

# 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.

The screenshot shows the OneTech Academics interface. On the left is a navigation menu with the 'Academics' tab highlighted. The main content area is titled 'Academics' and 'Academic Profile'. A dropdown menu for 'Fall Term 2018' is open, with a callout box pointing to it that says 'You must select a term.'. Below this, the 'Primary' tab is selected, showing the 'Curriculum' section. A callout box points to the 'Degree: Master of Liberal Arts' field with the text 'Is this your correct major?'. At the bottom of the curriculum section, the 'Advisors' section is visible, listing 'Deborah Wilson (Primary) Graduate Advisor'. A callout box points to this name with the text 'Your advisor's name will be here.'. The right sidebar contains sections for 'My Courses', 'Degree Planning', 'Verification', 'Transcripts', and 'Student Grades'.

**Academics Tab**

**You must select a term.**

**Is this your correct major?**

**Your advisor's name will be here.**

# 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.

The screenshot shows the Academics dashboard for Arkansas Tech University. A red box on the left sidebar highlights the 'Academics Tab'. A red box on the right side of the dashboard highlights the 'View Unofficial Transcript: Check your earned hours.' link under the 'Transcripts' section.

**Academics Tab**

**View Unofficial Transcript: Check your earned hours.**

**Academics**  
Arkansas Tech University / Academics

**Academic Profile**

Fall Term 2018

**Primary**

**Curriculum**

Class Standing: Graduate Level

Degree: Master of Liberal Arts

Level: Graduate

Program: MLA Communications

Admit Term: Summer Term 2017

Catalog Term: Summer Term 2017

College: Arts and Humanities

Campus: Main

Major and Department: Communication, History and Political Sci

**Advisors**

Deborah Wilson (Primary) Graduate Advisor

Transcript. Holds

**My Courses**

[View/Print Schedule](#)

[View My Week At A Glance](#)

**Degree Planning**

[Degree Audit](#)

[Change Major/Minor](#)

[Apply for Graduation](#)

**Verification**

[Enrollment Verification](#)

[Attendance Verification](#)

**Transcripts**

[View Unofficial Transcript](#)

[Request Official Transcript](#)

**Student Grades**

# 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.

ARKANSAS TECH UNIVERSITY

Browse

Personal Information | Student | Financial Aid | Faculty Services | Employee

### Academic Transcript Options

Home > Student > Student Records > Academic Transcript

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Advising

Submit

**Click Submit**

ARKANSAS TECH UNIVERSITY

Browse

Personal Information | Student | Financial Aid | Faculty Services | Employee

### Academic Transcript

Home > Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

[Transfer Credit](#) | [Institution Credit](#) | [Transcript Totals](#)

**STUDENT INFORMATION**

**Transcript Totals**

TRANSCRIPT TOTALS (UNDERGRADUATE) [-Top-](#)

Level Comments: THIS STUDENT HAS COMPLETED THE ARKANSAS ASSESSMENT OF GENERAL EDUCATION, AS REQUIRED BY STATE LAW.

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	120.000	120.000	120.000	120.000	464.000	3.867
Total Transfer:	7.000	4.000	7.000	0.000	0.000	0.000
Overall:	127.000	124.000	127.000	120.000	464.000	3.867

