

ONLINE REGISTRATION—STEP-BY-STEP

Using MyJewell

By completing registration for classes (online or otherwise), I accept responsibility to comply with WJC Catalog regulations and posted registration policies and to enroll in courses appropriate for meeting my degree requirements. I have read and agree to abide by the **Registration Policies & Procedures** as set forth by the Office of the Registrar and posted on Jewell's website and JewellCentral.

1. PLAN YOUR SCHEDULE

It is highly recommended that you plan a potential class schedule prior to meeting with your advisor, using a block schedule form. You may access the *Schedule of Courses* using MyJewell (*Search & Register for Sections*), and it is also available on JewellCentral (under *Students, Registration*) or Jewell's website (www.jewell.edu, click on *The Registrar*, then on *Course Schedules*, then on *Fall 2011*). Please pay attention to the special notations (comments) on some courses, such as *Requires Consent*, cross-listings, special meeting dates, course fees, etc.

To search for courses using MyJewell:

- Go to www.jewell.edu, and click on the link for MyJewell. Click on *Log In*, and log in using your network username/password.
- Choose the *Student's Menu* page.
- Choose *Search and Register for Sections* for the semester's course offerings. The search page allows you to search by day, instructor, etc., but the only information required is the *Term* (i.e., *11/FA—Fall 11*) and at least one *Department*.
- After entering your desired criteria, click *Submit* at the bottom of the page.
- WebAdvisor will display all courses for the semester and department chosen.
- Click *Submit*—you will then see a list of classes based upon your search parameters.

Select Section (s)	Term	Status	Section Name and Title	Comments	Meeting Information	Faculty	Available/Capacity	Credits
<input type="checkbox"/>	Fall Semester 2007	Open	PED*101*PA (8368) STEP AEROBICS	*Fee \$45	08/28/2007-12/13/2007 LECTURE Tuesday, Thursday 07:00PM - 08:00PM, MABEE CENTER, Room 113	Lipira, S	20 / 20	1.00
<input type="checkbox"/>	Fall Semester 2007	Open	PED*101*PB (8369) STEP AEROBICS	*Fee \$45	08/28/2007-12/13/2007 LECTURE Tuesday, Thursday 08:00PM - 09:00PM, MABEE	Lipira, S	20 / 20	1.00

See the **Comments** column!

Please note that you will NOT be able to use online registration for certain courses. These include:

- **Courses designated *Requires Consent*.** (Instructor must give permission for each student to enroll.)
Action needed: Signed *Permission to Enroll* form submitted to Registrar after registering online
- **Closed classes.** (Note: Closed classes post immediately on MyJewell but NOT on the website.)
Action needed: Signed *Permission to Enroll* form submitted to Registrar after registering online
- **Independent Studies and Internships.** (Must be processed manually unless listed on schedule.)
Action needed: Signed *Independent Study/Internship* form submitted to Registrar after registering online
- **Overload Hours.** (Any hours over 18 require approval of the Academic Dean and manual registration.)
Action needed: Signed *Request for Course Overload* form submitted to Registrar after registering online

Do NOT add any of these types of courses to your Preferred Sections list on MyJewell. The above courses can only be added at the Registrar's window with properly completed forms AFTER registering online.

2. MEET WITH YOUR ADVISOR

Students are **REQUIRED** to meet with their assigned advisor prior to registering for classes. An “**ADVISING RESTRICTION**” has been placed on **every student’s** record, which will prohibit your registration **until your advisor releases the restriction AFTER meeting with you** to approve your schedule. *MyJewell* allows you to create a list of *Preferred Sections (WishList)* prior to release of your advising restriction, but actual registration will be prohibited unless your advising restriction is released.

Your advisor will give you a copy of the list of courses for which you are to register (be sure to choose some alternate courses). Please keep track of this list!—You will need it to establish your *Preferred Sections* list, when you register, and to get assistance, should you incur problems.

