

Self-registration using the Campus Portal

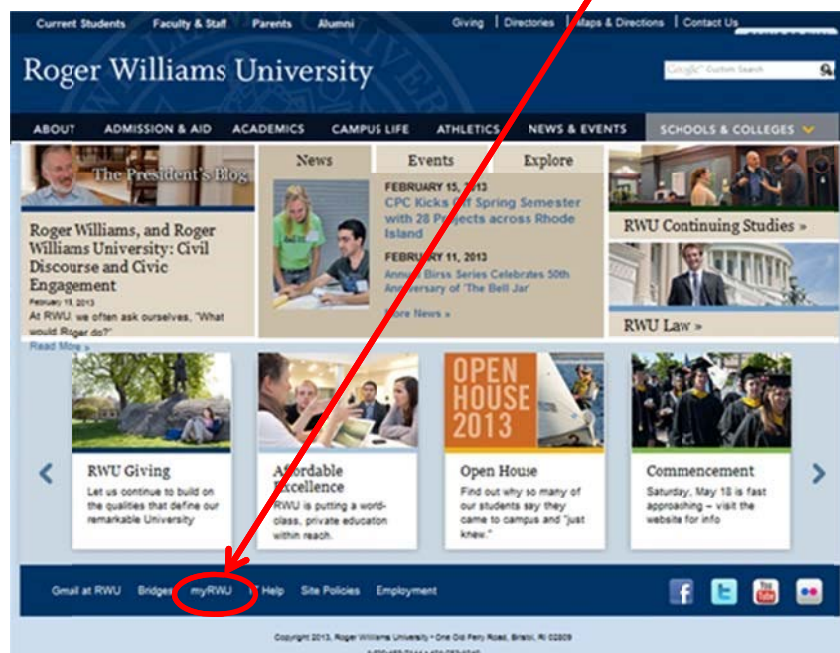
Each student is assigned a registration appointment which includes a start day and time for self-registration. A computer program assigns the days and times based on credits earned prior to the current semester. Freshman without completed credits will be assigned an appointment randomly.

Complete the following steps to begin self-registration:

- Make an appointment to see your advisor to review course requirements and discuss your academic plans. Your advisor's name and e-mail address are located under "My Profile" on the Academic Profile menu. Many advisors put sign-up sheets on their office door prior to advising. Try stopping by his or her office in addition to e-mail.
- You **MUST** meet with your advisor and he or she must lift your advisor hold to enable you to register.
- All financial, disciplinary, medical and housing holds must be resolved with the Bursar, Student Affairs, Student Health Center and Housing before you can register.
- You will receive your registration appointment with a start date and time from the Registrar via your RWU e-mail account. You can register at any point after your assigned appointment day and time begins.
- **ALWAYS, ALWAYS, ALWAYS** have a list of backup classes! If the courses you want fill up, you'll be prepared to make a new schedule.
- **Ask questions** when you are uncertain! Talk to your advisor and professors about courses you should take and don't be afraid to ask the **Registrar's Office** or the **Student Advocacy Office**.
- Minimum browser requirements to access the Campus Portal (also known as myRWU) are as follows:
 - PC: Internet Explorer (IE) 8, Google Chrome 10.x, Firefox 3.5. -
 - Mac: Safari 5, Google Chrome 10.x, Firefox 3.5

Accessing the Campus Portal:

- From the RWU homepage (www.rwu.edu), click on the myRWU hyperlink at the lower left hand side of the web site.



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- The portal can also be accessed by using the address of portal.rwu.edu.

Log into your Campus Portal account by providing your user name, domain and password:

- Type your user name and domain into the Domain\user name box. (example: jstudent259@academics.rwu)
- Type your password into the Password box.
- Click the Log On button.

If you forget your password, or have problems logging into the site, contact Information Technology by:

- Opening a Helpdesk call at mediatech.rwu.edu
- Or calling 401.254.6363 option 1



RWU | CAMPUS PORTAL

Security ([show explanation](#))

This is a public or shared computer

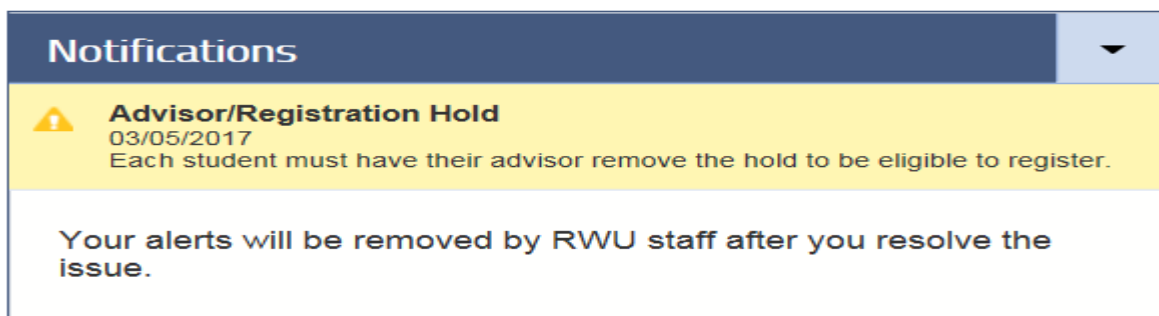
This is a private computer

Domain\user name:


Password:

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A restriction hold on your record will prevent you from moving forward with the self-registration process. You will not be able to move on to the next steps until this issue is resolved.



