New Student Registration Orientation

Registration is the process of selecting and registering for your classes each semester. For future semesters you will be allowed to register in advance along with other continuing students.

Registration Checklist:
- Obtain your NetID and password
- Contact the department of your major to obtain academic advising, course selection information, and department orientation
- Log into insideND
- Search using the words - Task Center
- Scroll down to the “Search Results: Task Center” section
- Select the “Student Academic Services” Task Center (Click on the heart symbol to make it a favorite)
- Select the “NOVO – Registration Add/Drop Classes” task icon
- Use the “Registration” menu page to:
  - Check for your Registration Time/Status and Holds
  - Select Browse Classes to find the classes into which you and your advisor have agreed you will register
  - Select Add/Drop Classes to register for your classes
  - Select Schedule to view your class schedule
- Complete ND Roll Call

Check for your Registration Status/Time and Holds:
- Go to NOVO task icon
- From the “Registration” menu page select “Registration Status and Holds”
- View your registration time
- (If there is a Hold, contact the office listed as being responsible for the Hold. After the Hold is cleared you can continue with the Registration and ND Roll Call processes.)

Search/Browse for Classes:
- Go to the NOVO task icon
- From the “Registration” menu page select “Browse Classes”

Registration for Your Classes:
- Go to the NOVO task icon
- From the “Registration” menu page select “Add/Drop Classes”

Add a Class:
- After selecting “Add/Drop Classes”
- Select the term for which you want to register page is displayed
- The “Register for Classes” page is displayed
- Select the “Find Classes” tab to browse for classes and add them to your pending schedule, (note: you may want to select the “Open Sections Only” feature.)
- Select the “Enter CRNs” tab to directly enter the CRN of each class (one CRN per box)
- Note: you may also “swap” classes by checking the box for “Conditional Add and Drop” (located next to the “Submit” button)
- Click on “Submit” when you have finished entering your CRNs. (Note: classes with a co-requisite must be added at the same time.)
- Verify the classes that were added
- Exit the worksheet screen when you are finished
Drop a Class:
- After selecting “Add/Drop Classes”
- Select the term for which you want to register page is displayed
- The “Register for Classes” page is displayed
- In the “Summary” section, locate the class that you wish to drop.
- In the drop-down box associated with that class select “Web Dropped” (You may drop more than one class each time you enter the form. You may also add additional classes before you “Submit”.)
- Note: you may also “swap” classes by checking the box for “Conditional Add and Drop” (located next to the “Submit” button)
- Click on “Submit”
- Verify the class has been removed from your schedule
- Exit the worksheet screen when you are finished

Add a Variable Credit Hour Class:
- Add the class to your schedule
- Go to the “Schedule and Options” tab
- A new screen will display
- Find the class you wish to change (from list of your classes)
- Select the number of credit hours you wish to take for this class
- Save

How to list a class as an Audit:
Only graduate level students may audit a class. All Audits must be declared by the sixth class day of the semester. For Summer Session the deadline is the same as the last day to drop the class.

- Add the class to your schedule.
- Graduate School students must receive permission of the instructor and then go to the Graduate School “Course Audit Request” task on insideND.
- Graduate Architecture, Graduate Business, and Law School students contact your college/school to request that a class be listed as “Audit” (specify the CRN, Department, Course, and Section number).
- If approved, the “Audit” will be assigned to the class by the appropriate office (ex: Graduate School for graduate students or Law School for law students).

All regulations and restrictions pertaining to a class and maximum credit hours allowed for the semester remain in effect whether the class is taken for “Audit” or “Credit”.

How to list a class as Pass/Fail:
Only undergraduate Juniors or Seniors may use the Pass/Fail option.

- Add the class to your schedule.
- Go to the office of your academic dean.
- Request that the class be listed as Pass/Fail.
- After advising with your academic dean, and at the discretion of the dean, you may be assigned a Pass/Fail for that class by the academic dean.

All regulations and restrictions pertaining to a class and maximum credit hours allowed for the semester remain in effect whether or not the class is taken for “Pass/Fail” or “Credit”.
Pass/Fail is not an option for Summer Session classes.
ND Roll Call:
ND Roll Call is a required process which informs the University that a student is attending a particular semester. This is separate from registration. An e-mail, with instructions, will be sent to you on the day ND Roll Call is available.

Other information available on insideND search:
- **Academic Calendars** – View Academic calendars.
- **Browse Classes** – Search for classes offered.
- **Checklist for Newly Admitted Graduate Students**
- **Class Schedule** – Look up your class schedule through insideND, including the meeting place and time.
- **CRN** – Course Reference Number (CRN) is a unique 5 digit number assigned to a specific class and section. The CRN is used during registration to request a specific class and section. CRN’s are found in all class searches.
- **E-mail Account** – your e-mail can be accessed, using your NetId and Password.
- **Financial Aid** – Link to the Office of Financial Aid.
- **ID Card and Meal Plans** – Link to information on obtaining your ID card and Meal Plans.
- **Immunizations** – All students must have their immunization information on file with Health Services. Failure to do so will cause a “Hold” to be placed on registration and other services.
- **insideND** – access to registration, enrollment, class schedule, grades, transcript request, and personal information.
- **International Students** – All non-US citizens must have their VISA information on file with the Immigration Services Office. Failure to register your VISA information will result in a “Hold” being places on your registration, enrollment, transcripts, verifications, library privileges, food service, payroll and other services of the University.
- **ndID** – This is your student ID number. It is found on the front of the student ID card.
- **ND Roll Call** – is a required process to let the University know that a student is attending a particular semester. This is separate from registration. An e-mail will be sent to you on the day ND Roll Call is available.
- **NetID and Password** – Information on obtaining your NetID and password.
- **Office of the Registrar**
- **Parking and Security** – Information on registering your vehicle and obtaining a parking pass.
- **Privacy** – Your rights under FERPA, privacy of personal and academic information.
- **Time Ticket** – A date and time assigned to each students which denotes the beginning and end of that student’s registration period. View your registration time on insideND.
- **Transcript Request** – Information on requesting a transcript.
- **Verification Request** – After you have completed your ND Roll Call, the University of Notre Dame can verify your attendance. Verification is for only current or past semesters. The University does not verify attendance for future semesters.

If you have registration problems please email NOVO@nd.edu or call, during office hours, 574-631-7043.