3. CHECK READY, SET, REGISTER! ON MyJewell

Click on *Are You Ready to Register?* under *Registration* on the *Student’s Menu*, as shown here:

The screenshot shows the 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU'. It features a grid of menu items categorized into Financial Information, Financial Aid, Communication, Registration, and Academic Profile. A yellow callout bubble points to the 'Are You Ready to Register?' link under the Registration category.

Financial Information	Registration
Account Summary Account Summary by Term	Are You Ready to Register? Search for Sections Search/Register for Sections Register Previously Selected Courses
Financial Aid	Academic Profile
Financial aid status by year Financial aid status by term E-Award Letter	Grades Grades by Term Transcript Test Summary Transcript Request Status Enrollment verification request status My class schedule My profile
Communication	
My Documents E-mail My Advisor(s)	

You will see this screen—*Ready, Set Register!* This shows examples of what you might see:

The screenshot shows the 'Ready, Set, Register!' screen. It contains four status categories, each with a colored dot and a description. A yellow callout bubble points to these categories, listing the requirements for each.

Registration Time: (Yellow dot) You will be able to begin registering for 08/SU classes on 04/02/08 at 12:00AM. You will be able to begin registering for 08/FA classes on 04/04/08 at 12:00AM.

Advising: (Red dot) Your advisor has NOT cleared you to register.

Financial Account: (Green dot) There are no restrictions on your account. You are cleared to register.

CTI Capstone Course Eligibility: (Red dot) You are NOT eligible to register for a CTI Capstone course. To appeal, email capstone@william.jewell.edu

Check your status in four categories:

- Registration Time (yellow light is OK)
- Advising (must be green to register)
- Financial Account (must be green)
- CTI Capstone Course Eligibility (only green for those eligible for capstone)

OK

3. **CHECK READY, SET, REGISTER! ON MyJewell** (Continued)

The screen *Ready, Set, Register!* provides a quick glance at your status so you can identify issues, if any, which need to be addressed prior to registration. There are four categories to check your status: *Registration Time, Advising, Financial Account, and CTI Capstone*. The **first three categories** apply to **ALL** students. The last one, *CTI Capstone*, applies only to upcoming seniors and **will NOT prevent students from registering** in any other courses—only CTI Capstone courses. Here is a description of the **green, yellow** and **red** “lights” you might see on *Ready, Set, Register!*

- **GREEN = GO** – If you have a **GREEN LIGHT**, you are cleared in that category!
- **YELLOW = CAUTION** – You will **NOT** be able to register until this light is **GREEN!** See examples on the attachment (under *Registration Time* and *Financial Account*) to learn what you must do!
- **RED = STOP** – You will **NOT be able to register** if you have a **RED LIGHT** in any of the first three categories! (You will not be able to register for a CTI capstone course if you have a **RED LIGHT** in the last category—this **RED LIGHT** will **not** prevent your registration in other courses.) See examples of possible **RED LIGHTS** on the attachment (*Ready, Set, Register!*).

Be sure to print and read the attachment entitled *Ready, Set, Register!* for specific examples and a more detailed explanation of possible scenarios and the proper action to take in each case.

4. **CREATE A PREFERRED SECTIONS LIST (WishList)** prior to your registration period, so you’ll be *READY!*

All registration is filtered through a *Preferred Sections* list. **Please note that the *Preferred Sections* list is ONLY a *WishList*. This does NOT guarantee spaces in any of these classes. You must take further action to be registered for the courses you place on this list, by using the steps outlined below** (See *Registering from your List of Preferred Sections* below).

You may create your *Preferred Sections* list any time after you have met with your advisor and your advising restriction is released, but you will not be able to actually register for classes until your registration period (designated according to classification—check *Registration Time* on the *Ready, Set, Register!* screen on *MyJewell*, and see the *Registration Schedule* in the *Registration Policies & Procedures*, attached). The system will **not** allow you to register before your designated date.

The advantage of creating a *Preferred Sections* list in advance of your actual registration period is to save time on the day you register by having these preliminary steps already finished—just a quick check of your list to be sure it is accurate and classes are not closed, and then a couple of clicks!