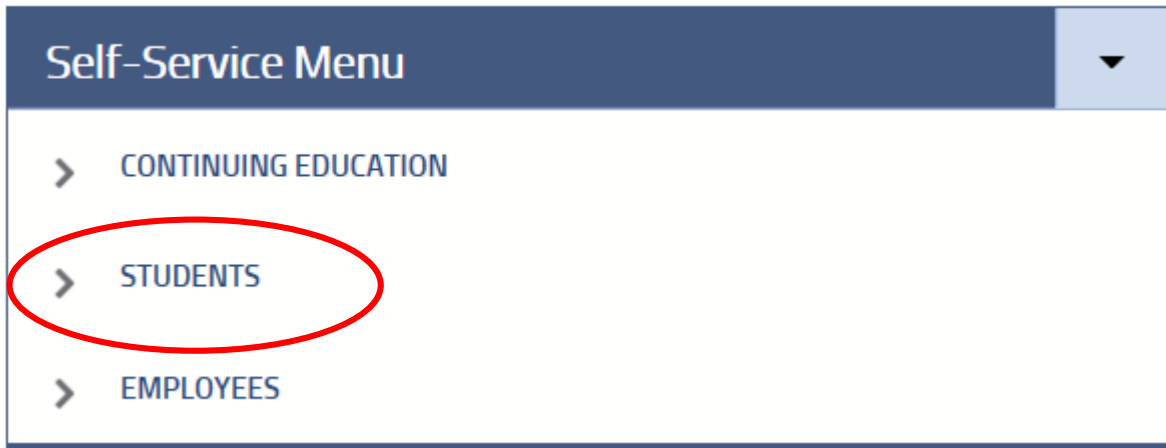
Notifications

 **Advisor/Registration Hold**
03/05/2017
Each student must have their advisor remove the hold to be eligible to register.

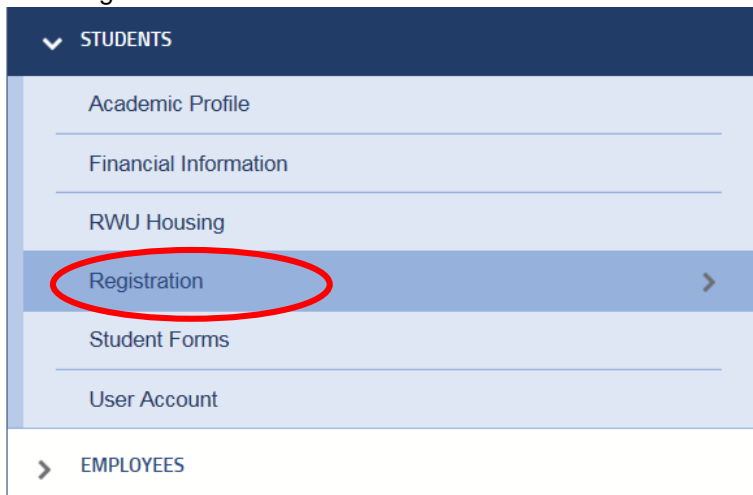
Your alerts will be removed by RWU staff after you resolve the issue.

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From the self-service menu select Students



Select Registration



You will be directed to various options available for the registration process:



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SEARCH FOR SECTIONS

This menu item lets you look through all the various courses/sections taught in a particular semester or session. You are encouraged to search for classes and plan your schedule before meeting with your advisor. In addition, browse the Course Schedule located at <http://registrar.rwu.edu/>

How to Search for a Course:

1. Specify the academic term by clicking in the box "Term." You must select at least 2 more options to continue searching.
2. For a specific course, you can specify the subject, course number, and/or section in the set of 3 boxes labeled "Subject," "Course Number," and "Section."
3. If you want to search for a certain level within a major area, i.e. 400 level Business classes, enter your choices into "Subject" and "Course Level."
4. Other Options include start times, end times, days of the week and locations (campuses and study abroad).
5. After you hit "Submit," the resulting classes will appear. ** Note: Co-requisites of matching classes may also be displayed.

