

REGISTRATION VIA THE WEB

All registrations, except final, are via the web. Presently enrolled students may register from any computer that has Web access on or off campus. Advisors will register new students.

What to do before registration week:

1. Pick up a course schedule and registration form from the Registrar's Office (Ryan 206). Even though you are registering via the web, the staff needs a signed registration form showing the approval of your courses by your advisor.
2. Schedule an appointment with your advisor.
3. Before your scheduled appointment with your advisor:
 - Run a degree audit on the web through the Student Information Management link. (See instructions below).

Logon to Student Information Management

Go to Fontbonne's home page: (<http://www.fontbonne.edu>).

You must use the www in order for the link to work.

Click the "I am..." drop down in upper right corner, and choose "a Current Student" from the list.

Click the Student Information Management link.

Click the "for Student" button.

Enter your username and password.

Your username: Student id number

Your password: Returning students - same as last semester

New students - zip code of record

You can change your password. The change becomes effective the following day. For security purposes, change your password on a regular basis.

If you have forgotten your Student Information Management password, secure it from the Registrar's Office (picture ID required). Logon to make sure it works.

If you are logging on from **on campus**, and the link will not work, make sure the proxies are setup for your logon by printing out the Instructions for Configuring On-Campus Network Settings. The instructions are located on Fontbonne's homepage under support offices, Information Technology, downloads, Instructional Downloads for Students. Also, double check that you used the www in the URL.

- Review the curriculum guide and general education requirements to determine which courses are necessary for completion of your degree. Then determine which of these courses you want to take next semester. Be sure to plan for alternate courses in case you cannot get into your preferred courses.
- Meet with your advisor to finalize your proposed schedule and to obtain any necessary clearances for registration.
- Obtain the necessary authorizations from your advisor for the following:
 - Taking more than 18 hours: Obtain the Associate Academic Dean's authorization and bring the authorization to the Registrar's Office.
 - Instructor's signature required: Obtain the instructor's authorization.
 - Taking a course when you do not meet the prerequisite: Obtain department authorization.
- If starting a graduate program: Check that the department has notified the Registrar's Office.
- If eligible for tuition discounts: Obtain, complete and turn in the necessary forms to the Business Office.

- Complete any paperwork for independent study or course taken independently. Forms are available in the Registrar's Office.
4. Before leaving the meeting with your advisor, make sure that he or she clears you for registration for the upcoming semester. This will prevent you from having to re-contact your advisor when you are ready to register.
 5. Logon to the Student Information Management link to check your biographical page to determine your registration group number.
 6. Check the welcome page (the one that comes up when you logon) to find out when your group is scheduled to begin registration online. You can register at any time after your group's start time.

Web Registration:

1. Logon to Student Information Management.
2. Click on the Registration link on the menu.
3. Set the "Current Options Settings" to the program, semester and year for which you are registering by clicking the Set Options button. Click the Submit Options button.
4. If you have not been cleared for registration, or if your assigned time has not started, you will receive an error message informing you of the problem.
5. **To Register For Or Add A Course:**
 - Click in the Course Number line and type in the course number with no spaces.
 - Click in the Section line and type in the section number.
 - Click the Add button.
 - a. If you don't know the whole course number but know its first three letters (department code), type in the first three letters followed by an asterisk(*), and click the ? button to get a list of courses for the department. Click the radio button in front of the course you want, and click the nearest Select button.
 - b. If you don't know the section number, click the ? button to get a list of sections available for that course during the semester. Click the radio button in front of the section you want, and click the nearest Select button.
 - If the course you want to take can be offered for multiple hours, choose the number of credit hours for which you wish to take the course from the drop-down list, and click the Add button.
6. When a course has been successfully added, it will appear on the screen.
7. If a course cannot be added, a message will appear above the schedule table.
8. If a section is closed, you may add your name to the waitlist by clicking on the Waitlist button. The button only appears if the course is closed.
9. If you wish to take a course pass/no pass that is offered as a letter grade, you will need to complete a grading option form in the Registrar's Office.
10. **To drop a course BEFORE the drop deadline:** (See course schedule for deadline dates).
 - Click on the corresponding radio button in the drop column in front of the course you wish to drop, and click the Drop button.
11. To view your semester statement and/or courses and fees statement, click on the Business Office folder on the menu. Then choose the Statement or Course and Fee Statement link. To print your statement, right click on the statement, and choose print.
12. If you want the Registrar's Office to proof your web registration, drop off a copy of the registration form to the office staff. You will be notified only if there is a problem.

BE SURE TO CLOSE THE WEB BROWSER AND LOGOFF THE COMPUTER WHEN YOU ARE FINISHED. OTHERWISE SOMEONE ELSE COULD CHANGE YOUR REGISTRATION AND/OR VIEW YOUR ACADEMIC RECORD AND PERSONAL DATA.