Obtain your Alternate PIN

Undergraduate students before you begin, see your advisor to obtain your Alternate PIN. You will be prompted to enter your Alternate PIN when adding courses to your schedule.

Counseling Students ONLY: The Counseling Department will provide you with your assigned Alternate Personal Identification Number (PIN) prior to the beginning of registration.

Alternate PIN Verification

You will need to meet with your advisor to obtain your alternate PIN. Once you have your alternate PIN, enter your alternate PIN for registration until you register for one class to the registration functionality throughout the rest of your registration.

Alternate PIN for Spring 2012: [Input Box]

Submit
Sign In to myShip
Login to [https://my.ship.edu](https://my.ship.edu)
Click on the **Student** tab and **My Academics**.

Under **Registration Tools**, click **Check Registration Days**.
Registration Status

Your holds, academic standing, permits, overrides and student statuses appear here, as well as your credit hours and information about your major.

You must register for classes during your allotted time slot.
Registration Permits and Overrides

To receive a permit or override for a course, contact the secretary of the department where the course resides.

Note: During transition to the Banner information system, your institutional hours earned will reflect the courses for which you are currently registered for the spring 2011 semester. This will be updated once the transition has been completed and grades are awarded for the spring 2011 semester.

- You have no Registration Time Ticket. You may register at any time.
- You have no Holds which prevent registration.
- Your Academic Standing is Good Standing which permits registration.
- Your Student Status permits registration.
- Your Class for registration purposes is Junior.

<table>
<thead>
<tr>
<th>Permit/Override</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Override</td>
<td>60602</td>
<td>CRJ</td>
<td>211   Crim Law &amp; Proced</td>
</tr>
<tr>
<td>Instructor Special Approval</td>
<td>MUS</td>
<td>107   Women'S Chorale</td>
<td></td>
</tr>
</tbody>
</table>
Look Up Classes

Click on Registration.

Click on Look Up Classes.
Select the term and click **Submit**.

Select your subject and click **Course Search**.
Find the course you want to schedule and click on View Sections.

To get more information about a course, click on the CRN (Course Reference Number).
When you click the CRN, the extended information about the course is displayed. Some of the information included is: when the course is being offered, the registration time for the course, and the instructor of the course. This also gives you option to view the catalog entry for the course and provides a link to view pre-requisites and restrictions.

Click on View Catalog Entry.
Adding Courses to Your Worksheet from “Look Up Classes”

Locate the course you want to add and check the box next to the CRN.
Click **Add to Worksheet**.

The Add or Drop Classes page will display the course CRN. Click **Submit Changes** to add the course to your schedule.

![Add Classes Worksheet](image)

**Adding a Course directly from “Look Up Classes”**

The “Look up Classes” page gives you the ability to add courses directly rather than adding them to your Worksheet first.

Locate the course you want and check the box next to the CRN.
Click on Register.
You will see your courses added to your Current Schedule.
Email the Professor

The CRN course information page gives you the option to email the professor to ask questions.

Click on the envelope to send an email with your default mail program.

If you do not have a mail program set up on your computer, right-click to copy the email address.

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>2:00 pm - 3:15 pm</td>
<td>MW</td>
<td>Dauphin Humanities Center 208</td>
<td>Aug 29, 2011 - Dec 16, 2011</td>
<td>Lecture</td>
<td>Allen J. Dieterich-Ward (P)</td>
</tr>
</tbody>
</table>
Common Select Course Errors

**SR: Student Restriction**

Scheduling not permitted for one of the following reasons:

- Not scheduling time
- Invalid academic standing
- A hold exists on the account
- Student status is inactive

Verify this information on the Registration Status page.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
<th>Attribute</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>60472</td>
<td>ACC</td>
<td>200</td>
<td>01</td>
<td>M</td>
<td>3.000</td>
<td>Fund Financial Acct</td>
<td>TR</td>
<td>11:00 am-12:15 pm</td>
<td>James E. Benton (P)</td>
<td>08/29-12/16</td>
<td>GRH 206</td>
<td></td>
</tr>
<tr>
<td>SR</td>
<td>60642</td>
<td>ACC</td>
<td>200</td>
<td>02</td>
<td>M</td>
<td>3.000</td>
<td>Fund Financial Acct</td>
<td>TR</td>
<td>12:30 pm-01:45 pm</td>
<td>James E. Benton (P)</td>
<td>08/29-12/16</td>
<td>GRH 206</td>
<td></td>
</tr>
<tr>
<td>SR</td>
<td>60520</td>
<td>ACC</td>
<td>200</td>
<td>03</td>
<td>M</td>
<td>3.000</td>
<td>Fund Financial Acct</td>
<td>MWF</td>
<td>10:00 am-10:30 am</td>
<td>Scott N. Cairns (P)</td>
<td>08/29-12/16</td>
<td>GRH 206</td>
<td></td>
</tr>
<tr>
<td>SR</td>
<td>60850</td>
<td>ACC</td>
<td>200</td>
<td>04</td>
<td>M</td>
<td>3.000</td>
<td>Fund Financial Acct</td>
<td>MWF</td>
<td>08:00 am-08:50 am</td>
<td>Deborah E. Hocking (P)</td>
<td>08/29-12/16</td>
<td>GRH 208</td>
<td></td>
</tr>
<tr>
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<td>60855</td>
<td>ACC</td>
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<td>05</td>
<td>M</td>
<td>3.000</td>
<td>Fund Financial Acct</td>
<td>MWF</td>
<td>09:00 am-09:50 am</td>
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<td>08/29-12/16</td>
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</tr>
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<td>ACC</td>
<td>200</td>
<td>06</td>
<td>M</td>
<td>3.000</td>
<td>Fund Financial Acct</td>
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<td>10:00 am-10:50 am</td>
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<td>200</td>
<td>07</td>
<td>M</td>
<td>3.000</td>
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<td>MWF</td>
<td>01:00 pm-01:50 pm</td>
<td>Patricia A. Patrick (P)</td>
<td>08/29-12/16</td>
<td>GRH 206</td>
<td></td>
</tr>
</tbody>
</table>
**C: Closed**

A course becomes closed when there are no more seats left in the course.

