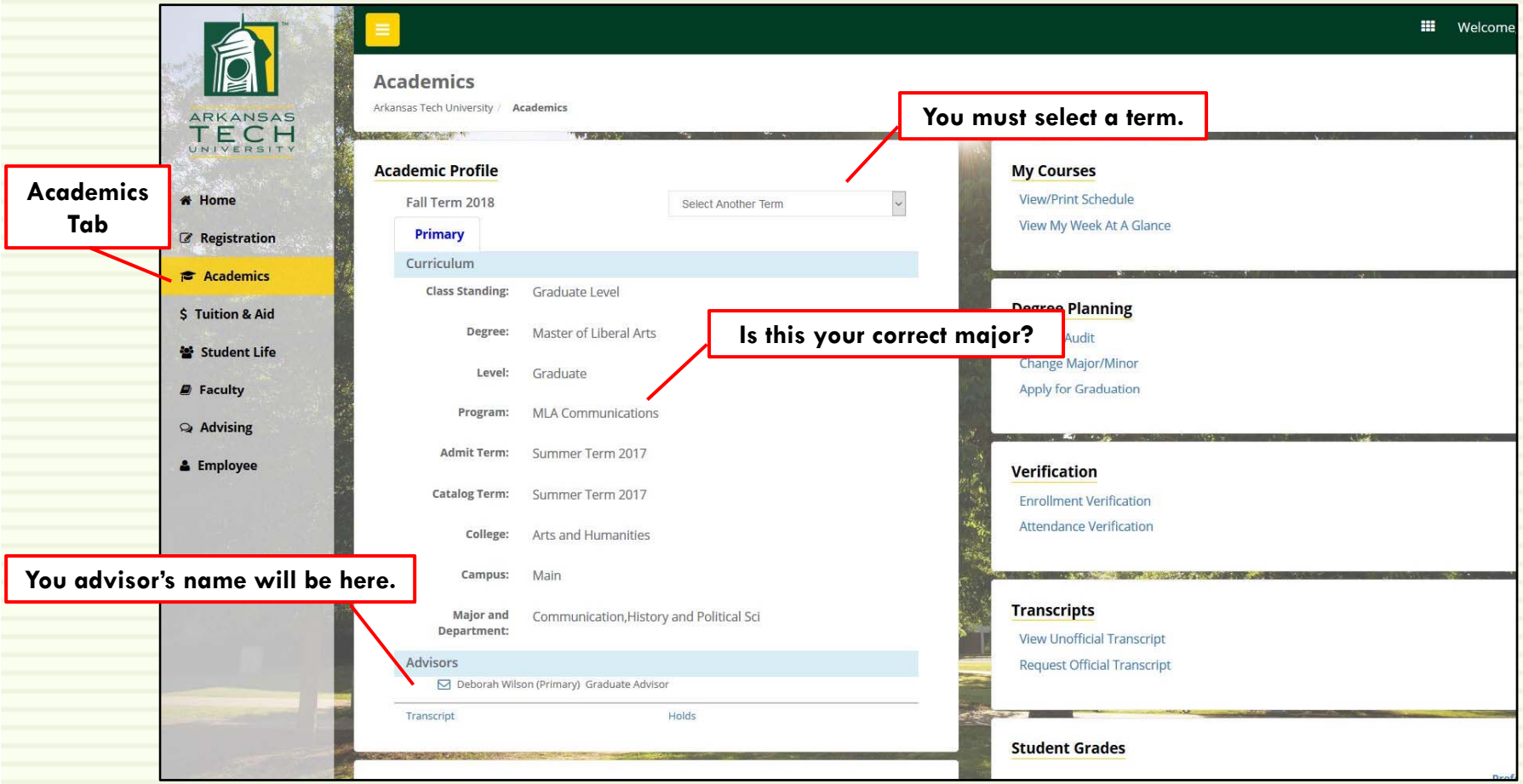
- Your advisor is a faculty member in the department of your major.
- To find your advisor, access your Academic Profile on the Academics tab in OneTech. You must select a term to view your advisor.
- Check with your department for their policies on early advising.
- Go to your advisor's office to sign up for an advising appointment.

The Undergraduate Catalog

- Major Requirements
  - Students with a declared major should refer to their college/major section of the catalog.
    - http://www.atu.edu/catalog/
    - Click on the course numbers to see course titles, descriptions, and pre-requisites.
- Degree Maps
  - The AAC provides term-by-term sample course schedules based on the undergraduate catalog designed to keep students on track to graduate in four years.
    - Students can use Degree Maps as a guide when building their schedules.
    - http://www.atu.edu/advising/
- Degree Works
  - Degree Works is a web-based tool for students and advisors to monitor academic progress towards degree completion. It also allows for students to plan ahead for future semesters.
    - You can access Degree Works in the "Plan Your Registration" box on your Registration Tab in OneTech.

Find Your Advisor

To find your advisor, access your Academic Profile on the Academics tab on OneTech. You must select a term to view your advisor.

