# 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.
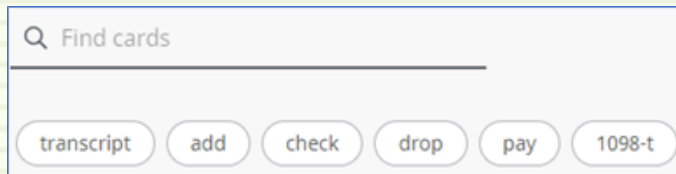
# Early Registration

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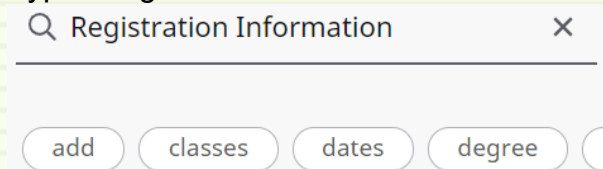
1. Click the menu icon in the upper-left-hand corner of the page next to the ATU logo.
2. Click Discover.
3. At the top of the page is a search field where you can search for cards or choose from a list of key words to narrow the results.

Q Find cards

transcript | add | check | drop | pay | 1098-t

**Click the bookmark to add this card to your home page.**
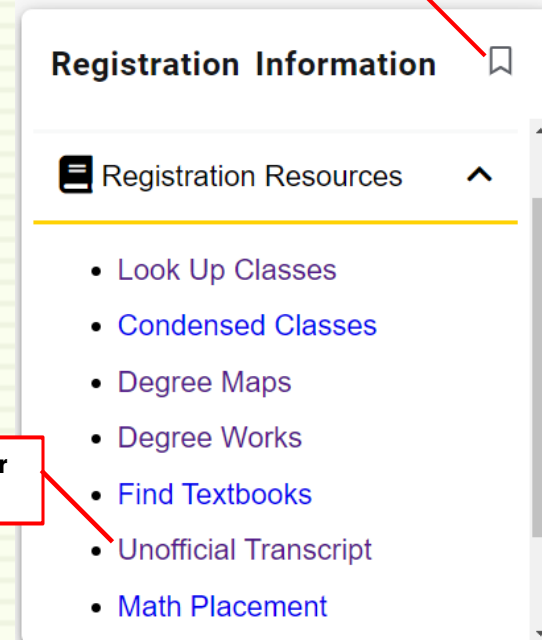
4. Type "Registration Information" in the search bar.

Q Registration Information ✕

add | classes | dates | degree

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

**Click here to view your unofficial transcript.**

**Registration Information** 🔖

📖 Registration Resources ⌃

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

# 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.



**Click Submit**



**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**
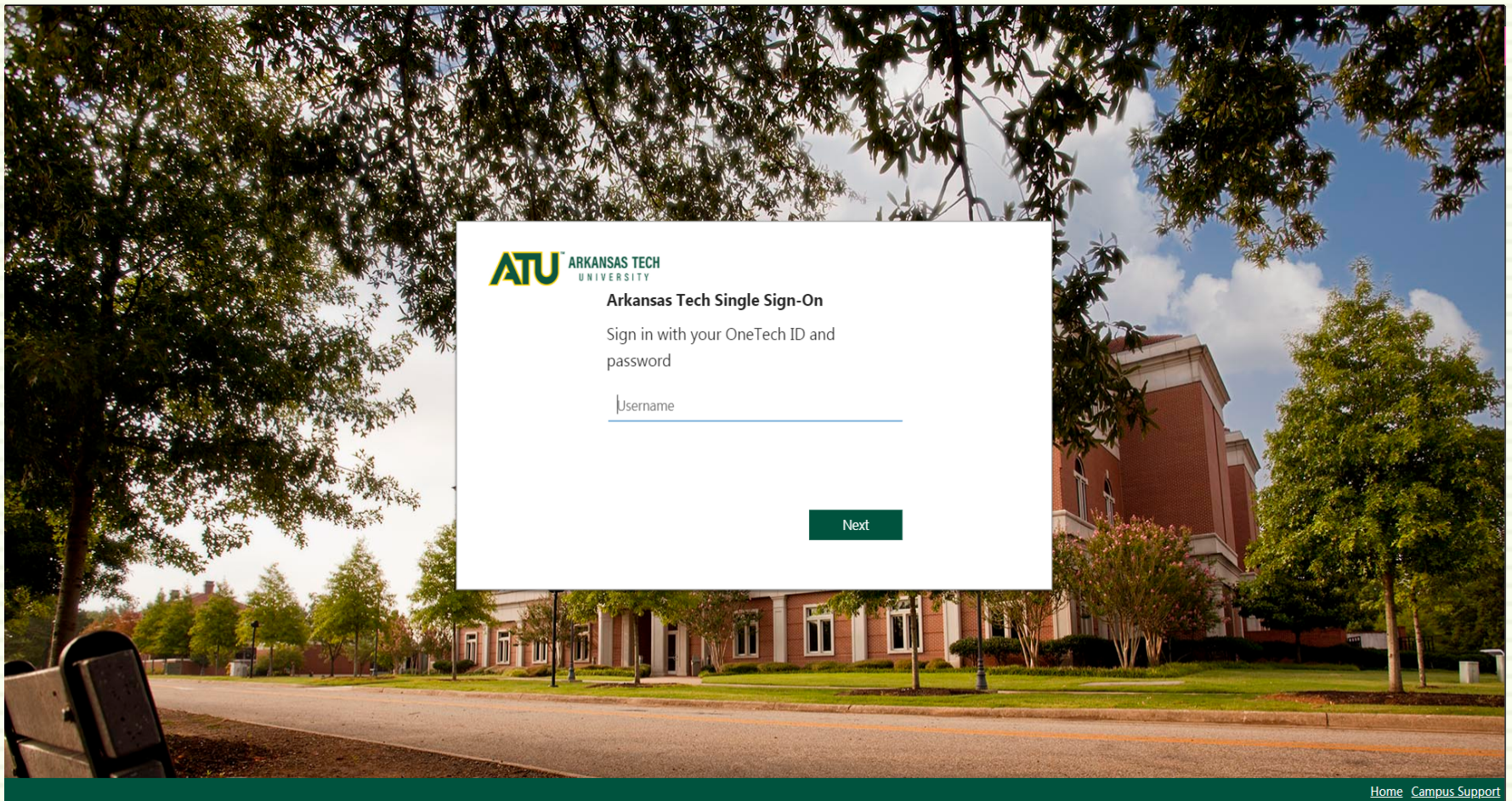
# How to Register Online

