

Instructions for Registering for Classes in EdNet

1. Log in to your EdNet account.
2. Select *Student & Financial Aid* from the main menu.
3. Select *Registration*.
4. Select *Check Your Registration Status*. Select the term you wish to enroll in classes for and select *Submit*. Review the information to assure your registration status will allow you to continue or you are not permitted to register. The information will indicate the following:

If you have no holds or if you have a hold which prevents registration

If your academic standing permits or prevents registration

academic advisor after you

Possible Registration Messages/Errors

Academic Standing Prohibits Registration -

Maximum Hours Exceeded - Message indicates the student is attempting to register for more than the maximum number of credit hours allowed. The maximum number of credit hours allowed are:

Fall and Spring semesters = 18 credit hours

Summer term = 12 credit hours

Students on Academic Probation = 15 credit hours

Students enrolling for the semester immediately following a first suspension = 6 credit hours

Students who wish to enroll in credit hours above the maximum allowed will need to complete and submit a _____ c advisor.

Not Enrolled Since Readmit Term - Message indicates the student has not attended for at least one academic year and therefore cannot register. Student must reapply for admissions.

Open - Waitlist Filled - Message indicates a seat or seats are available in the section, but a waitlist exists and is full. The class is open because a student has dropped the class, but only students on the waitlist can register for the section. Student will need to pick another section.

Open - xx Waitlisted - Message indicates a seat or seats are available in the section, but a waitlist of xx students exists. The number of students on the waitlist will be displayed in place of the xx in the message. Student can either select to be added to the waitlist or select another section.

- Message indicates a student is trying to register for a course which was already taken for the maximum number of times allowed. For example, MUSC 111 may be repeated for up to four times for credit. If a student attempts to register for MUSC 111 for a fifth time, this message will display.

Section Status Prohibits Registration for this Section - Message indicates the selected course is not available for the term selected. This may be because the course is not being offered and therefore is not active or the course was available but has been canceled and no longer is available. Student will need to choose another course.

Student Status Prohibits Registration - Message indicates your status is not Active and you are not eligible to register for classes. This error is often the result of when a student has not been enrolled at Glenville State College for over a year and has been changed to an Inactive status. Student will need to reapply for admissions in order to be eligible to register for classes.

- Message indicates a registration records already exists for a
cours
course the student is attempting to register for. Student needs to select another section.

If a student receives any of the above messages while attempting to register for classes and believes the message is in error, the student should contact their academic advisor, a department secretary at aa.secretaries@glenville.edu or the Registrar at registrar@glenville.edu. If there is indeed an error or there are extenuating circumstances requiring a restriction override, approval by the appropriate individual or department is required.