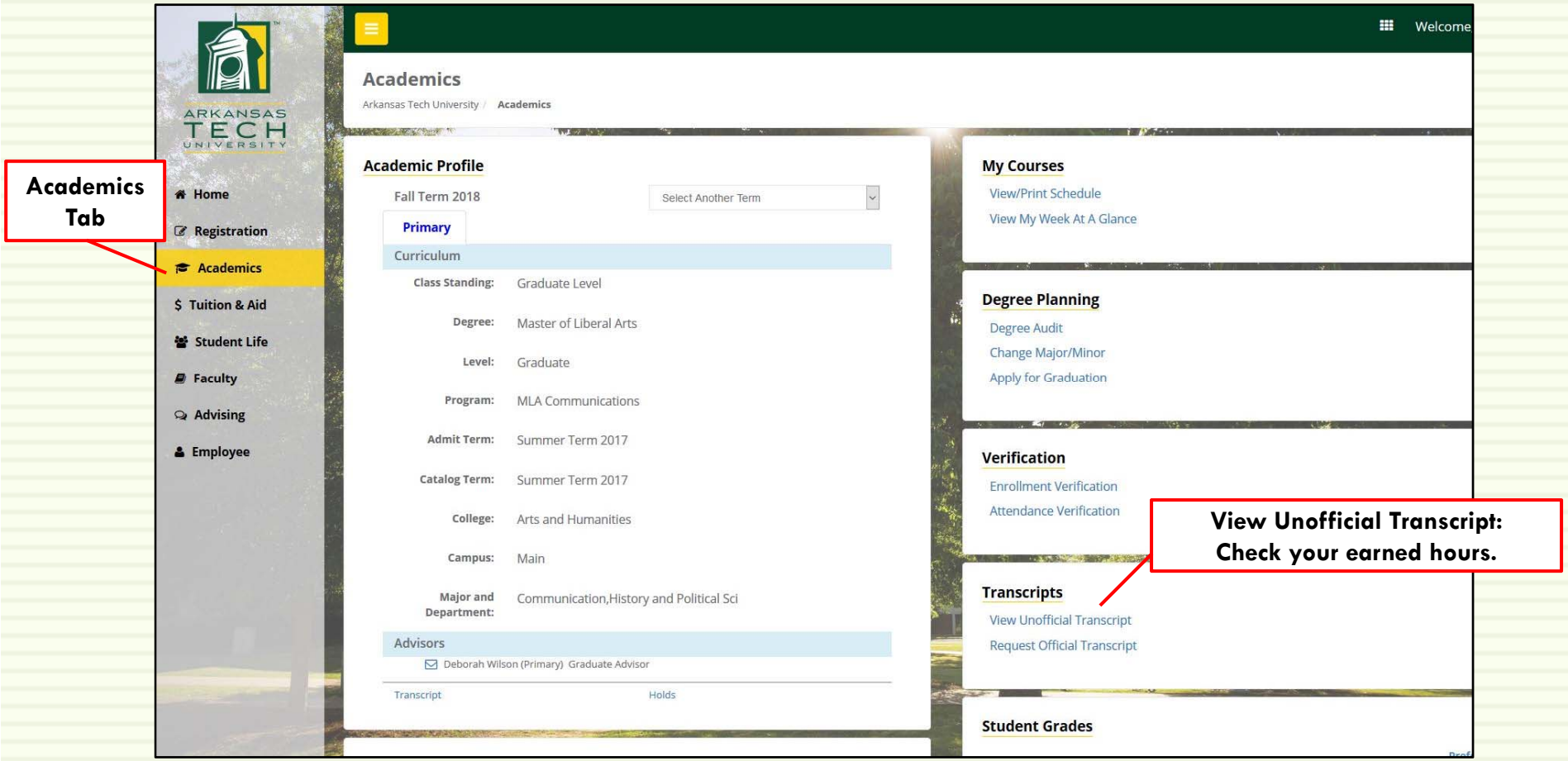


Early Registration

- Early Registration is for currently enrolled students.
- Current students will enroll based on the number of earned credit hours (hours earned before the current semester).
  - See OneTech for your transcript to view earned hours.
- Registration dates are posted online
  - http://www.atu.edu/registrar/registrationinfo.php