Unofficial Transcript

**Overall Earned Hours**

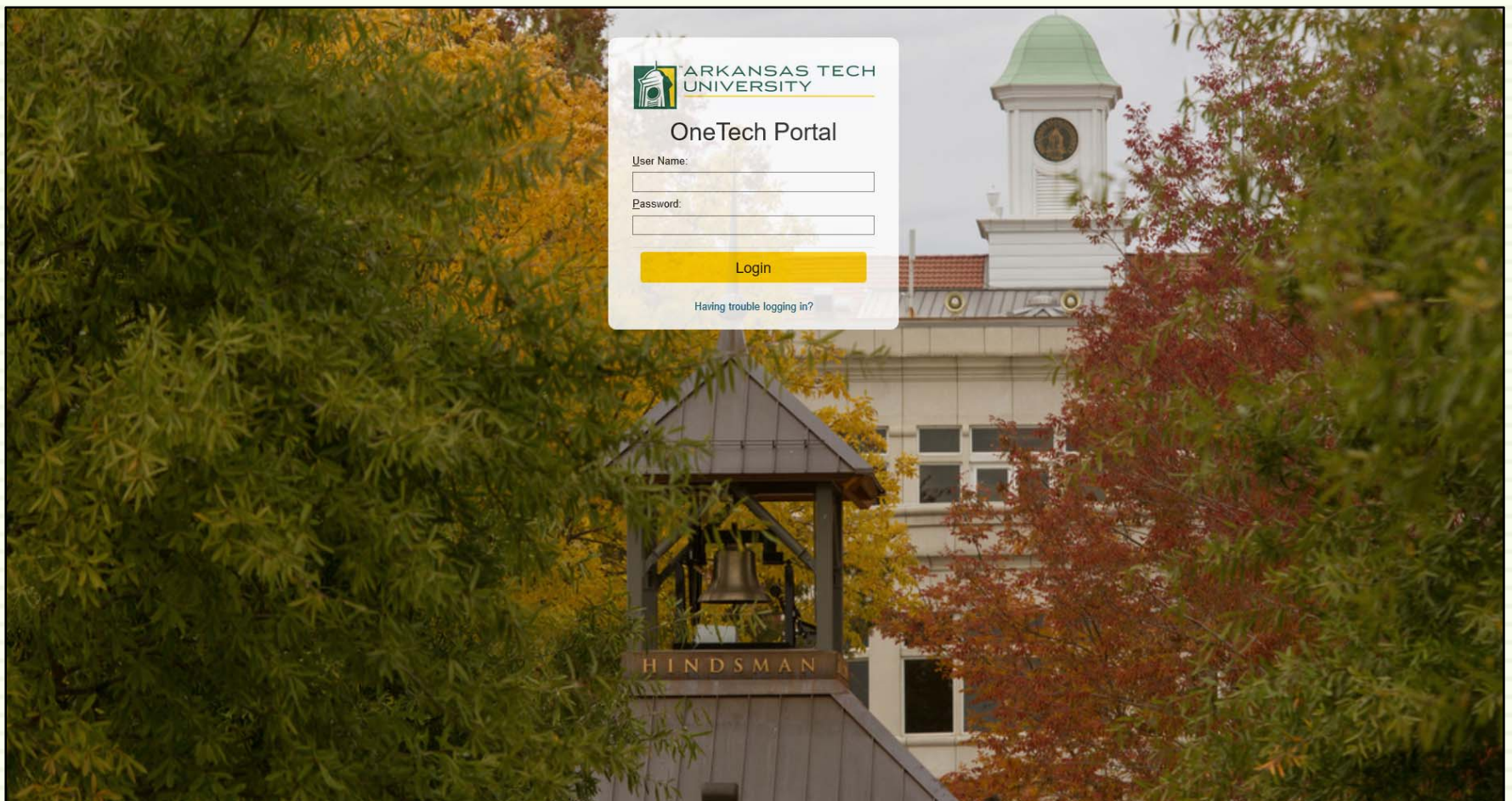
# Registering Online

- ❑ 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.

The screenshot shows the OneTech registration interface. On the left is a navigation menu with the following items: Home, Registration (highlighted in yellow), Academics, Tuition & Aid, Student Life, Faculty, Advising, and Employee. The main content area is titled 'Registration' and includes sections for 'When Can You Register', 'Are You Eligible To Register', and 'Plan Your Registration'. The 'Are You Eligible To Register' section has a 'Check Holds' link highlighted with a red box and labeled 'Check Holds\*\*'. To the right of the main content is a sidebar with 'Registration' links: Look Up Classes, Register and Add/Drop Classes, Student Detail Schedule, View My Week At A Glance, Find Text Books, and Enrollment Verification. Below this is the 'Academic Profile' section, which shows a 'Primary' tab and a 'Curriculum' section with the following details: Class Standing: Graduate Level, Degree: Master of Liberal Arts, Level: Graduate, Program: MLA Communications, Admit Term: Summer Term 2017, Catalog Term: Summer Term 2017, and College: Arts and Humanities. A yellow callout box on the right lists common holds preventing registration: Student Accounts, ResLife, Missing Admissions Documents, and Graduation Checkout.