**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.**

Registration Inform...

Registration Quick Links

Registration Resources

Registration Eligibility

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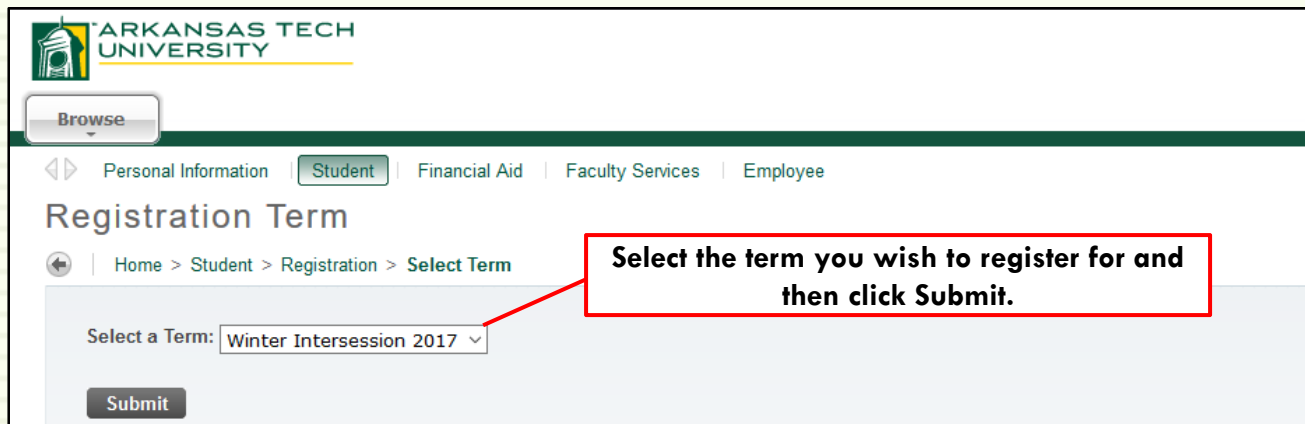
- **\*\*Note: College Scheduler Users: If you have planned your schedule using College Scheduler, and have sent your schedule to your cart, you will go to the Registration Quick Links section and select Submit Schedule (College Scheduler). You'll go to Step 3 (skip Step 4).**
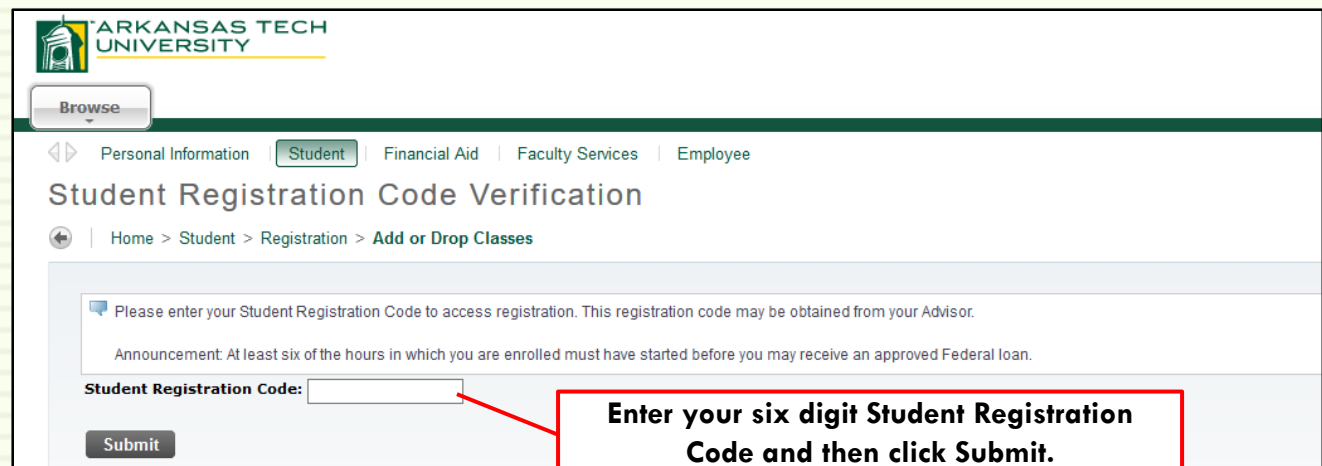
# How to Register Online