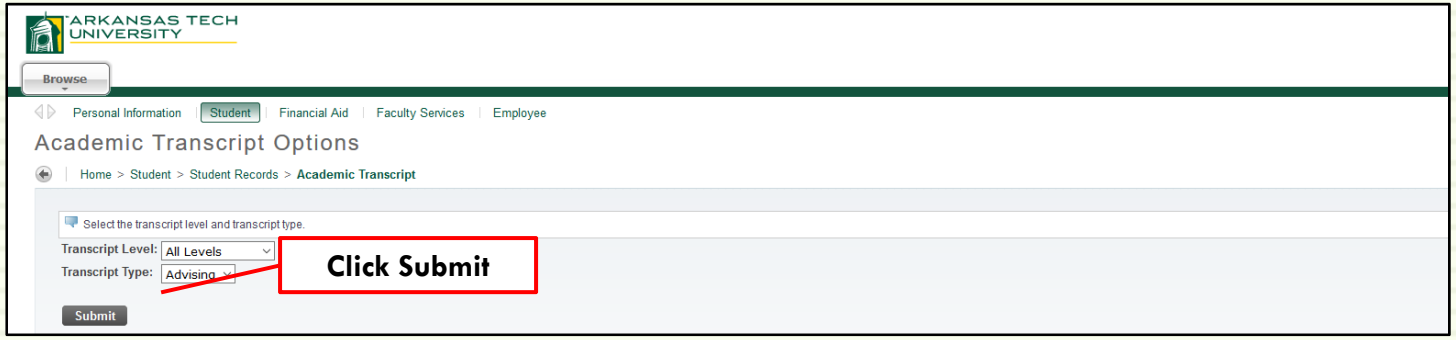
Find Your Earned Hours

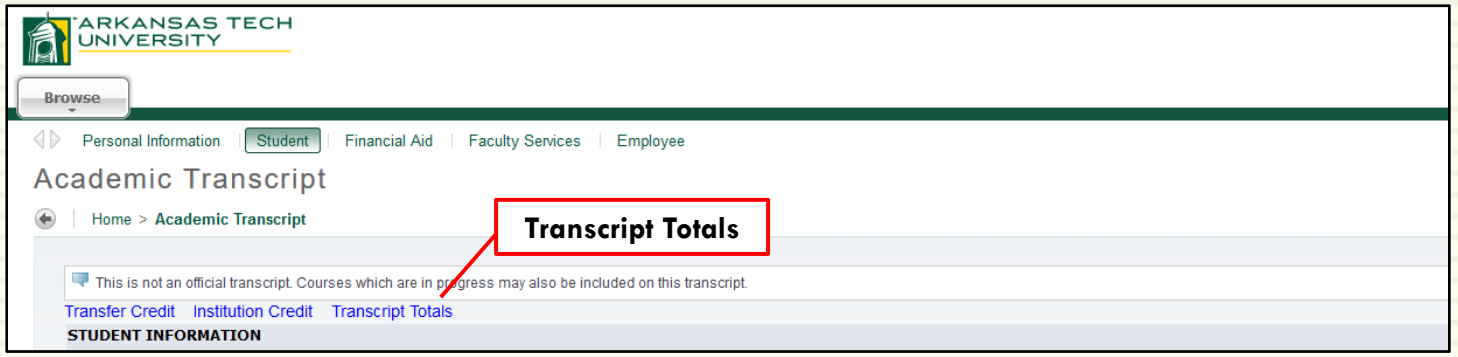
Also within the Academics Tab, you can access your transcript in the Transcripts block to the right to view your Earned Hours.

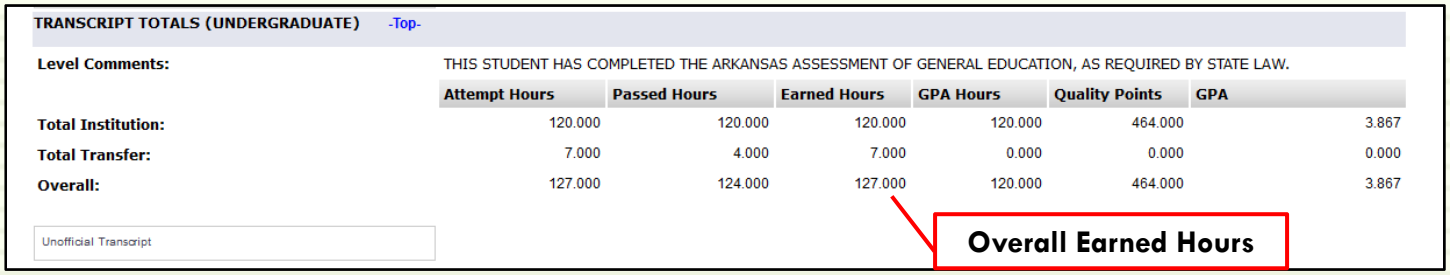


Find Your Earned Hours

Simply click Submit on the next screen and then go to Transcript Totals at the top. This will take you to your totals where you will see your overall Earned Hours.





