

## Directions for Registering for Courses 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 courses 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
  - If your student status permits or prevents registration
  - Will show your course standing (senior, junior, sophomore, freshman)

If you have a hold on your account, you may select ***View Holds*** at the bottom of the page for more information. You will need to take care of holds which prevent registration before you will be able to register for courses. If you have all green check marks and are permitted to register, continue with the steps below.

5. Select ***Look Up Courses*** from the selections at the bottom of the page.
6. You must select at least one subject to perform a course search. You may select multiple subjects by holding down the CTRL key. Select ***Course Search*** to display courses. Selecting ***Advanced Search*** will enable you to search by instructor, part of term, day and time, campus, etc.
7. Courses being offered for the term you selected within the subject(s) you selected will be displayed.
8. To view the number of sections being offered for a course, select ***View Sections***. All sections for the specific course you have selected will appear. Information displayed will include the 4-digit CRN, subject (Subj), the course (Crse), section number (Sec), campus location (Cmp), number of credits the course is (Cred), days/times, enrollment cap (Cap), actual number of students enrolled in the course already (Act), spots remaining in the course (Rem), what the waitlist cap is (WL Cap), how many students are currently on the waitlist for the course (WL Act), how many spots still remain on the waitlist (WL Rem), instructor, beginning and ending dates for the course (Date), location which is the building and room number, and the course attributes. Some items to note:
  - A “W” included with the section number means the course is web based. (01W, 02W)
  - A



registration worksheet but you will not actually be registered for the course until you select ***Submit Changes***.

11. Once you select your courses and select Register or Add to Worksheet, you will be prompted to enter your 6-digit registration PIN. Your PIN will be provided to you by your academic advisor after you meet with them to discuss your course schedule. After you enter your PIN, select ***Submit***.

12. After submitting your PIN, the course(es) you selected will appear as **\*\*Web Registered\*\*** under the Status and you may see something similar to below: so0.60.004 Tc ppeitedf-6 (e.002 Tw f)3 ( a c)



***Linked Course Required*** - Message indicates registration for the desired course requires registration in a corresponding linked section. Students must also register for the linked section indicated. This is common if a student attempts to register for a lecture section with a linked lab section and does not have one of the sections on the registration worksheet.

***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:

Undergraduate Students

Fall and Spring semesters = 18 credit hours

Summer term = 12 credit hours

Students on Academic Probation = 15 credit hours

Graduate Students

Fall and Spring semesters = 9 credit hours

Summer term = 6 credit hours

Students on Academic Probation = 3 credit hours

Students who wish to enroll in credit hours above the maximum allowed will need to complete and submit a "Request to Carry Extra Hours" form with their academic advisor.

***Not Enrolled Since Readmit Term*** - Message indicates the student has not attended for at least

been enrolled at Glenville State University for over a year and has been changed to an Inactive status. The student will need to reapply for admissions in order to be eligible to register for courses.

***Time Conflict with 'xxxx xxx'*** - Message indicates a registration records already exists for a course (message will list the course instead of 'xxxx xxx') which will be meeting at the same days and time(s) as the course the student is attempting to register for. Another course section will need to be selected.

If a student receives any of the above messages while attempting to register for courses and believes the message is in error, the student should contact their academic advisor or a department secretary at [aa.assistants@glenville.edu](mailto:aa.assistants@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 and the override will be processed in the Academic Affairs Office.