



Online Registration

Fall 2007

William Woods University

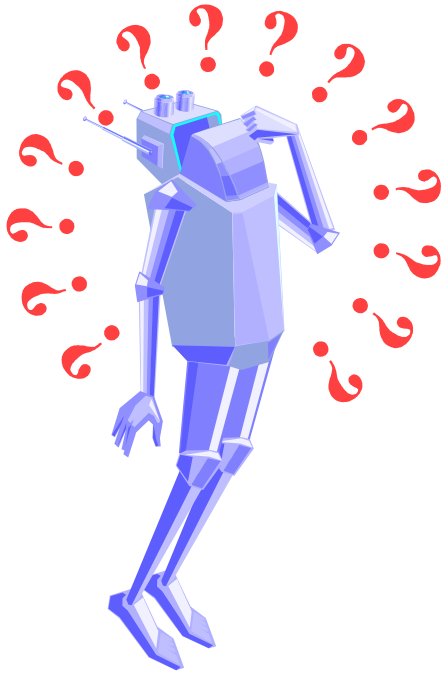


What is Online Registration?

You will be able to register online using your OWLNet username and password for Fall 2007 classes.

You will need a connection to the Internet (either in your residence hall or through the computer lab) to register.

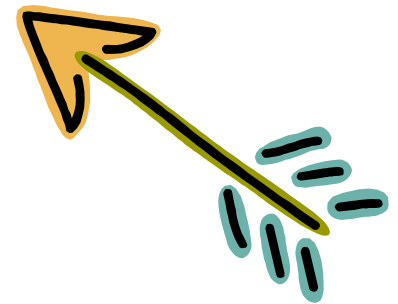
Why Register Online?



- Register any time during your Registration Week from virtually anywhere
- No more waiting in line, or trying to register between classes
- It's fast, easy, and convenient!

Five Steps to Registration Success!

- 1) Advising Appointment
- 2) Removal of Advising Hold
- 3) Check OWLNet Username/Password
- 4) Register Online
- 5) Post-Registration Follow-up



Advising Appointment

You will need to make an appointment with your advisor before you can register online.

Otherwise, you will get this message:



The screenshot shows a web interface for "Course Schedules". At the top, there is a green header with the text "Course Schedules" and two small icons (a mouse cursor and a question mark). Below the header is a light green bar with the text "Add Period Closed" and "Drop Period Closed". The main content area has a light gray background with a red "Alert:" icon and the text "You have holds and are not allowed to Add and Drop courses." Below the alert, the text "Current Term: Fall 2007" is displayed. Underneath that, "Division: All" is shown. At the bottom, "Holds: Advising Hold" is listed.

Course Schedules  

Add Period Closed Drop Period Closed

Alert: You have holds and are not allowed to Add and Drop courses.

Current Term: Fall 2007

Division: All

Holds: Advising Hold

Advising Week Information

If you are a Junior, Senior or Honors Student this semester, your Advising Week is March 5th-9th.

If you are a Freshman or Sophomore, your Advising Week is March 19th-23rd.





Removal of Advising Hold

- When you meet with your advisor, you will receive one copy of your schedule.
- Your advisor will take one copy to the Registrar's Office for their records.
- The "AV" hold will be removed from your account so you can register online.



Check OWLNet Access

Before your Registration Week begins, please take a moment to make sure your OWLNet username and password work.

If you do not have an OWLNet username or password, please go to the UIT Helpdesk.

Register Online

This is where the *real* fun begins!



First Step: Log In to OWLNet

- Go to <http://owlnet.williamwoods.edu>



The screenshot shows the OWLNet login interface. At the top, there is a green header with the William Woods University logo on the left and the URL *owlnet.williamwoods.edu* in a light green font. Below the header is a login form with two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a "Login" button. Below the login form is a navigation menu with four buttons: "Home", "Academics", "Campus Life", and "Help". The "Home" button is highlighted. Below the navigation menu, it says "You are here: Home".

Type in the username and password
you received at the
beginning of the semester.

