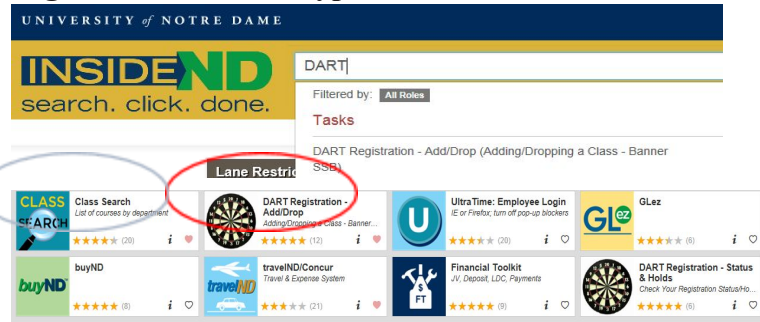


How to Register Using - DART

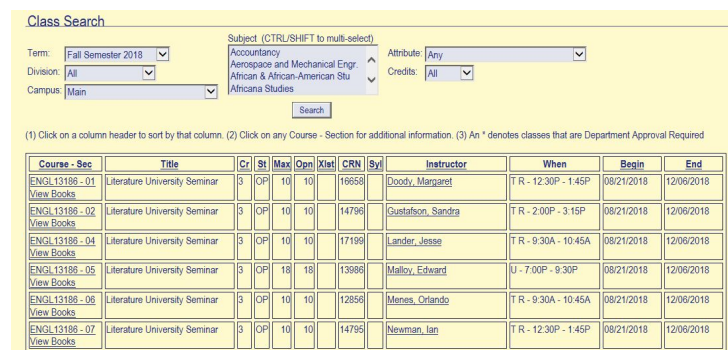
Go to insideND

Look up classes - Type "Class Search" in search bar

Register for classes - Type "DART" in search bar

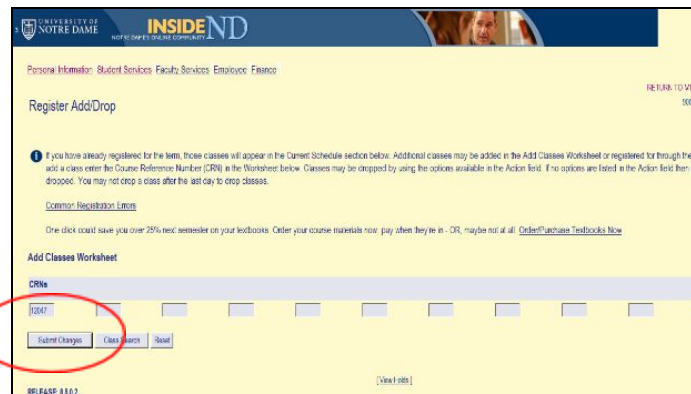


Class Search



DART

Register Add/Drop



Register Add/Drop – after registering for classes



Search for Classes:

- Select "Class Search" icon
- Choose the term
- Fill in the parameters
- Scroll or filter to find the class
- Write down the CRN (found in the center column)

Add a Class:

- Select the "DART Registration – Add/Drop" icon
- Select the term
- A "Register: Add/Drop" worksheet page will be displayed
- Scroll down the worksheet and key in the CRN of each class. One CRN per box. (Note: classes with a co-requisite must be added at the same time.)
- Click on "Submit Changes"
- Verify the classes that were added
- Scroll down the worksheet to the "Registration Errors:" section to view any classes that may not have been added along with the reason they were not added
- Continue to use the worksheet to add classes
- Exit the worksheet screen when you are finished

Drop a Class:

- Select the "DART Registration – Add/Drop" icon
- Select the term
- A "Register: Add/Drop" worksheet page will be displayed
- Locate the class that you wish to drop
- In the drop down associated with that class select "Web Dropped"
- (You may drop more than one class each time you enter the form or you may add additional classes using the worksheet.)
- Click on "Submit Changes"
- Verify the class has been removed
- Exit the worksheet screen when you are finished

Add a Variable Credit Class:

- Select the term
- A "Register: Add/Drop" worksheet page will be displayed
- Add the class to your schedule
- Look on your schedule and find the credit hours associated with the class
- Click on the credit hours of the class you wish to change
- 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
- Exit the worksheet screen when you are finished

Registration Checklist

- ✓ Obtain your NetID and password
- ✓ Contact the department of your major to obtain academic advising and course selection information
- ✓ Use **Class Search** to find the classes for which you and your advisor have agreed you will register. Write down the Course Reference Number (CRN) for those classes. (You will need the CRN to key into the Registration Worksheet.)
- ✓ Check **DART 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 insideND

Web Sites to Remember

University of Notre Dame – <http://nd.edu>
insideND – <http://inside.nd.edu>
Office of the Registrar – <http://registrar.nd.edu>

Help

E-mail – novo@nd.edu
Phone – 574-631-7043 (Office of the Registrar)
Phone – 574-631-8111 (Help Desk – Office of Information Technology)

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.
- 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”.