

ARKANSAS TECH UNIVERSITY

HOW TO REGISTER FOR CLASSES

Navigating Registration

The Undergraduate Catalog

❑ Major Requirements

- ❑ Students with a declared major should refer to their college/major section of the catalog.
 - ❑ <https://www.atu.edu/catalog/current/ozark/programs/index.php>
 - ❑ Click on the course numbers to see course titles, descriptions, and pre-requisites.

❑ Degree Maps

- ❑ Students can use Degree Maps as a guide when building their schedules.
 - ❑ <https://www.atu.edu/ozark/registrar/degreeplans.php>

❑ 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 "Registration Resources" section of the Registration Information card on OneTech.

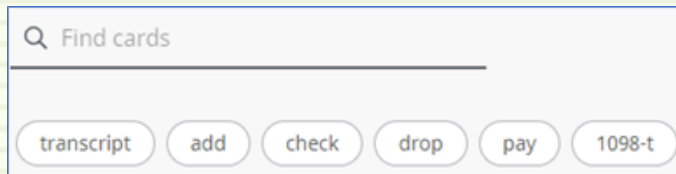
Early Registration

- ❑ 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 Registration Information card, you can access your transcript iunder Registration Resources to view your Earned Hours.

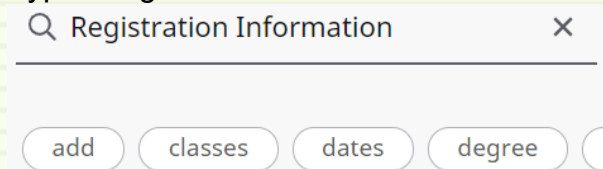
1. Click the menu icon  in the upper-left-hand corner of the page next to the ATU logo.
2. Click Discover.
3. At the top of the page is a search field where you can search for cards or choose from a list of key words to narrow the results.



Find cards

transcript add check drop pay 1098-t

4. Type "Registration Information" in the search bar.

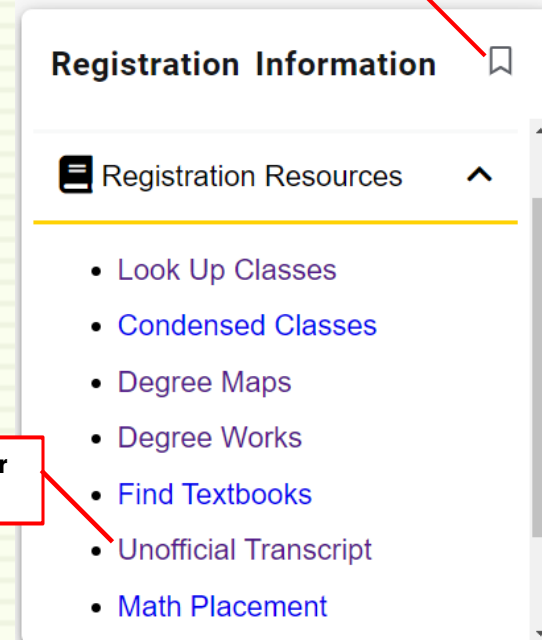


Registration Information

add classes dates degree

5. Click Registration Resources to expand the menu in the card.

Click the bookmark to add this card to your home page.



Registration Information

Registration Resources

- Look Up Classes
- Condensed Classes
- Degree Maps
- Degree Works
- Find Textbooks
- Unofficial Transcript
- Math Placement

Click here to view your unofficial transcript.