Getting to Course Schedule



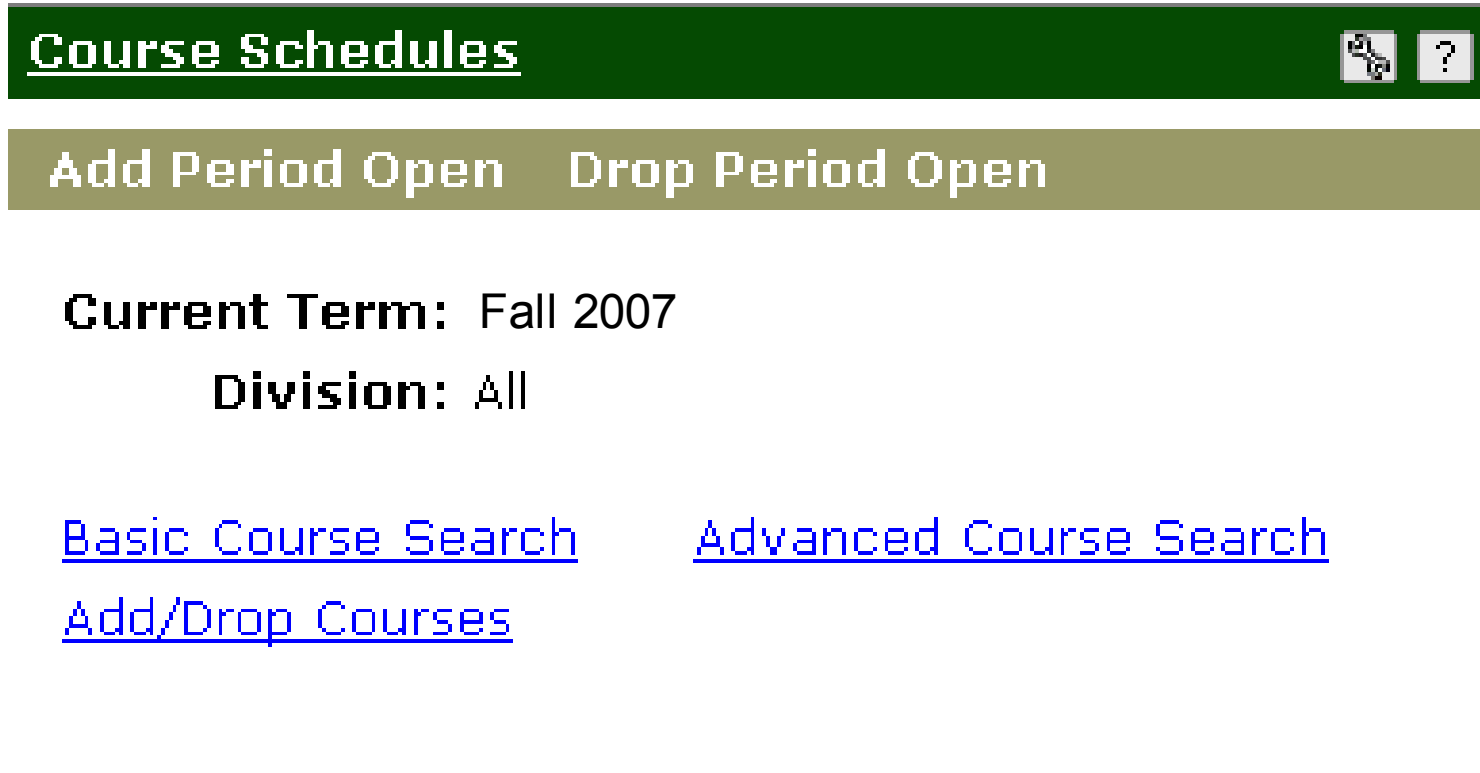
The screenshot shows the 'Course Schedules' page. At the top, there is a green header with the text 'Course Schedules' and two small icons. Below the header is a light green bar with the text 'Add Period Open' and 'Drop Period Open'. The main content area is white and contains the following text: 'Current Term: Fall 2007', 'Division: All', and three blue underlined links: 'Basic Course Search', 'Advanced Course Search', and 'Add/Drop Courses'.

Click on the Academics
Tab – Course
Schedule is located on
the Academics page
as well as on the
Registration—Advising
Page



The screenshot shows the 'Academics' page navigation menu. It has a green header with the text 'Academics'. Below the header is a white box with the text 'Home' and a list of blue underlined links: 'Welcome', 'Help Docs', 'Announcements', 'All My Courses', and 'Course Schedules'. Below this box is another white box with the text 'Students' and a blue underlined link 'Registration-Advising' which is circled in red. A red arrow points from the text 'Registration—Advising Page' in the previous block to this link.

You will see the following portlet:



The screenshot shows a web portlet titled "Course Schedules" with a dark green header. Below the header is a light green bar containing two buttons: "Add Period Open" and "Drop Period Open". The main content area displays the following information:

- Current Term:** Fall 2007
- Division:** All
- [Basic Course Search](#)
- [Advanced Course Search](#)
- [Add/Drop Courses](#)

There are also small icons for a mouse cursor and a question mark in the top right corner of the portlet header.