To create your *Preferred Sections* list prior to registration:

- Log in to *MyJewell*, using your network username and password.
- Choose *Search/Register for Sections* from the *Student’s Menu* page.
- Choose the *Term*, then choose the *Departments* for the courses you want.
- Click *Submit*.
- From this list, click on each class and section you want to place on your list.
- **TIP:** Do NOT try to narrow your search by choosing the course number, or the level, or the section—it does not work well! Start by choosing only the *Departments*, and then choose the class and specific section from the list of courses under each *Department*.
- To choose a course, click the checkbox in the *Select Section* column (see screen shot next page). Many courses have more than one section offered. Be sure to choose the section you want according to the days/times it is offered.
- After choosing your courses, click *Submit* at the bottom of the screen. The courses you’ve selected will be placed on your *Preferred Sections* list (*WishList*), displayed on the next screen.
- If you are creating your list in advance of your designated registration period, this list will be saved in your *MyJewell* account for the next time you log in.

4. CREATE A PREFERRED SECTIONS LIST (WishList) (Continued)

Select Section (s)	Term	Status	Section Name and Title	Comments	Meeting Information	Faculty	Available/Capacity	Credits
<input type="checkbox"/>	Fall Semester 2007	Open	PED*101*PA (8368) STEP AEROBICS	*Fee \$45	08/28/2007-12/13/2007 LECTURE Tuesday, Thursday	Lipira, S	20 / 20	1.00
<input type="checkbox"/>	Fall Semester 2007	Open	PED*101*PB (8369) STEP AEROBICS	*Fee \$45	08/28/2007-12/13/2007 LECTURE Tuesday, Thursday 08:00PM - 09:00PM, MABEE	Lipira, S		

- To access your list later, log on to *MyJewell*. Click on the *Student Menu*, then choose *Register for Previously Selected Sections* in the center of the page. Your *Preferred Sections* list will appear.
- Before registering, you may ADD courses to your list any time by clicking *Submit* and then choosing the *Section Selection Criteria* link at the bottom of the page. This will allow you to choose more classes to add to your *Preferred Sections* list.
- Before registering, you may REMOVE courses from your list by using the drop-down menu under *Action* for the course you wish to remove. Choose *Remove from List*, then click *Submit*, and the course will be removed.
- NOTE: You MUST click **Submit** at the bottom of your list each time you make changes!

5. REGISTER FROM YOUR PREFERRED SECTIONS LIST (MAXIMUM of 18 hours!)

MyJewell will allow you to place any classes on your *Preferred Sections* list, regardless of your eligibility to take those classes and regardless of whether classes are closed, require consent, etc.

Your eligibility will be checked by the system **at the time you attempt to register—not before!**

When you click *Submit*, all eligible classes will register and those not meeting the course criteria **will NOT register**, (i.e., pre-requisite, *Requires Consent*, closed class, etc.). In other words, a course placed on your list does NOT indicate in any way that you will be able to register for that class! Check for *Comments* on the *Schedule of Courses* BEFORE putting classes on your list.

Although you may place any number of classes on your list at any time, the ultimate purpose of the list is to refine your potential schedule to make your actual registration quick and easy. If you have created your *Preferred Sections* list in advance, you can **register from that list** using these steps:

- Log in to *MyJewell* (as instructed above).
- Choose the *Student Menu* page.
- Choose *Register for Previously Selected Sections* from the subsequent page.
- Using your list, you may register for these courses in one of two ways (see screen shots below):
 - Use **one Action for all courses**: At the top of the page, use the drop-down menu next to *Action for All Preferred Sections*. Choose *RG-Register* to actually register for all courses on your list (or choose *RM-Remove from List* to delete your entire list and start over).
 - Choose an **Action for each course individually**. Under *Action*, choose either *RG-Register* or *RM-Remove from List* for each course, one at a time.

