NOVO Registration Demonstration

OFFICE of the REGISTRAR
October 30, 2019
WELCOME

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

• Lora Spaulding, Assistant Registrar, Office of the Registrar, Academic Services Team

• Joseph Gettinger, Assistant Registrar; Applied Technology for Academic Services
NOVO Overview - 4 Components

1. Registration Status and Holds
2. Browse Classes
3. Schedules
4. Add/Drop Classes
NOVO Homepage has links to all four components
1. Registration Status and Holds

Check your Registration Status, Registration Time Ticket, and Holds
NOVO Registration Status and Holds
Access through InsideND Task
Registration Status and Holds
View registration status, update student term data, and complete pre-registration requirements.
All green check marks indicate student is ready to register
<table>
<thead>
<tr>
<th>Status</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>You have no holds which prevent registration.</td>
</tr>
<tr>
<td>☹</td>
<td>Time tickets allow registration at this time. Please register within these times: 04/17/2015 07:30 AM - 04/17/2015 11:59 PM 04/18/2015 12:00 AM - 09/01/2015 11:59 PM</td>
</tr>
<tr>
<td>☹</td>
<td>Your class standing for registration purposes is Non-Degree Student</td>
</tr>
<tr>
<td>☹</td>
<td>Your Student Status prevents registration.</td>
</tr>
<tr>
<td>✔</td>
<td>Your academic status permits registration.</td>
</tr>
</tbody>
</table>

Red Exclamations must be resolved before student can register
Type of hold is explained
Browse Classes

View Course Offerings for Current and Previous Terms
Public Access through Registrar.nd.edu
Authenticated Access through InsideND
Looking for classes? In this section you can browse classes.
Search by term – but previous terms are “VIEW ONLY”
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.
Unless you choose a campus from the dropdown, you will search ALL campuses by default.
Use the Basic Search Screen or use Advanced Search for more options
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
Enter Your Search Criteria
Start Date: 08/26/2005, End Date: 08/24/2015

Course Number Range

Attribute

Title

College

Instructor: Easley

Departments: Easley, Robert

Part Of Term

Credit Hour Range: to hours
Use this feature to search all courses taught by specific professor in the past 10 years...
Schedules

Viewing, Emailing, Downloading your Class Schedule
Student Access through InsideND
Viewing, Emailing, Downloading 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.

- **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
**Fall Semester 2019 Schedule**

**Classification:** Non-Degree  
**Level:** Employee Non-Degree  
**College:** Employee  
**Major:** None  
**Department:** Undeclared

<table>
<thead>
<tr>
<th>Title</th>
<th>Course Details</th>
<th>Credit Hours</th>
<th>CRN</th>
<th>Meeting Times</th>
</tr>
</thead>
</table>
| Data Visualization | CSE 60838 01   | 3.0          | 20654 | 08/27/2019 - 12/12/2019  
                        |                |             |       | Monday, Wednesday, Friday  
                        |                |             |       | 11:30 - 12:20  
                        |                |             |       | Main, DeBartolo Hall, 319  
                        |                |             |       | Wang, Chaoli              |

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

Creating and Changing Your Class Schedule
Student Access through InsideND
Add/Drop Classes
Search and register for your classes. You can also view and manage your schedule.
Select a Term

How would you like to search?

Term  Date Range

Terms Open for Registration

Fall Semester 2019
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.

<table>
<thead>
<tr>
<th>Crosslist Information</th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEO 40245 01, CRN 19749 (Primary)</td>
<td>28</td>
<td>28</td>
<td>0</td>
</tr>
<tr>
<td>CNST 40601 01, CRN 20250</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>MI 40433 01, CRN 20651</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
<td><strong>28</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>
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 “Drop Class” 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 there has been activity on your schedule. Please contact your advisor or advising dean on how to obtain your PIN.
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