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

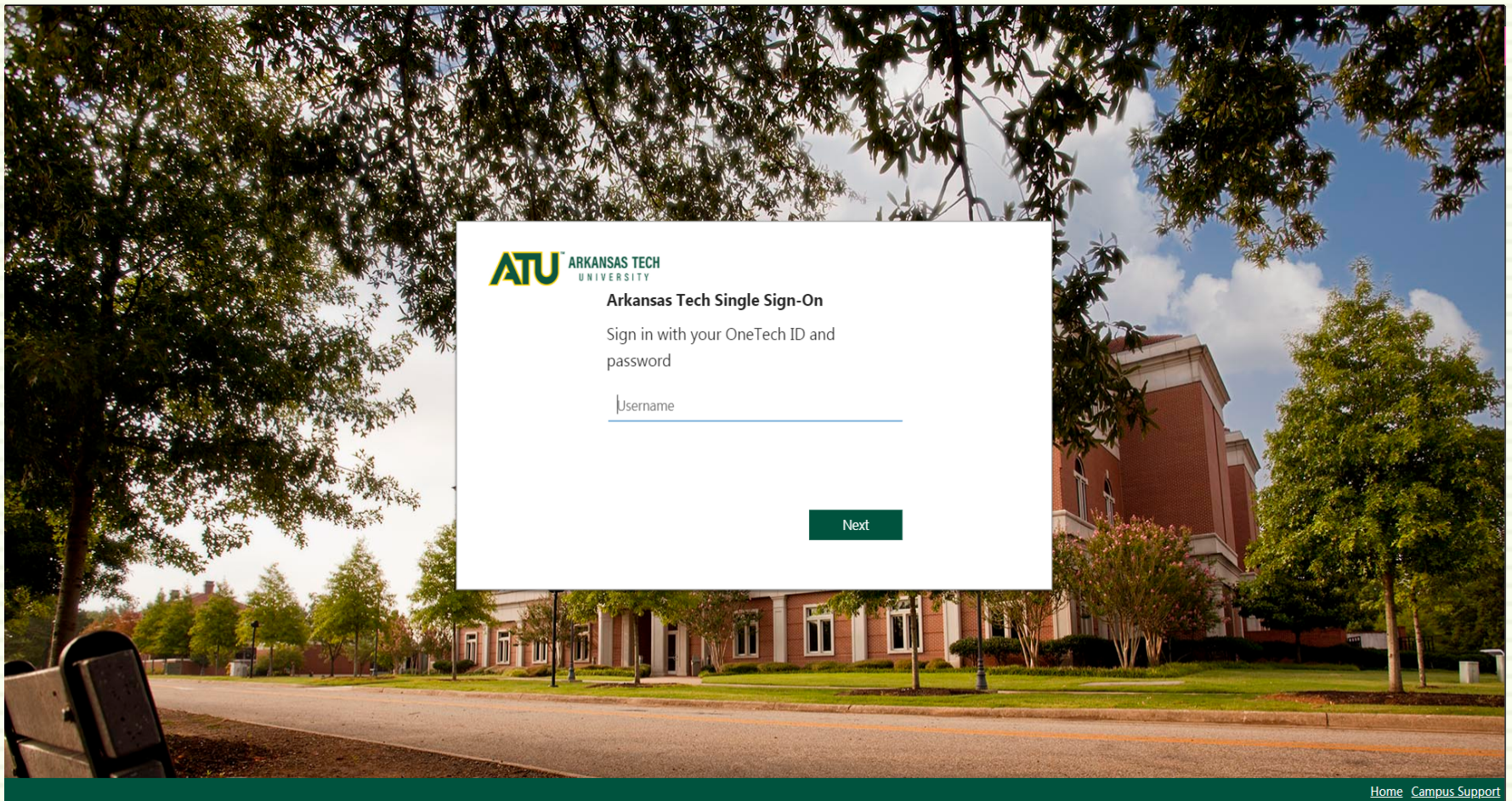
Overall Earned Hours

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 OneTech: <https://experience.elluciancloud.com/atu>



How to Register Online

Step 1: Prior to your approved registration date, log in to OneTech, and locate the Registration Information card.

Go to the section named Registration Eligibility and click Check Holds. All registration holds must be removed through the appropriate office before you will be allowed to proceed.

The screenshot shows a mobile application interface for registration. At the top, there is a card titled "Registration Inform..." with a bookmark icon. Below this card are four menu items: "Registration Quick Links" with a link icon, "Registration Resources" with a document icon, "Registration Eligibility" with a checkmark icon, and "Registration Status" with a checkmark icon. A red box highlights the "Registration Eligibility" menu item. Below the "Registration Eligibility" menu item, there is a list of sub-items: "Registration Dates and Info", "Check Holds", and "Registration Status". A red box highlights the "Check Holds" sub-item, and another red box highlights the text "Check Holds**" next to it. To the right of the menu, there is a yellow box with a red border containing the text: "**Common holds preventing registration include:" followed by a list of four items with checkmarks: "Student Accounts", "ResLife", "Missing Admissions Documents", and "Graduation Checkout".

Registration Inform...

- Registration Quick Links
- Registration Resources
- Registration Eligibility**

- Registration Dates and Info
- Check Holds**
- Registration Status

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 OneTech, and locate the Registration Information card. In the Registration Quick Links section, click Register and Add/Drop Classes.