**Registration Tab**

**Check Holds\*\***

**\*\*Common holds preventing registration include:**

- ✓ Student Accounts
- ✓ ResLife
- ✓ Missing Admissions Documents
- ✓ Graduation Checkout

# 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).

The screenshot shows the OneTech registration page for Arkansas Tech University. The page is divided into several sections:

- Left Navigation Menu:** Includes Home, Registration (highlighted), Academics, Tuition & Aid, Student Life, Faculty, Advising, and Employee.
- Registration Section:** Contains sub-sections for "When Can You Register" (with links for Registration Calendars and Add/Drop Calendars), "Are You Eligible To Register" (with links for Check Holds and Registration Status), and "Plan Your Registration" (with links for Make Academic Advisor Appointment, Course Catalog, Degree Maps, Degree Works, Plan Schedule (College Scheduler), Submit Schedule (College Scheduler), Schedule of Courses, and Math Placement).
- Registration Sub-section:** Contains links for Look Up Classes, Register and Add/Drop Classes (highlighted), Student Detail Schedule, View My Week At A Glance, Find Text Books, and Enrollment Verification.
- Academic Profile Section:** Includes a "Select Another Term" dropdown and a table of profile information:

Primary	
Curriculum	
Class Standing:	Graduate Level
Degree:	Master of Liberal Arts
Level:	Graduate
Program:	MLA Communications
Admit Term:	Summer Term 2017
Catalog Term:	Summer Term 2017
College:	Arts and Humanities

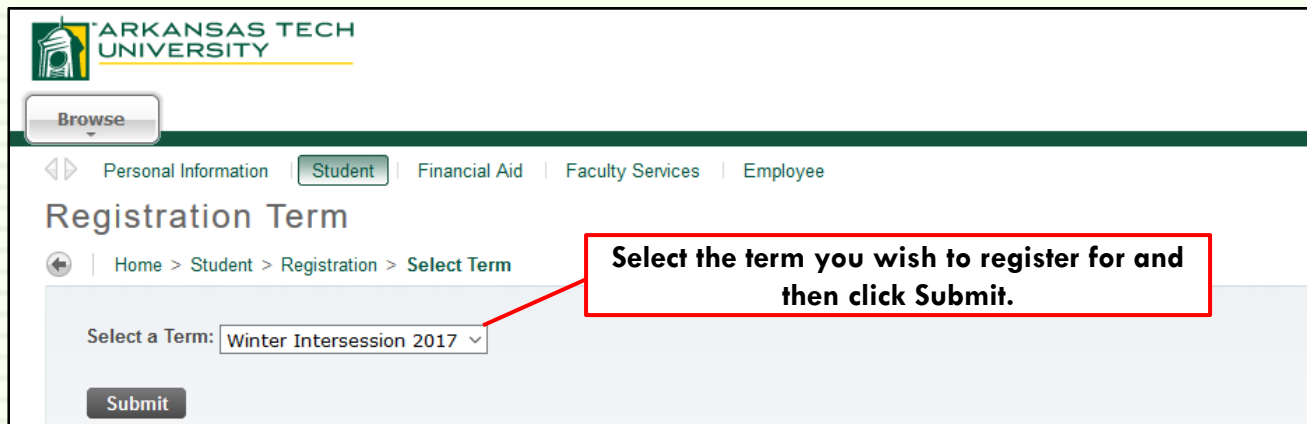
Callouts in the image:

- A red box labeled "Registration Tab" points to the "Registration" link in the left navigation menu.
- A red box labeled "Register and Add/Drop Classes" points to the "Register and Add/Drop Classes" link in the Registration sub-section.
- A red box labeled "\*\*College Scheduler Users: Submit your schedule here." points to the "Submit Schedule (College Scheduler)" link in the Plan Your Registration section.

