NOVO Registration Demonstration

OFFICE of the REGISTRAR

November 13, 2015
WELCOME

• Kim Hahn, Assistant Registrar

• Rochelle Jones, Associate Registrar, Office of the Registrar, Academic Services Team;

• Lora Spaulding, Assistant Registrar, Office of the Registrar, Academic Services Team
“NOVO Registration” replaced “DART” as the registration system on July 16.

The new registration system was the result of a collaboration between Student Government and the Office of the Registrar.

NOVO stands for New Organization Via Online.
NOVO Overview

1. Registration Status and Holds
2. Browse Classes
3. Schedules
4. Add/Drop Classes
Registration Status and Holds

Check your Registration Status, Registration Time Ticket, and Holds
Registration Status and Holds
View registration status, update student term data, and complete pre-registration requirements.
Central Authentication Service (CAS)

Sign in

NetID: [cotter]
Password: [********]

Warn me before logging me into other sites.

LOGIN

Forgot Password?

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!
SELECT A TERM

Terms Open for Registration

Spring Semester 2016

Continue
PREPARE FOR REGISTRATION

Registration Status

Term: Fall Semester 2015

- You have no holds which prevent registration.
- Time tickets allow registration at this time. Please register within these times: 04/17/2015 07:30 AM - 04/17/2015 11:59 PM 04/16/2015 12:00 AM - 09/01/2015 11:59 PM
- Your class standing for registration purposes is Non-Degree Student
- Your Student Status prevents registration.
- Your academic status - permits registration.

Earned Hours

- You have Earned Hours for Level: Employee Non-Degree, Institution Hours: 0, Transfer Hours: 0
- You have Earned Hours for Level: Law, Institution Hours: 99, Transfer Hours: 0
Browse Classes

View Course Offerings for Current and Previous Terms
Public Access through Registrar.nd.edu
Student Access through InsideND

- Academic Calendars
- Browse Classes
- Course Information
- eForms
  - Enrollment Verification
- Grades
- Graduation Information
- Graduation Progress System
- ND Roll Call
- Personal Information
- Registration - Novo
  - Novo Registration (Add/Drop Classes)
  - Browse Classes
  - Pin Look Up
  - Schedules
- Registration - DART (OLD)
- Schedules
- Transcripts
- Useful Resources
  - Week at a Glance
  - View My Test Scores

Important Dates
- Fall 2015 Semester
  - ND Roll Call (Enrollment): 8/19-9/1
  - 1st Class Day (Law, GB, SMC): 8/24
  - 1st Class Day: 8/25
  - Last date for all class changes: 9/1
  - Labor Day - classes are in session: 9/7
Search by term – but previous terms are “VIEW ONLY”
Use the Basic Search Screen or use Advanced Search for more options.
Check the Box “Open Sections Only” to search for only classes with available seats
Subject, Course Number and Course Number Range give more search options. Also, Subject is *no longer a mandatory* field.
Unless you choose a campus from the dropdown, you will search ALL campuses by default.
KEYWORD and TITLE are both freeform fields but: KEYWORD works like a google search returning every instance including your keyword whereas TITLE requires “Wild Card” of % if searching by just a portion of the title.
Examples of how to Search KEYWORD and TITLE

Keyword Search
• Looking for any mention of “poverty”?
• Search “poverty”

Title Search
• Looking for any course title including the word “poverty”?
• Search “%poverty%”
Allows schedule building based upon geographical location of class
Instead of searching by term, search by date to find courses from multiple terms.
<table>
<thead>
<tr>
<th>Attribute</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td>Easley, Robert</td>
</tr>
<tr>
<td>Departments</td>
<td></td>
</tr>
<tr>
<td>Part Of Term</td>
<td></td>
</tr>
<tr>
<td>Credit Hour Range</td>
<td>to   hours</td>
</tr>
</tbody>
</table>
Use this feature to search all courses taught by specific professor in the past 10 years...
Schedules

Viewing, Emailing, Downloading your Class Schedule
Viewing, Emailing, Downloading your Class Schedule

Registration Status and Holds
View registration status, update student term data, and complete pre-registration requirements.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

Add/Drop Classes
Search and register for your classes. You can also view and manage your schedule.

Schedules
View your past schedules and your ungraded classes.
Choose from a list of terms that you attended Notre Dame to view your schedule
View details of your current or past schedules
### Summary

**Term:** Spring Semester 2016

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course ID</th>
<th>Title</th>
<th>Hours</th>
<th>Grade Mode</th>
<th>Level</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>21334</td>
<td>MUS 10221, 01</td>
<td>Glee Club</td>
<td>0</td>
<td>Satisfactory/Unsatisfactory</td>
<td>Undergraduate</td>
<td>11/10/2015</td>
</tr>
<tr>
<td>21530</td>
<td>MUS 10210, 01</td>
<td>Choir</td>
<td>0</td>
<td>Satisfactory/Unsatisfactory</td>
<td>Undergraduate</td>
<td>11/10/2015</td>
</tr>
<tr>
<td>23521</td>
<td>MUS 10131, 01</td>
<td>Introduction to Jazz</td>
<td>3</td>
<td>Standard Letter</td>
<td>Undergraduate</td>
<td>11/10/2015</td>
</tr>
<tr>
<td>26023</td>
<td>FYS 10000, 01</td>
<td>Moreau Neighborhood</td>
<td>0</td>
<td>No Grade Given</td>
<td>Undergraduate</td>
<td>11/09/2015</td>
</tr>
</tbody>
</table>