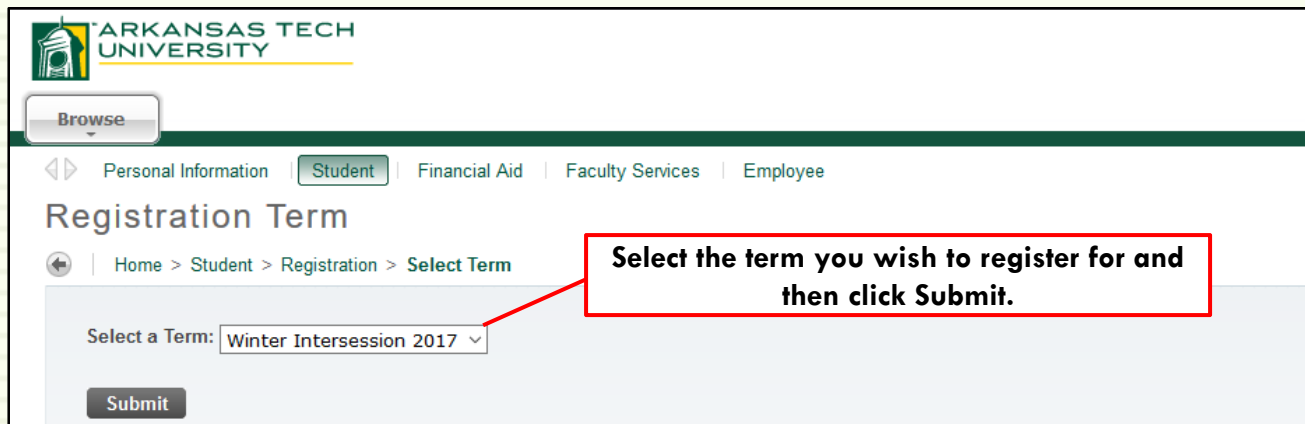
- ****Note: College Scheduler Users:** If you have planned your schedule using College Scheduler, and have sent your schedule to your cart, you will go to the Registration Quick Links section and select Submit Schedule (College Scheduler). You'll go to Step 3 (skip Step 4).

The screenshot shows a mobile application interface for "Registration Inform...". At the top left, a red box labeled "Registration Quick Links" points to the section header. Below this, a yellow horizontal line is followed by a list of quick links. A red box labeled "Register and Add/Drop Classes" points to the first item in the list. A second red box labeled "**College Scheduler Users: Submit your schedule here." points to the "Submit Schedule (College Scheduler)" item. The list includes: "Register and Add/Drop Classes", "Drop Classes or Withdrawal", "Plan Schedule (College Scheduler)", "Submit Schedule (College Scheduler)", and "Student Detailed Schedule".

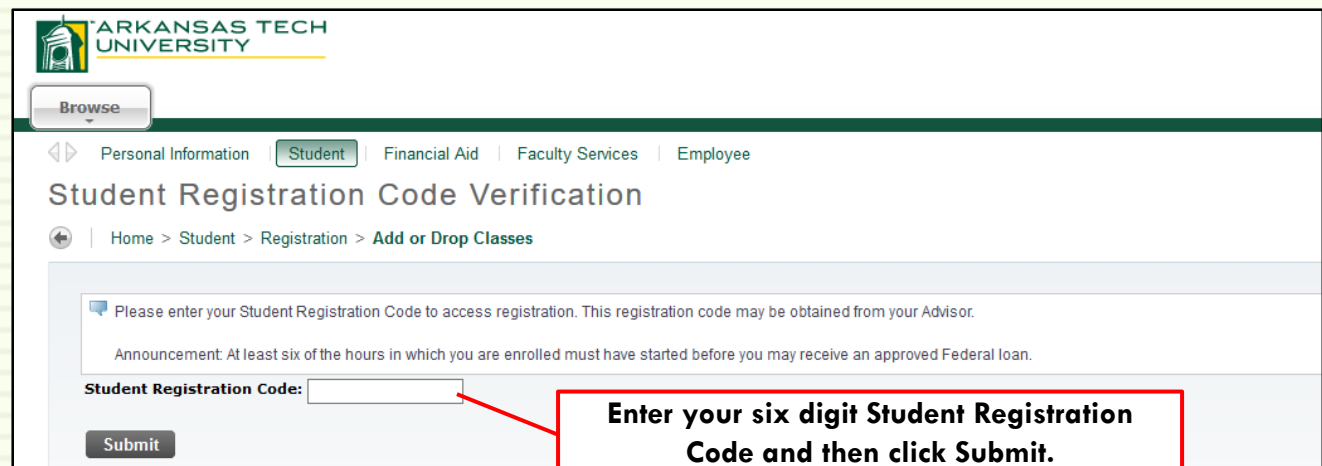
How to Register Online

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 located below the dropdown. A red box with a red arrow pointing to the dropdown menu contains 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 contains the text: 'Please enter your Student Registration Code to access registration. This registration code may be obtained from your Advisor.' Below this 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 form field labeled 'Student Registration Code:' is empty. A 'Submit' button is located below the form field. A red box with a red arrow pointing to the form field contains 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