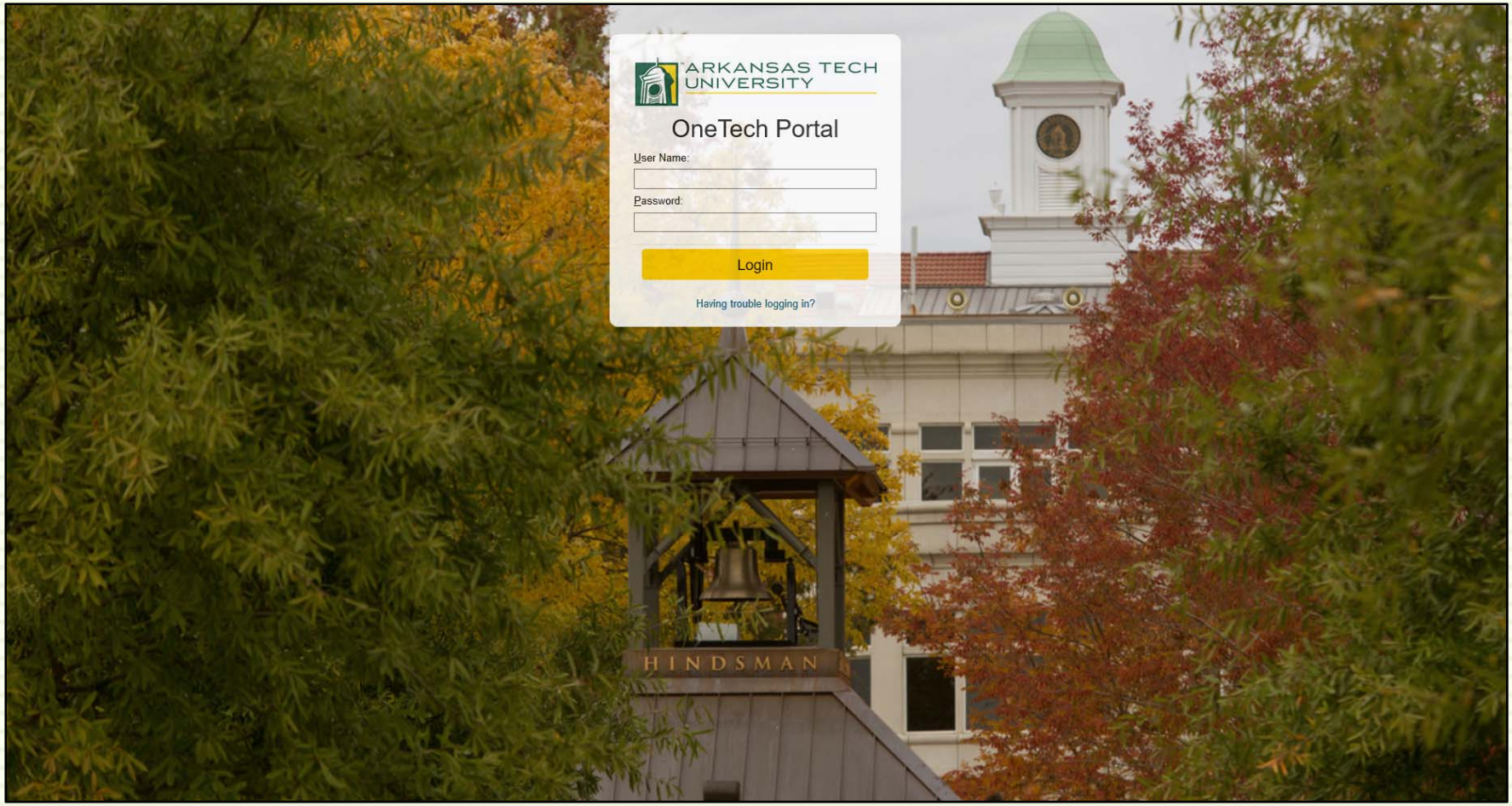


Registering Online

- Your advisor may register you during your advising session, or your advisor will give you a Student Registration Code for you to register yourself online.
- You can register yourself online beginning at 12 a.m. on your specific registration date.
- You will register yourself through OneTech following the steps in the following slides.