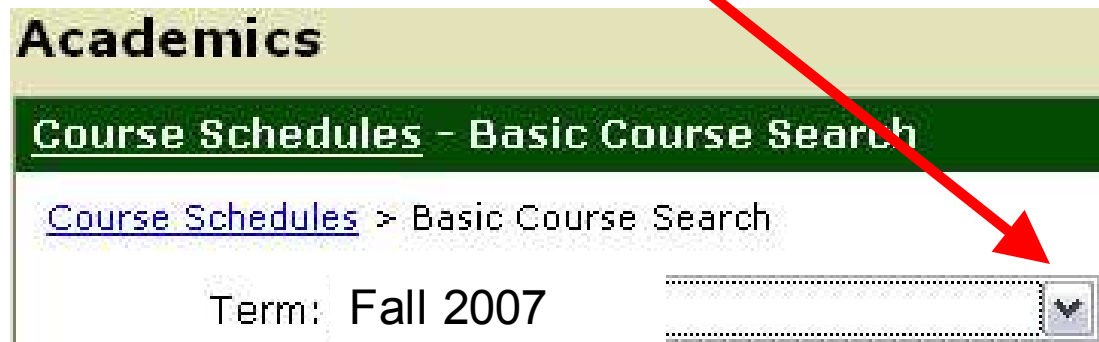
Click on the Basic Course Search link.

How to Find Your Courses

Click on the “Basic Course Search” link.



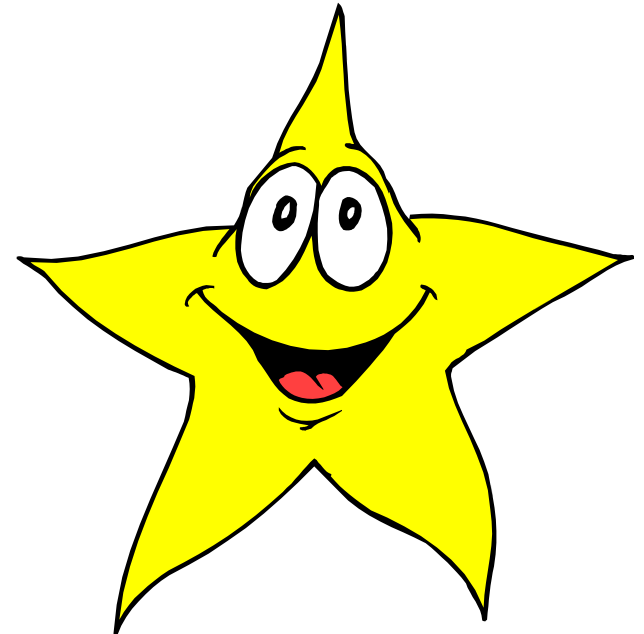
Choose the Spring 2007 Year Term from the drop-down window.



Detailed Search

The best way to filter your search is to do a Basic Course Search for a specific Course Code and number.

Here is an example!



Filtering your Search

In this example,
I only want to
see “ART”
classes.

Course Schedules - Basic Course Search

[Course Schedules](#) > Basic Course Search

Term: Fall 2007

Division: All

Department: All

Campus: All

Course Code: Begins With

[Advanced Course Search](#)

Filtering your Search

You can filter by more than one criteria – in this example, I only want “ART 222”

Course Schedules - Basic Course Search

[Course Schedules](#) > Basic Course Search

Term: Fall 2007

Division: All

Department: All



Campus: All

Course Code: Begins With ART 222

[Advanced Course Search](#)

Adding Courses to Your Schedule

1. Click the “Add” Checkbox next to the course you would like to register for.
2. Click on the [Add Courses](#) button to add the course to your Fall 2007 schedule.

Add	Course	Title	Credits	Status	Faculty	Meets	Req	Note
<input type="checkbox"/>	BUS 321 01	Prin Marketing	3.00	0	Forster, David S.	MWF 2:00 PM-2:50 PM		
<input checked="" type="checkbox"/>	BUS 335 01	Business Law	3.00	0	Kramer, Cynthia	MWF 1:00 PM-1:50 PM		



Adding Courses (continued)

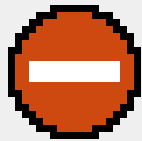
If you meet the course requirements, you will see this message.

Click on the [Add-Drop Courses—Student Schedule](#) link to see what courses you have registered for so far.

Prerequisites and Notes

- For some courses you may see a Requisite and/or Note

Req



Note



- A Requisite is an academic requirement that must be met to register in a course.
- A Note is more information regarding the course.



Prerequisites

- If you attempt to add a course where you do not meet the requirements, you will get an error message.
- Please see the Registrar if you feel you have received this message in error.

Removing Courses from Your Schedule

To remove a course from your schedule,
Click on the [Add/Drop Courses](#) link on the Course Schedules Portlet.



Course Schedules  

[Add Period Open](#) [Drop Period Open](#)

Current Term: Fall 2007
Division: All

[Basic Course Search](#) [Advanced Course Search](#)
[Add/Drop Courses](#)

You're Registered for Spring!





Online Registration Dates

Seniors & Honors: March 19th

Juniors: March 21st

Sophomores: March 26th

Freshmen: March 28th

On-line Registration closes May 5th.

**Honors Students of any class may register starting
March 19th.**

Thank You! Any Questions?



If you have other questions, please see your advisor.