

HOW TO REGISTER FOR CLASSES

Add or Drop Classes:

- ❖ Go to insideND
- ❖ Search using the words – Student Academic Services 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” task icon
- ❖ From the Registration menu page select “Add/Drop Classes”
- ❖ A “REGISTER FOR CLASSES” page will be displayed
- ❖ If searching for classes go to the “Browse Classes” option
- ❖ To Add/Drop classes use the information below

Add a Class:

- Select the “Enter CRNs” tab
- Key in the CRN of each class for which you want to register
(One CRN per field)
- Click “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
- If there are classes for which you do not qualify there will be a registration error displayed in the upper right corner of your screen
- Exit when you are finished

Drop a Class:

- Go to the “Summary” panel and locate the class that you wish to drop
- In the drop down associated with that class select “Web Dropped”
- Click “Submit”
- Verify the class has been removed from your schedule
- Exit when you are finished

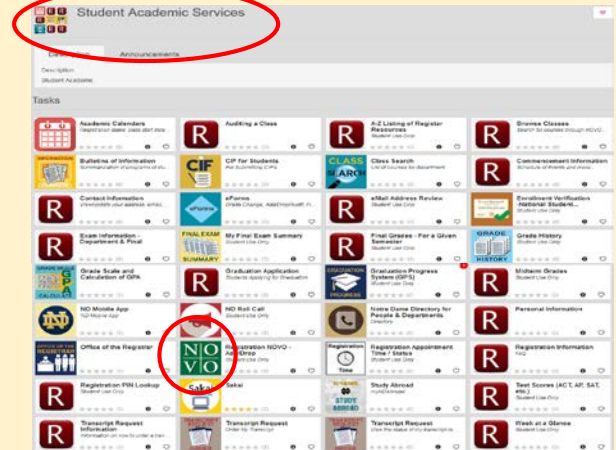
Add a Variable Credit Class:

- Add the class to your schedule
(Variable credit classes will be added with the minimum credit hour value)
- Select “Schedule and Options” tab from the "Register for Classes" page
- Find the variable credit hour class that you wish to change
- Enter the number of credit hours for which you wish to register
- Click “Submit”

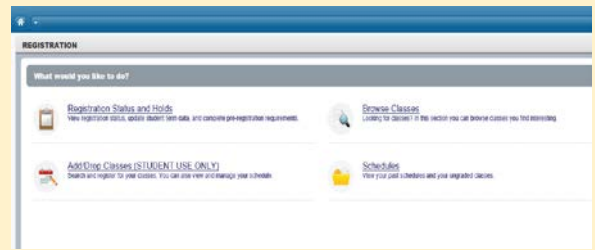
Detailed Information:

- Please go to the Office of the Registrar web page at <http://registrar.nd.edu> and select the “Registration” tab

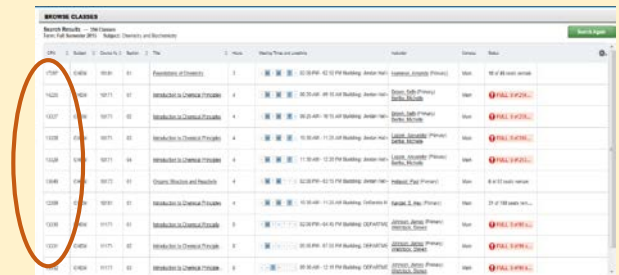
Student Academic Task Center



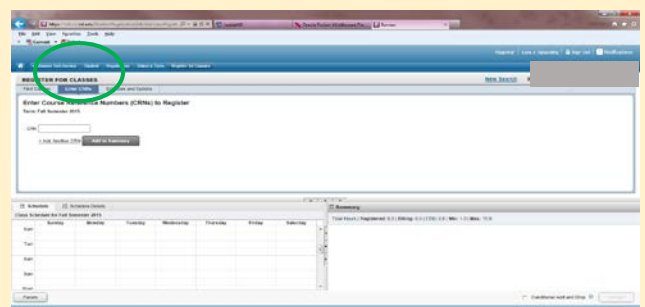
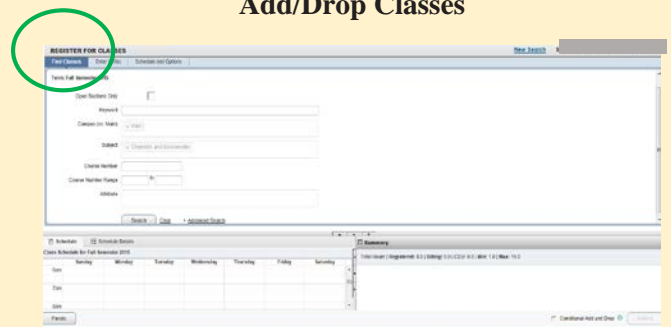
Registration Menu Page



Browse Classes



Add/Drop Classes



Registration Information

Reference Information

- ✦ **Academic Calendars** – <http://registrar.nd.edu>
- ✦ **Class Schedule** – Look up your class schedule through NOVO, including the meeting place and time.
- ✦ **Class Searches** – Search insideND for classes offered by semester
- ✦ **Colleges and Schools** – Link to web sites for all Notre Dame Colleges and Schools from Notre Dame home page at <http://nd.edu>
- ✦ **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** – <http://www3.nd.edu/~finaid/>
- ✦ **Housing** – <http://housing.nd.edu/>
- ✦ **ID card and Meal Plans** – <http://food.nd.edu/meal-planscard-services/>
- ✦ **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” placed 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 different from registration. Registration is adding courses to a student's schedule. A separate 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.
- ✦ **Notre Dame Home Page** – <http://nd.edu>
- ✦ **Office of Information Technology (OIT)** - <http://oit.nd.edu>
- ✦ **Office of the Registrar** – <http://registrar.nd.edu>
- ✦ **Parking and Security** – <http://ndsp.nd.edu/>
- ✦ **Privacy** – Your rights under FERPA, privacy of personal and academic information at <http://registrar.nd.edu/students/ferpa.php>
- ✦ **Registration** – <http://registrar.nd.edu>
- ✦ **Student Accounts** – Individual student financial account information available through insideND
- ✦ **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** – <http://registrar.nd.edu/students/transcripts.php>
- ✦ **Verification Request** – <http://registrar.nd.edu/students/verifications.php>

Registration Checklist

- ✓ Obtain your NetID and password
- ✓ Contact the department of your major (First Year of Studies for Freshmen) to obtain academic advising and course selection information
- ✓ Use **Browse Classes** to find the classes for which you and your advisor have agreed you will register. Find the Course Reference Number (CRN) for those classes.
- ✓ Check **Registration Status and Holds**. The Registration Status will show your registration time and the Holds will show you any Hold that may keep you from registering. *(If there is a Hold, contact the office listed as being responsible for the Hold. The Hold must be removed prior to registration.)*
- ✓ Register for your classes through NOVO

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 fill in the Graduate School audit request form found on insideND – search “Audit Classes”
- 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”.

Only Undergraduate Juniors or Seniors may use the PASS/FAIL option

“Each junior or senior undergraduate may file with their dean during the first six class days of the semester the decision to take one elective course, outside the student's major department and not required by the student's program, per semester on a pass-fail basis. Such a filing is irrevocable and will result in conversion by the registrar of the instructor's final grade report into an entry of P (“pass”) or F (“fail”) on the student's record. The instructor will not be informed that the student has elected the pass-fail grading option. The registrar will interpret the final grades of “A” through “D” as “pass”. If a final grade of “F” is issued, it will be computed into the student's grade point average” (as an F grade). (Academic Code 19.1)

- 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”.