SEARCH AND REGISTER FOR CLASSES

This menu item is one of the 2 primary ways to register for classes via the Campus Portal.

How to Register for Courses:

1. All the basic information about a course is listed in a grid on the results screen. You can find more information by clicking on the blue linked title of each course.
2. Take note of the course capacity. The second number tells you the **maximum number** of seats in the class. The first number tells you how many seats are left.
3. Select the checkbox next to the courses you would like to register for.
4. Press "Submit"
5. The screen that follows is the "**Register and Drop Sections**" screen.
6. In the drop down menu under "**Action**," you need to select what you want to do for each individual course:
 - Register** - To enroll in the course
 - Remove From List** – Deselect a course you have chosen not to enroll in.
7. If you need to drop any courses, you can select the box next to those courses.
8. Choose one of the two choices in the dropdown menu at the bottom of the screen:
 - Allow me to adjust all** - If you select all and cannot get into every selection, you will not get the others even though they are available.
 - Complete Only Available** - If you select ONLY AVAILABLE and one course of the five you wish to take is closed, you will only be registered for the eligible section.
9. Press "**Submit**." The results of what you choose will appear on the next screen. Actions taken will be at the top, as well as all the courses you are currently enrolled in for that semester in the middle. Note: You must register in person for courses you have previously taken. You may also need to be signed into a course that requires professor approval.

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Registration Results

The following requests have been processed:

Term	Status	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2007	Registered for this section		GRACE 222.01.116308: Live Workshop	Brass Campus	01242007-05/16/2007 (Date Monday, Wednesday, Friday 08:00AM - 08:00AM, Performing Arts Ctr. Room 270A)	Shank, Gary	3.00	

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
Spring 2007		GR 202.01.110102: Organizational Analysis/Case	Brass Campus	01262007-05/15/2007 Lecture Tuesday, Thursday 11:00AM - 12:30PM, School of Business, Room 223	Bronko, Mark	3.00	
Spring 2007		GRACE 222.01.116308: Live Workshop	Brass Campus	01242007-05/16/2007 (Date Monday, Wednesday, Friday 08:00AM - 08:00AM, Performing Arts Ctr. Room 270A)	Shank, Gary	3.00	
Spring 2007		MGMT 420.01.112003: Operations Management	Brass Campus	01262007-05/15/2007 Lecture Tuesday, Thursday 12:30PM - 01:50PM, School of Business, Room 223	C. Lohrer	3.00	
Spring 2007		MGMT 420.01.112003: Case Practice Seminar	Brass Campus	01262007-05/15/2007 Lecture Tuesday, Thursday 08:00AM - 08:20AM, School of Business, Room 210	Harvey, Dore	3.00	
Spring 2007		MUS 122.01.116103: Elements of Music 2	Brass Campus	01262007-05/15/2007 Lecture Tuesday, Thursday 08:00AM - 11:00AM, College of Arts and Sciences, Room 102	Hoffman, Robert	3.00	

Here are all of the sections for which you are available (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently available in any courses.					

EXPRESS REGISTRATION

To register for classes when you know the full section names (subject, course number and section number) **OR** synonym numbers (five-digit number displayed just to the right of the full course name when you “Search for Classes”). Fill in the synonym number and term **OR** the subject, course number, section number and term for the class. You can enter multiple classes.

Express Registration

Synonym	Subject	Course Number	Section Number	Term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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1. Once you have completed the section information, click “**Submit**” – go to steps 5 through 9 of ‘How to Register for a courses’.
2. Once this step completes, a new web page titled “Registration Results” will be displayed with the results of the registration process. Classes that failed to be added because of restrictions will be noted on this page.
3. Read the restrictions carefully and check “**My Class Schedule**” to ensure you are enrolled in all the classes you had planned to take. Don’t wait until the beginning of the next semester to catch a mistake!
4. Once you have completed filling in classes, click “**Submit**” – go to steps 5 through 9 on the previous page.
5. The system will then attempt to register you for the class(es) selected. Once this step completes, a new web page titled “Registration Results” will be displayed with the results of the registration process. Classes that failed to be added because of restrictions will be noted on this page.

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6. Read the restrictions carefully and check “**My Class Schedule**” to ensure you are enrolled in all the classes you had planned to take. Don’t wait until the beginning of the next semester to catch a mistake!

DROPPING CLASSES

Use this menu item to drop classes. The screen you will see under this menu item is identical to the “Register and Drop sections” screen under “Search and Register for Classes.”

1. Select the checkbox next to the course you want to drop and hit “**Submit**.”
2. Review your schedule using the “**My Class Schedule**” option, when you are done dropping classes. Verify that the correct classes appear.
3. When you are finished to prevent unauthorized access to your private information (even on your own private computer), Click on the **Log Out** function found in the top right hand side of the portal under your name.