### Schedule

**Schedule for Spring Semester 2016**

<table>
<thead>
<tr>
<th>Schedule Details</th>
<th>Schedule Details</th>
</tr>
</thead>
</table>

**Weekly Schedule:**

- **Monday:**
  - Introduction to Jazz

- **Tuesday:**
  - Introduction to Jazz

- **Wednesday:**
  - Introduction to Jazz

- **Thursday:**
  - Introduction to Jazz

- **Friday:**
  - Introduction to Jazz

- **Saturday:**
  - No Schedule
### Spring Semester 2016 Schedule

<table>
<thead>
<tr>
<th>Title</th>
<th>Course Details</th>
<th>Credit Hours</th>
<th>CRN</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glee Club MUS 10221 D1</td>
<td>MUS 10221 D1</td>
<td>0.0</td>
<td>21334</td>
<td>01/12/2016 - 04/27/2016 Monday, Tuesday, Wednesday, Thursday, Friday 17:00 - 18:00 Shove, Daniel</td>
</tr>
<tr>
<td>Chorale</td>
<td>MUS 10210 D1</td>
<td>0.0</td>
<td>21530</td>
<td>01/12/2016 - 04/27/2016 Monday, Wednesday 18:45 - 20:30 Bächly, Alexander</td>
</tr>
<tr>
<td>Introduction to Jazz</td>
<td>MUS 10131 D1</td>
<td>3.0</td>
<td>23521</td>
<td>01/12/2016 - 04/27/2016 Tuesday, Thursday 11:00 - 12:15 Dwyer, Lawrence</td>
</tr>
<tr>
<td>Moreau Neighborhood</td>
<td>FYS 10000 D1</td>
<td>0.0</td>
<td>29923</td>
<td>01/12/2016 - 04/27/2016 Dawson, Maureen</td>
</tr>
</tbody>
</table>

Total Hours | Registered: 3 | Billing: 3 | CEU: 0
Add/Drop Classes

Creating and Changing Your Class Schedule
What would you like to do?

**Registration Status and Holds**
View registration status, update student term data, and complete pre-registration requirements.

**Add/Drop Classes**
Search and register for your classes. You can also view and manage your schedule.

**Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.

**Schedules**
View your past schedules and your ungraded classes.
SELECT A TERM

How would you like to search?  

- Term  
- Date Range

Terms Open for Registration

- Fall Semester 2015
Screen divided into three panels with toggle buttons to change views.
Top Panel has 3 Tabs: Find Classes, Enter CRNs, and Schedule and Options
Find Classes allows you to ADD the class to your summary
Once added to the **Summary** panel, status will display as “Pending” and appear with diagonal gray/white coloring on **Schedule** panel.
You must press SUBMIT to process the “Pending” classes
Courses without errors will appear in bold colors on the Schedule panel, a status of “Registered” in the Summary panel and the Notification of “Save Successful”
Courses with errors will appear in pink on the Schedule panel, a status of “ErrorPrevents...” in the Summary panel and the Notification will list ALL errors.
To “Remove” courses with the errors from your Summary panel, SUBMIT again. Exception: if error is “Missing Coreq”, add the required coreq to Summary panel, change action from “Remove” to “Web Registered” and SUBMIT again.
As you build your schedule, future searches will identify Time Conflicts.
If the CRNs are known, go to Enter CRNs tab to add the classes to your Summary panel
HELPFUL HINTS

Crosslisted Classes – Comparison of Browse Classes and Class Search
A search in **Browse Classes** shows the class THEO 40245 is FULL with 0 of 28 Seats available. You can see that the class is crosslisted as CNST 40601 and MI 40433 but not if there are seats remaining in the crosslisted sections.
Class Search provides a clearer view of remaining seats in a crosslisted class.
HELPFUL HINTS

Determining Seat Allocations – Comparison of Browse Classes and Class Search
A search in *Browse Classes* shows the class THEO 20103 Sec 01 with 1 remaining seat but what you don’t know is that you must be a Sophomore to register for this remaining seat.
Class Search provides a breakdown of the allocations when a course has been set up with seats allocated to different student classifications.
HELPFUL HINTS

Variable Credit Classes
Step 1: Register for the variable credit class – it will default to lowest credit hour permitted
Step 2: Go to *Schedule and Options* tab and locate your variable credit class in the *Summary*. Variable credits are underlined and in light blue font indicating it is a modifiable field. Click on the credit hour number you want to change.
Step 3: Enter the desired credit hours. SUBMIT to save your change.
HELPFUL HINTS

Conditional Add/Drop
Step 1: Add new class to your Summary panel
Step 2: For the class you want to drop, change the dropdown menu from “None” to “Web Dropped” in the Action column.
Step 3: Check the *Conditional Add and Drop* box, then SUBMIT
Step 4: Confirm “Save Successful” Notification and that Summary panel reflects the Add/Drop. Note: if the swap is not successful, the error will be displayed and no change will be made to your schedule.
HELPFUL HINTS

Forgotten PIN Lookup
If you lose your PIN…

This only works if you have entered your PIN previously
NOVO Registration Help

- Take a Screen Shot to demonstrate your problem or of any error you may receive
- Email to the new registration email account: NOVO@nd.edu
- Call Registrar’s Office at 574-631-7043