**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.**



ARKANSAS TECH UNIVERSITY

Browse

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

## Registration Term

Home > Student > Registration > **Select Term**

**Select the term you wish to register for and then click Submit.**

Select a Term: Winter Intersession 2017

Submit



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## Student Registration Code Verification

Home > Student > Registration > **Add or Drop Classes**

Please enter your Student Registration Code to access registration. This registration code may be obtained from your Advisor.

Announcement: At least six of the hours in which you are enrolled must have started before you may receive an approved Federal loan.

**Student Registration Code:**

Submit

**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.**

# 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.**
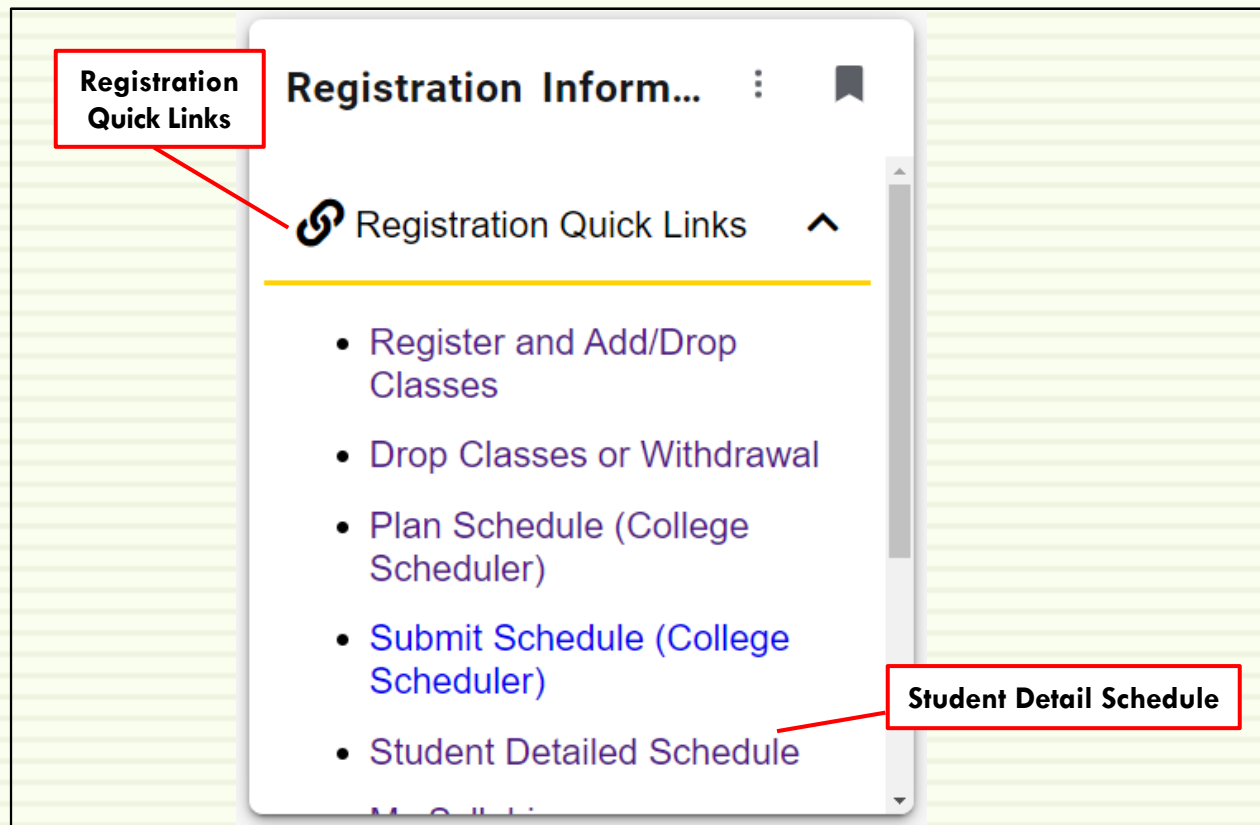
# Registered! Now what?

- 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 phones 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