- To *Register* or *Remove* courses on your list all at once:

The screenshot shows the 'Register Previously Selected' page for Nancy M. Erwine. At the top, there is a dropdown menu for 'Action for ALL Pref. Sections (or choose below)' with options 'Register' and 'Remove from List'. A yellow callout bubble points to this menu with the text: 'Select an Action (Register or Remove from List) from the drop-down menu above your list, and click Submit at the bottom of the page.'

Action	Term	Section Name and Title	Comments	Meeting Information	Faculty	Available/ Capacity	Credits
[Dropdown]	Fall Semester 2007	CTP*240*F (8484) READING THE BIBLE: THEN & NOW	** Requires Instructor Consent ** *Cross-listed with REL 235 F	08/27/2007-12/14/2007 LECTURE Monday, Wednesday, Friday 01:45AM -	Chance, B	15 / 15	4.00

- To *Register* or *Remove* courses on your *WishList* individually:

The screenshot shows the 'Register Previously Selected' page for Nancy M. Erwine. A yellow callout bubble points to the 'Credits' field (4.00) with the text: 'Change credits for courses listed as Variable Credit here under Credits.' Another yellow callout bubble points to the 'Action' dropdown menu with the text: 'Choose individual Actions from drop-down menu boxes next to each class.'

Action	Term	Section Name and Title	Comments	Meeting Information	Faculty	Available/ Capacity	Credits
[Dropdown]	Fall Semester 2007	CTP*240*F (8484) READING THE BIBLE: THEN & NOW	** Requires Instructor Consent ** *Cross-listed with REL 235 F	08/27/2007-12/14/2007 LECTURE Monday, Wednesday, Friday 01:45AM -	Chance, B	15 / 15	4.00

- Although various functions appear in the drop-down menu in the *Action* column, you should **only choose** either **RM-Remove** or **RG-Register** for courses on your *Preferred Sections* list.
- You may **not** be added to “Waitlists” using *MyJewell*, **except for courses listed as “Automatic Waitlist Option”** (all *CTI Level II* courses and some others offer this option). Waitlists for any other courses are created and maintained at the discretion of each instructor and are not maintained through *MyJewell* or the Registrar. If a course is closed and offers the *Automatic Waitlist Option*, you will be given the choice to Waitlist when registering.
- After finalizing your *Actions*, click *Submit* at the bottom. **All eligible courses will register, and all ineligible courses will not.** If your registration was successful, you will be taken to a *Registration Results* screen (two parts) that confirms your actions. The **first screen** shows your most recent actions. The **second screen** shows a complete list of all classes for which you are enrolled, including your current semester enrollment. (In other words, if you register for both Summer and Fall, it will show *Fall 11*, *Summer 11*, and *Spring 11* all on this screen.) **Print this page** for your records, and **view and print your schedule on the *My Class Schedule* screen.**
- You may **ADD classes online** to your registration **through August 23rd**. After that, you must submit a drop/add card to the Registrar signed by both the advisor and instructor to add classes.
- You may **NOT DROP classes online**—you must submit a signed drop card to the Registrar. If you are not on campus during the summer, an email from your advisor will suffice to drop.

Registration Results

GEN*100*BA (6151) THE RESPONSIBLE SELF - GEN*100*BA requires registration in section GEN*95L*BA. In the absence of other errors, you have been registered in GEN*95L*BA.

The following request(s) have been processed:

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester 2006	Registered for this section		GEN*100*BA (6151) THE RESPONSIBLE SELF		08/28/2006- 12/15/2006 LECTURE Monday, Wednesday, Friday 09:00AM - 10:05AM	Munro, J	4.00	

The first screen shows your most recent actions for the upcoming semester.