How to Register Online

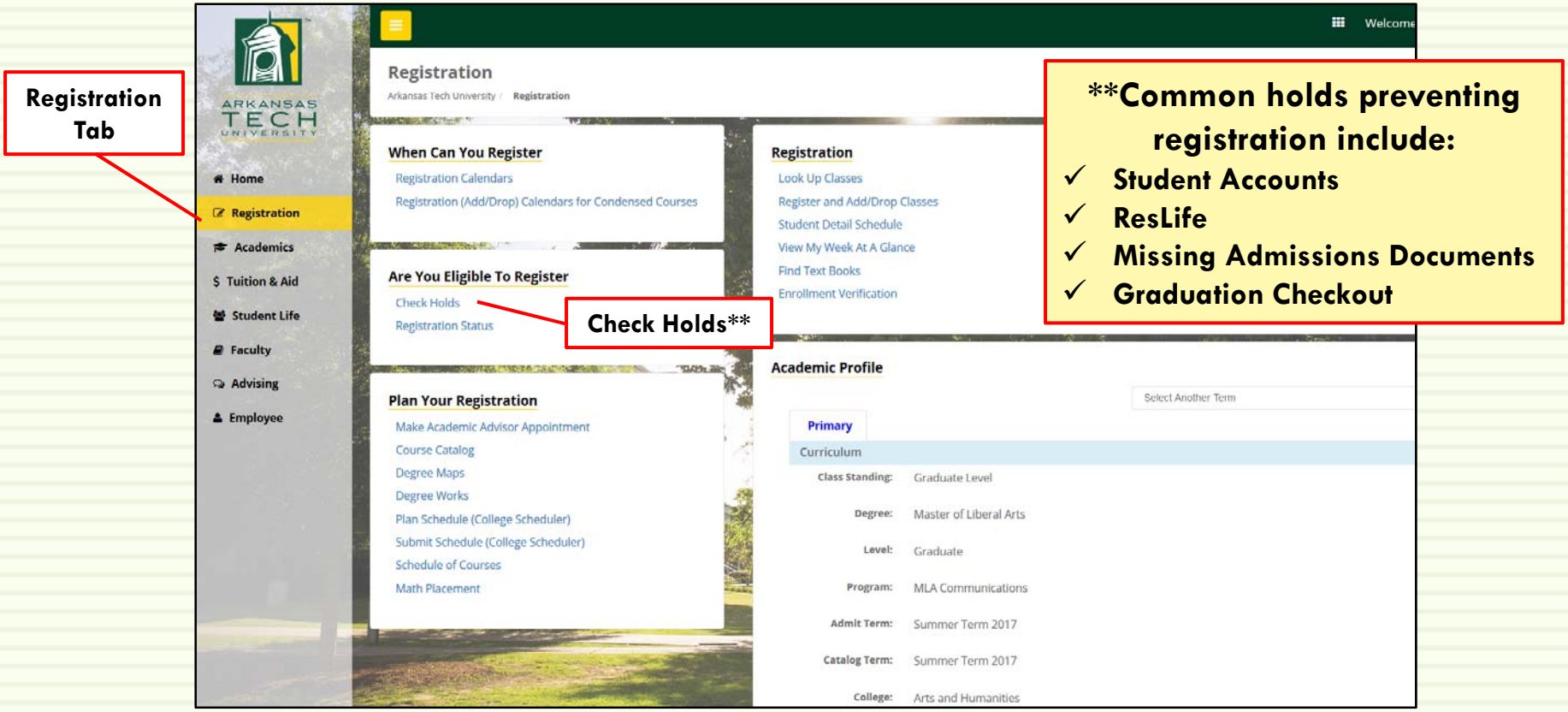
Sign in to your OneTech: http://www.onetech.atu.edu



How to Register Online

Step 1: Prior to your approved registration date, log in to your OneTech, and click the Registration tab on the left of the page.

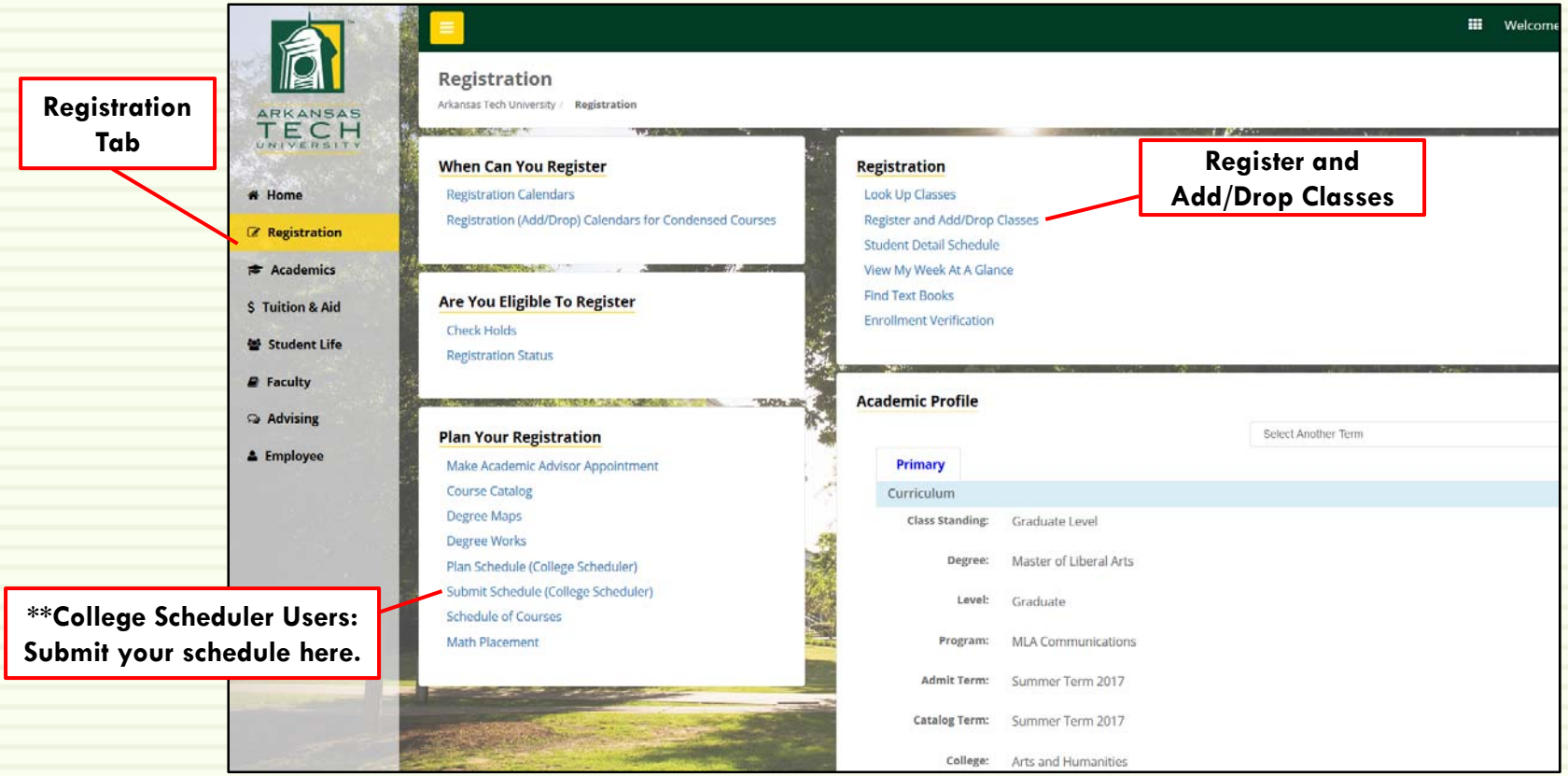
Go to the block named Are You Eligible To Register and click Check Holds. All registration holds must be removed through the appropriate office before you will be allowed to proceed.