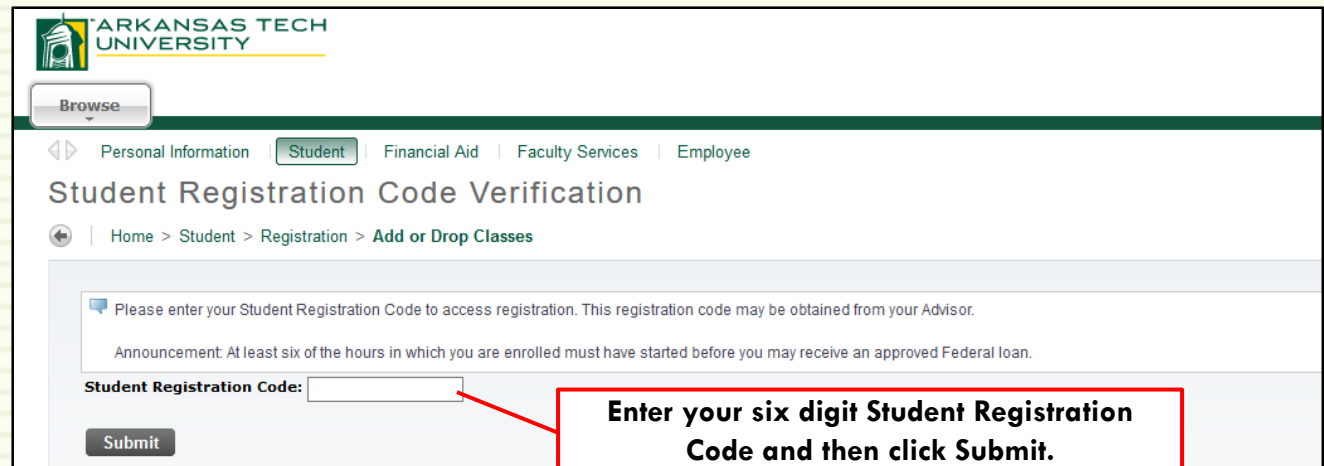
# How to Register Online

**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.**



The screenshot shows the 'Registration Term' page. At the top left is the Arkansas Tech University logo. Below it is a 'Browse' button. A navigation bar contains 'Personal Information', 'Student' (highlighted), 'Financial Aid', 'Faculty Services', and 'Employee'. The page title is 'Registration Term'. Below the title is a breadcrumb trail: 'Home > Student > Registration > Select Term'. A dropdown menu labeled 'Select a Term:' is set to 'Winter Intersession 2017'. A 'Submit' button is at the bottom left. A red box highlights the dropdown menu with the text: 'Select the term you wish to register for and then click Submit.'



The screenshot shows the 'Student Registration Code Verification' page. At the top left is the Arkansas Tech University logo. Below it is a 'Browse' button. A navigation bar contains 'Personal Information', 'Student' (highlighted), 'Financial Aid', 'Faculty Services', and 'Employee'. The page title is 'Student Registration Code Verification'. Below the title is a breadcrumb trail: 'Home > Student > Registration > Add or Drop Classes'. A message box says: 'Please enter your Student Registration Code to access registration. This registration code may be obtained from your Advisor.' Below that is an announcement: 'Announcement: At least six of the hours in which you are enrolled must have started before you may receive an approved Federal loan.' A text input field labeled 'Student Registration Code:' is highlighted with a red box. A 'Submit' button is at the bottom left. A red box highlights the input field with the text: 'Enter your six digit Student Registration Code and then click Submit.'



# 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.**

**Classes in which you are enrolled will show up here.**

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 01, 2013	None	71232	CSP	6113	TC1	Graduate	3.000	Standard Letter	Research Design and Analysis
Web Registered on Apr 03, 2013	None	72303	CSP	6063	TC2	Graduate	3.000	Standard Letter	Special Topics: College Student Personnel Capstone Seminar

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 12.000  
Date: Jul 22, 2013 04:13 pm

**Add Classes Worksheet**

CRNs

**Submit Changes** **Class Search** **Reset**

**\*\*You can look up CRN's here if you need to.**

**Enter the Course Reference Numbers (CRN) for the course(s) you have selected into the provided boxes. Click Submit Changes to enroll.**

# 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.**

The screenshot shows the Arkansas Tech University registration portal. On the left is a navigation menu with the following items: Home, Registration (highlighted in yellow), Academics, Tuition & Aid, Student Life, Faculty, Advising, and Employee. A red box labeled "Registration Tab" has an arrow pointing to the "Registration" item in the menu. The main content area is titled "Registration" and contains three sections: "When Can You Register" with links for "Registration Calendars" and "Registration (Add/Drop) Calendars for Condensed Courses"; "Are You Eligible To Register" with links for "Check Holds" and "Registration Status"; and "Plan Your Registration" with links for "Make Academic Advisor Appointment", "Course Catalog", "Degree Maps", "Degree Works", "Plan Schedule (College Scheduler)", "Submit Schedule (College Scheduler)", "Schedule of Courses", and "Math Placement". On the right side, there is a "Registration" section with links for "Look Up Classes", "Register and Add/Drop Classes", "Student Detail Schedule" (highlighted with a red box and an arrow from the "Student Detail Schedule" callout), "View My Week At A Glance", "Find Text Books", and "Enrollment Verification". Below this is an "Academic Profile" section with a "Select Another Term" dropdown and a "Primary" tab. Under the "Primary" tab, the "Curriculum" section displays the following information: Class Standing: Graduate Level; Degree: Master of Liberal Arts; Level: Graduate; Program: MLA Communications; Admit Term: Summer Term 2017; Catalog Term: Summer Term 2017; College: Arts and Humanities.

# 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](mailto:registrar@atu.edu)