Here are all of the sections for which you are currently registered:

Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester 2006		GEN*100*BA (6151) THE RESPONSIBLE SELF		08/28/2006- 12/15/2006 LECTURE Monday, Wednesday, Friday 09:00AM - 10:05AM, Room to be Announced	Munro, J	4.00	
Fall Semester 2006		GEN*95L*BA (6553) WRITING LAB		08/28/2006- 12/15/2006 LECTURE Monday, Wednesday, Friday 09:00AM - 10:05AM, Room to be Announced	Munro, J	4.00	
Spring Semester 2006		ART*205*G (4617) CERAMICS II		01/13/2006- 05/05/2006 LECTURE Monday, Wednesday, Friday 03:00PM - 05:20PM, BROWN HALL, Room G24	Walkenhorst, R	2.00	

The second screen shows all courses enrolled for **ALL** semesters, including **current** semester.

IMPORTANT !!!

5. CORRECTING ERRORS / MAKING ADJUSTMENTS / GETTING ASSISTANCE

When you click *Submit* from your *Preferred Sections* list, all eligible courses will register and all that are ineligible will show the message *'unsuccessful'* beside each course. An error message will appear above your *Preferred Sections* list showing each course on your list that is a problem.

- If you plan to add the 'problem' courses with proper documentation at the Registrar's window, take no further registration action on *MyJewell*. This is your current registration until you add the other courses with the forms. Once added, these will show on *My Class Schedule* on *MyJewell*.
- If you need to choose different courses, select *Search and Register for Classes*, and use the same process as before to choose more classes. **Be sure to click *Submit* at the bottom of each page.**
- If your additional registration was successful, print the new results page for your records.
- If it was not successful, go back through the correction process, or refer to the *Troubleshooting* possibilities below. (Don't panic—**ASSISTANCE IS AVAILABLE!** *Keep reading!*)

Common Registration Errors (with solutions in parentheses):

- Choosing classes that have overlapping meeting times (change sections or obtain permission)
- Choosing classes that *Require Consent* (*Permission to Enroll* form required)
- Closed classes (*Permission to Enroll* form required)
- Advising restriction (your advisor must release this hold)
- Financial hold (see Business Office)

Troubleshooting—Common Technical Problems:

- Your *Log-in* times out: For security reasons, *MyJewell* will “**time out**” your session if your screen remains **idle for 10 minutes**. (This does NOT mean you only have 10 minutes to register.) It is advisable that you plan your schedule prior to the time you actually try to register. However, if you are timed out during your session, simply log back in and start again. It should pick up where you left off. (Also, be sure to *Log Out* when you are finished.)
- Periodic maintenance: If the message “**java.net.Socket.Exception+connect(code=10061)**” appears on the screen, this means the server is down for **periodic maintenance**—try again later! (See *Routine Periodic Maintenance Schedule for MyJewell* below.)

Assistance is Available!

If your registration is being rejected and you don’t know why, **take these steps to get assistance:**

- Contact the Registrar’s Office 9:00 am to 4:00 pm, Monday thru Friday (415-5979 or Ext. 5129).
- The Registrar staff will determine if we can help by phone or if you need to come to the office.
- If you come to the Registrar’s window, be sure to bring the list of courses your advisor gave you as documentation of courses needed.
- If a technical difficulty is encountered that cannot be resolved at the Registrar's window, a Registrar staff member will escalate the problem to the proper I.S. staff member. **Students should NOT contact Information Services directly.**
- The Registrar staff will gladly register students at the window with proper documentation of the courses needed, if problems cannot be rectified quickly. Don’t panic—we are here to help!

Routine Periodic Maintenance Schedule for MyJewell:

To keep *MyJewell* running efficiently, it is necessary to perform routine maintenance on a regular basis. Therefore, *MyJewell* may be down from **8:00 pm to 12:00 midnight every Monday night and 7:00 am to 8:00 am every Thursday morning** for system maintenance. This includes the weeks of registration, so do not try to log on to *MyJewell* during this time—it will not be accessible.

STUDENT RESPONSIBILITY: < *Please Read!* >

It is the student’s responsibility to comply with WJC Catalog regulations and posted registration policies and to enroll in courses appropriate for meeting degree requirements (WJC Catalog). All students must read and agree to abide by these Registration Policies & Procedures set forth by the Office of the Registrar to register for courses.