How to Register Online

Step 2: On your approved registration date, log in to your OneTech, and click the Registration tab on the left of the page. In the Registration block, click Register and Add/Drop Classes.

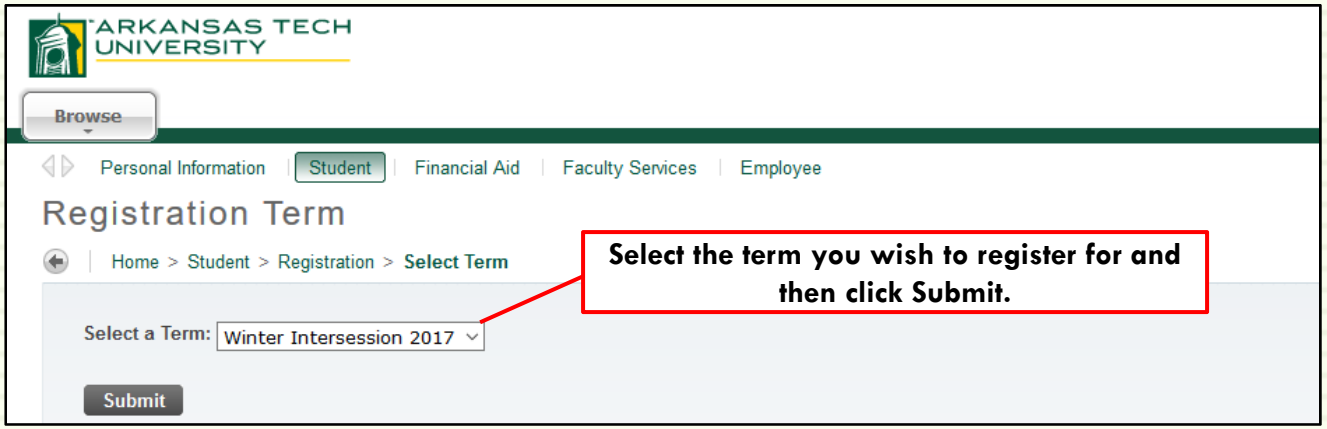
- ****Note: College Scheduler Users: If you have planned your schedule using College Scheduler, and have sent your schedule to your cart, you will go to the Plan Your Registration block and select Submit Schedule (College Scheduler). You'll go to Step 3 (skip Step 4).**