**NR: Registration Not Allowed**

The scheduling time window is closed for all students.
Add or Drop Courses

Login to myShip at https://my.ship.edu and select the Student tab. Under Registration Tools, click Add or Drop Classes.

This menu displays the courses that you have already added to your schedule, the amount of credits you have, the maximum hours you are allowed to schedule, and any courses you have added to your worksheet.
Adding Courses When You Know the CRNs

If you already know your course’s CRN, enter it on the Add Classes Worksheet and click on Submit Changes.

The new course should now appear in your list of courses.
Adding Courses When You Don’t Know the CRNs

Click on **Class Search** at the bottom of the Add or Drop Courses page.

You will be redirected to the **Look up Classes** page.
Registering for Co-Requisites
You must register for co-requisite courses at the same time.

If you already know both course CRN’s, enter them on the Add Classes Worksheet and click on Submit Changes.

If you don’t know the CRN’s, click on Look Up Classes. Locate the course you want and check the box next to the CRN. Click on Add to Worksheet.
Click on **Class Search**.

Search for co-requisite for the course. Locate the course you want and check the box next to the CRN. Click on **Add to Worksheet**.

Both CRN’s will now appear on the Worksheet. Click on **Submit Changes** to register the co-requisite courses.
### Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>67873</td>
<td>67867</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Submit Changes**
- **Class Search**
- **Reset**
Finalizing your Schedule Once You Have Courses in Your Worksheet

Courses in your worksheet are only temporary. To finalize your schedule, click on Submit Changes.

Add Classes Worksheet

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Cours</th>
<th>Sec</th>
<th>Level</th>
<th>Credit</th>
<th>Grade Mode</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
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<td>60525</td>
<td>ACC</td>
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<td>03</td>
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<td>Standard</td>
<td>Fund Financial Acct</td>
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<tr>
<td>Feb 25, 2011</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Registered through WEB on</td>
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<td>60001</td>
<td>PLS</td>
<td>100</td>
<td>01</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard</td>
<td>Us Govern &amp; Politics</td>
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<tr>
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</tr>
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<td>PLS</td>
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<td>3.000</td>
<td>Standard</td>
<td>Intro Internl Polcs</td>
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<tr>
<td>Feb 25, 2011</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 17.000
Date: Feb 25, 2011 03:37 pm

Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset
Dropping Courses from Your Schedule

Click the drop down box associated with the course you wish to remove.

Click on **Drop through WEB**.

Click on **Submit Changes** to drop the course.
Waitlisting for a Course

If a course is closed and you must take the course for the upcoming semester to fulfill requirements of your program of study, use myShip to sign up for class waitlists.

If a course is restricted or if there is an unmet pre-requisite, you will need to contact the department office under which the course resides to explore your options for obtaining the necessary override(s) before you will be able to be added to the waitlist for the course.

To sign-up on a waitlist for a class follow these directions:

Log in to myShip.

Select My Academics from the Student tab.
Select **Add or Drop Classes** from the Registration Tool menu.

Select the appropriate term, if prompted.
Search for the class for which you would like to register.

Courses that have a waitlist will show a number greater than 0 in the WL Cap column. If there is no waitlist for a course you feel you must take, contact your advisor to discuss your options.
If the class is closed, it will be indicated by “C”
Take note of the course registration number (CRN) for that class.

Manually enter the CRN in the Add Classes Worksheet section of the Add or Drop Classes form.
Select Submit Changes.
In the Action drop-down menu, select **Waitlist**.

Select **Submit Changes** to submit your waitlist request. You must click on the Submit Changes button to successfully submit your waitlist request.

Verify the course appears as a waitlisted course.
If you no longer need a course for which you have waitlisted, you may use the Add or Drop Classes form to drop the class.

Signing up on the waitlist does NOT guarantee you a seat in the course. You will be notified by email if space becomes available in the class and you are being moved from the waitlist to the class.

If there is no waitlist for a course you feel you must take, contact your advisor to discuss your options.
Common Add Course Errors

- **Field of Study Restriction**
- **Prerequisite and Test Score error**
- **Special Approval - Instructor**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
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<td>None</td>
<td>60472</td>
<td>ACC</td>
<td>200</td>
<td>01</td>
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<td>3.000</td>
<td>Standard</td>
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</tr>
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<td>PSY</td>
<td>101</td>
<td>09</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard</td>
<td>General Psychology</td>
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</tbody>
</table>

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 17.000  
Date: Mar 02, 2011 02:28 pm

⚠️ Registration Add Errors

<table>
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<tr>
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<th>Crse</th>
<th>Sec</th>
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<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
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<td>CRJ</td>
<td>211</td>
<td>01</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard</td>
<td>Crim Law &amp; Proced</td>
</tr>
</tbody>
</table>
Drop Course Error

You may not drop the last course in your schedule. To do so, contact the Registrar’s Office at registr@ship.edu.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered through WEB on Feb 24, 2011</td>
<td>None</td>
<td>60472</td>
<td>ACC</td>
<td>200</td>
<td>01</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard</td>
<td>Fund Financial Acct</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 17.000
Date: Mar 02, 2011 02:50 pm