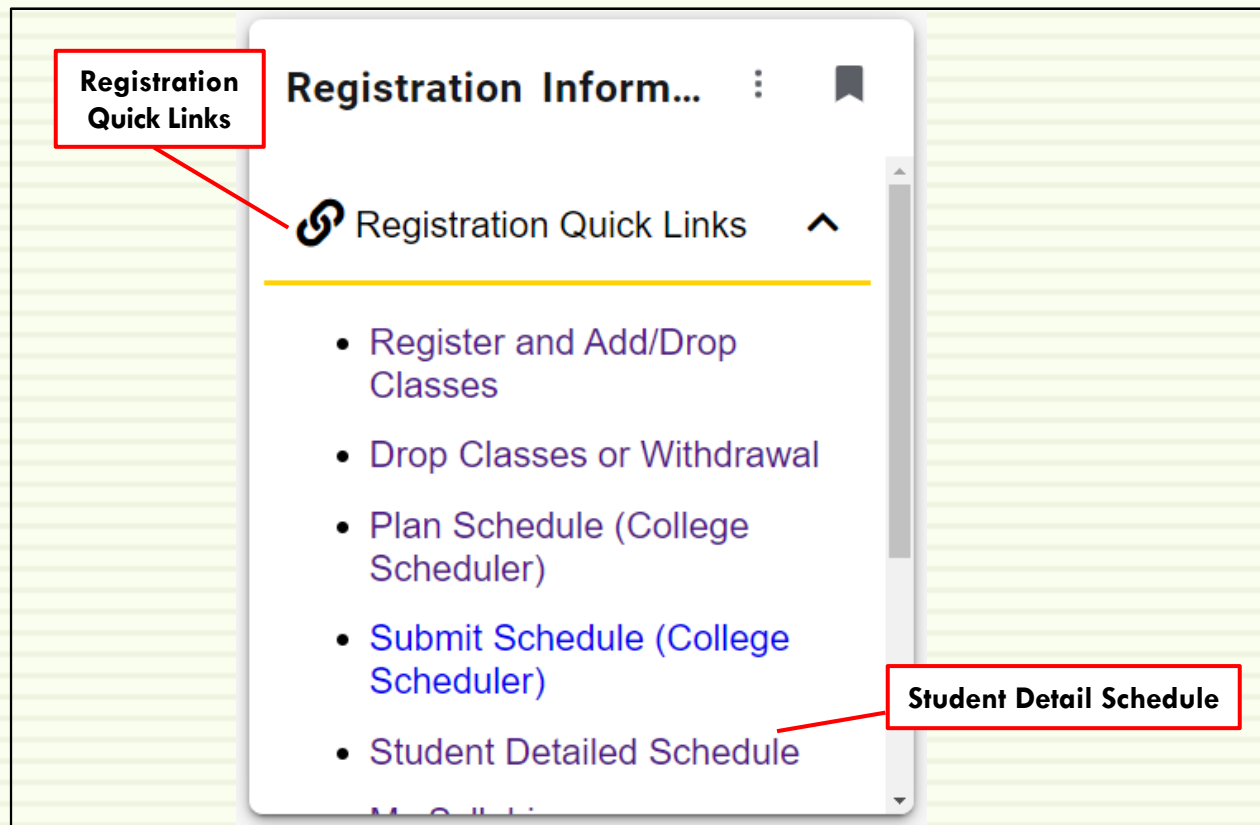
Enter the Course Reference Numbers (CRN) for the course(s) you have selected into the provided boxes. Click Submit Changes to enroll.

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

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 Quick Links section.

If you are registering for more than one semester (summer and fall), return to your Registration Quick Links section 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 Quick Links in the Registration Information card. 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 phone numbers are correct by selecting Update Addresses and Phones on the Person Information card.

Questions? Contact Us!

The Office of the Registrar

Monday – Friday, 8 a.m. – 5 p.m.

(479) 667-2117

ozark.registrar@atu.edu