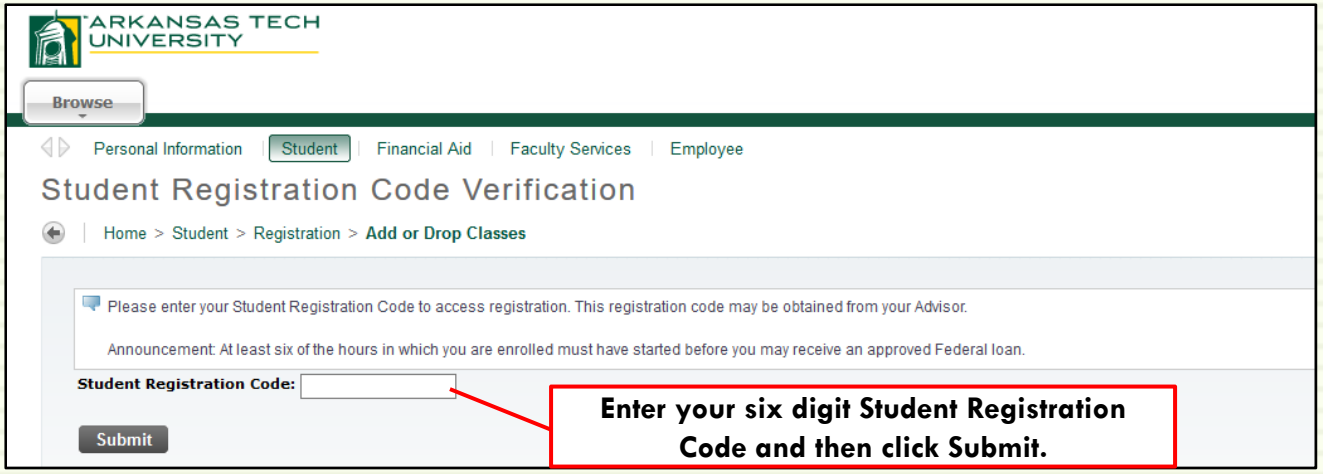


How to Register Online

Step 3: Follow the on-screen instructions to select the term you wish to register for and to enter your Student Registration Code (SRC) given to you by your academic advisor.

No student will have access to register for classes without their SRC.

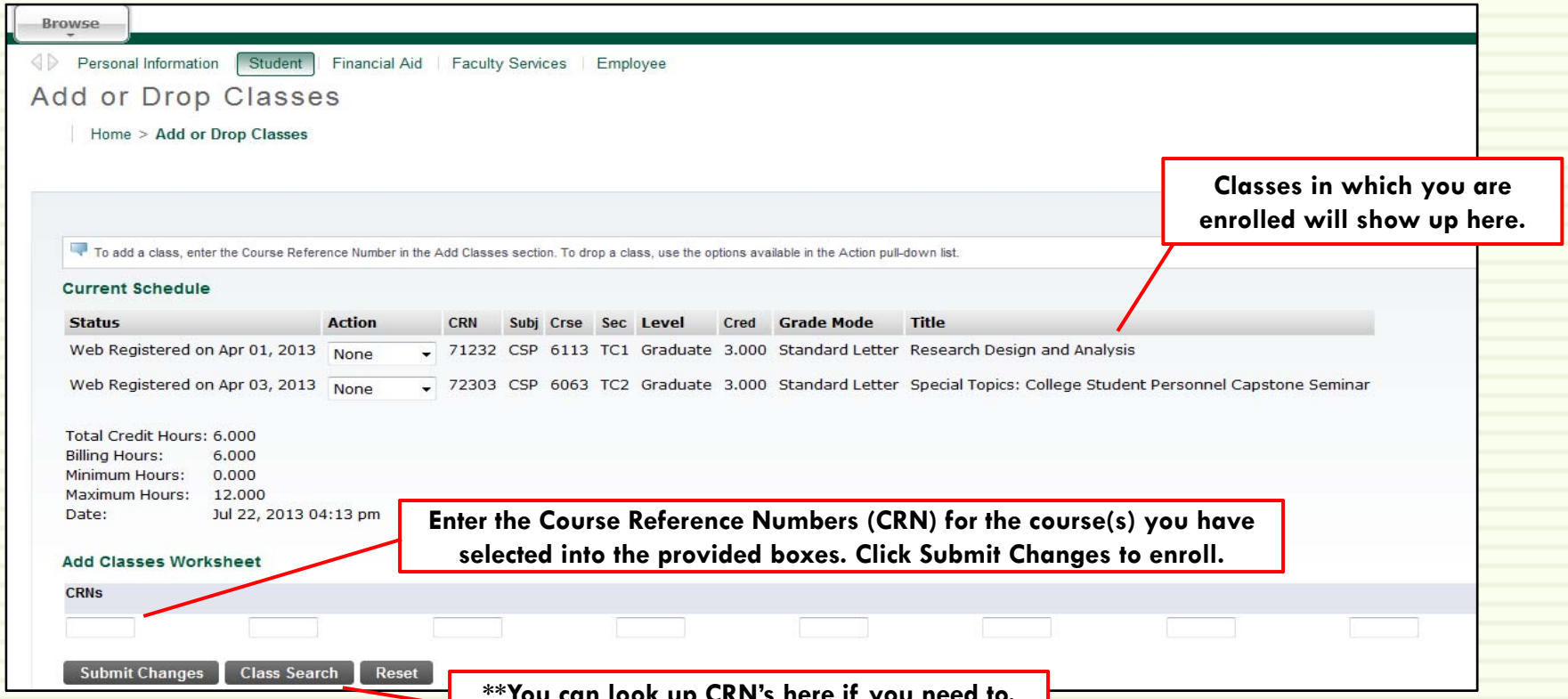




How to Register Online

Step 4: After your SRC is submitted, you will be forwarded to the Add or Drop Classes screen. Enter the Course Reference Numbers (CRN) for the course(s) you have selected into the provided boxes. Click Submit Changes to enroll.

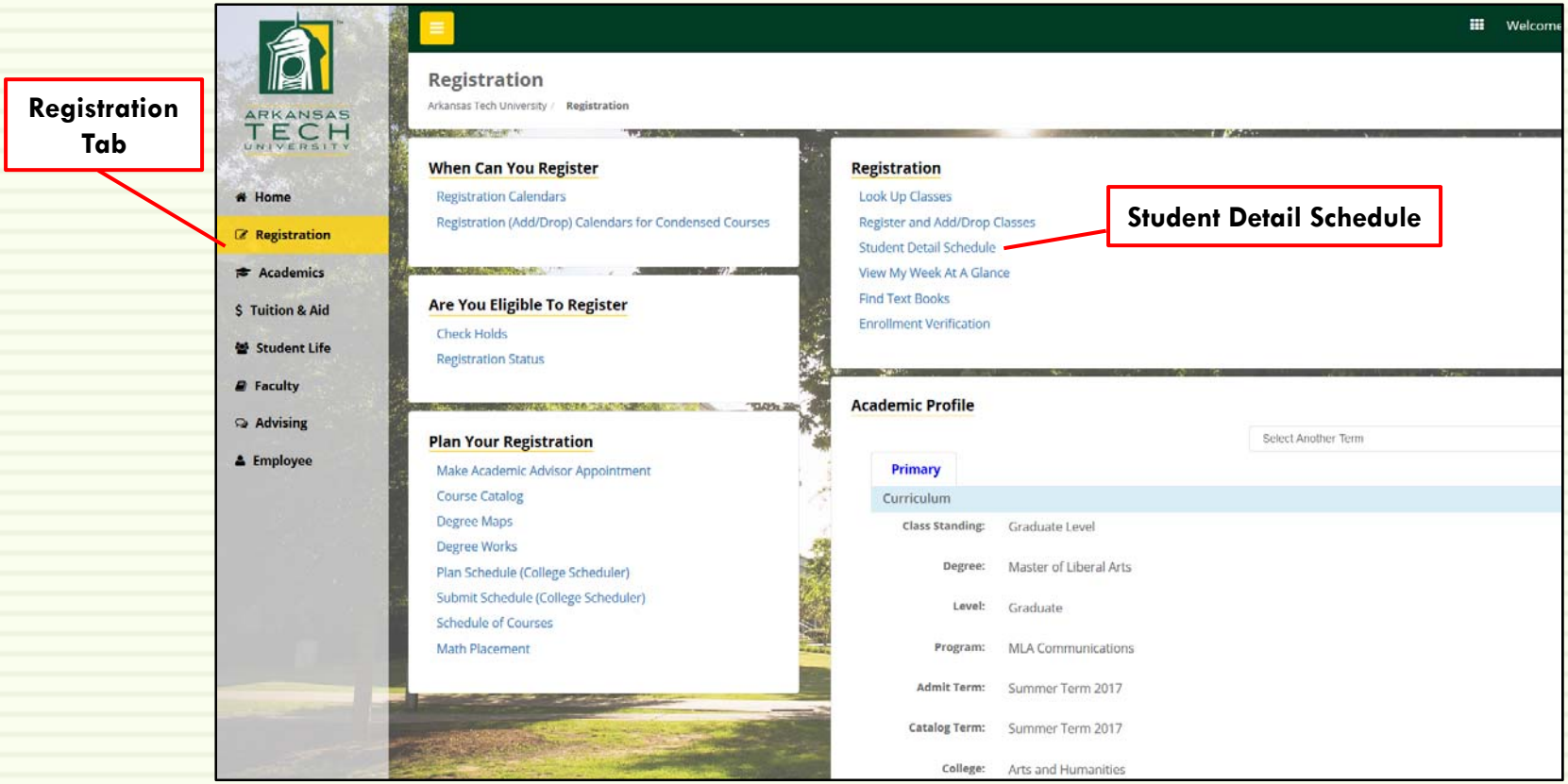
- ****If you have not already looked up the CRN's, click on Class Search to select classes. After you have selected the course in which you want to enroll, click the box beside the section you have chosen and then click Submit Changes.**



How to Register Online

Step 5: Your registration should now be complete. To view or print your schedule, click Student Detail Schedule in the Registration tab.

If you are registering for more than one semester (summer and fall), return to your Registration tab and repeat Steps 2-5.



Registered! Now what?

- Check the class schedule; it is the student's responsibility to verify the registration has been completed accurately, so it is recommended that students print a copy of their class schedule for their records. Students may view their schedule by selecting Student Detailed Schedule, which is listed under Registration. Refer to Building Abbreviations for helpful information and a link to the campus map.
- Pay charges and/or confirm financial settlement according to Fee Payment Policy. Visit the websites for Student Accounts and Financial Aid for more information.
- Students must attend the course before its unique attendance date. There are no exceptions. Attendance is measured as: physical attendance, submission of an assignment, OR completion of Blackboard Attendance Accounting module.
- All students operating a vehicle on campus must purchase a Hang Tag. For information on Hang Tags and parking areas visit Public Safety's website. Official enrollment is contingent upon eligibility to enroll for future terms.
- Verify addresses and phones numbers are correct by selecting Update Addresses and Phones on the home tab under personal information.

Questions? Contact Us!

The Office of the Registrar

Brown Hall, Suite 307

Monday – Friday, 8 a.m. – 5 p.m.

(479) 968-0272

registrar@atu.edu