

# Shippensburg University

## Registration Instructions



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## Obtain your Alternate PIN


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.



The screenshot shows a web page titled "Alternate PIN Verification". At the top, there is a breadcrumb trail: "Home > Student > Registration > Add or Drop Classes". Below the breadcrumb is a message box with a speech bubble icon containing the text: "You will need to meet with your advisor to obtain your alternate PIN. You will be prompted to enter your alternate PIN for registration until you register for one class. You will then be able to use the alternate PIN for registration functionality throughout the rest of your registration." Below the message box is a label "Alternate PIN for Spring 2012:" followed by an empty text input field. At the bottom of the form is a blue "Submit" button.

# Sign In to myShip

Login to <https://portal.ship.edu>.



SHIPPENSBURG  
UNIVERSITY

## myShip Single Sign-On

Enter your Ship Email Address  
and Password

Ship Email Address:  
 @ship.edu

Password:

[Forgot your password?](#)

| clear

Click on the **Student** tab.



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.

✓ 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 Senior.

**Earned Credit**

Level	Type	Hours
Undergraduate	Institutional	130.000

**Curriculum Information**

**Current Program**  
Bachelor of Sci in Bus Admin

**Level:** Undergraduate  
**Program:** BSBA in Management Info Syst  
**Admit Term:** Fall 2007  
**Admit Type:** Freshmen  
**Catalog Term:** Spring 2010  
**College:** College of Business  
**Campus:** Main  
**Major and Department:** Management Information Systems, Accounting

# Registration Permits and Overrides

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

The screenshot shows a web application interface for 'Registration Status'. At the top, there is a search bar with the text 'Find a page...'. Below the search bar, the page title 'Registration Status' is displayed. A breadcrumb trail reads 'Home > Student > Registration > Registration Status'. The user's name 'ith' and the semester 'Fall 2011' are shown in the top right corner, along with the date and time 'Mar 02, 2011 02:32 pm'. A note box contains the following text: '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.' Below the note, there are four green checkmarks indicating registration eligibility: '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.', and 'Your Student Status permits registration.' Below these, it states 'Your Class for registration purposes is Junior.' A red box highlights a section titled 'Registration Permits and Overrides' which contains a table with the following data:

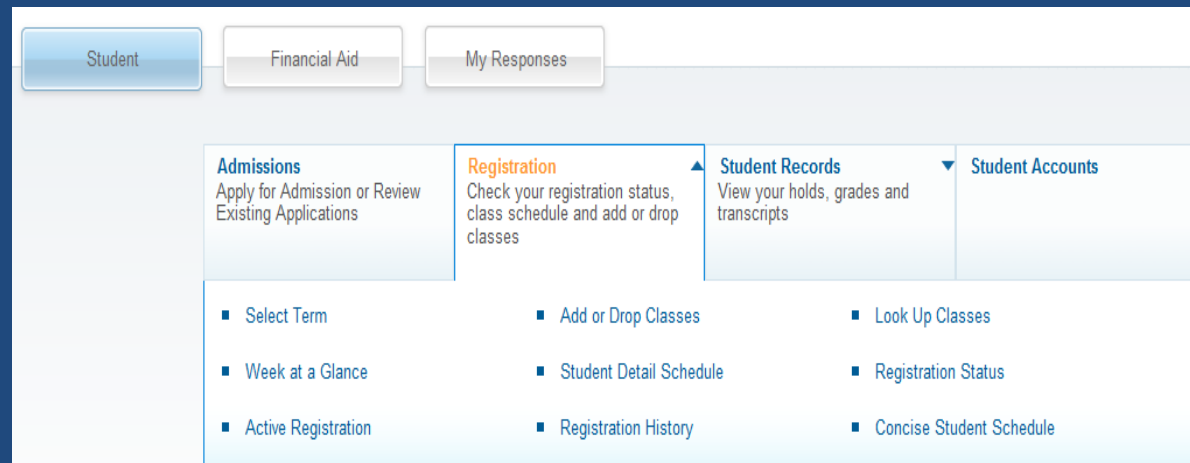
Permit/Override	CRN	Subject	Course
Department Override	60602	CRJ	211 Crim Law & Proced
Instructor Special Approval		MUS	107 Women'S Chorale

# Look Up Classes

Click on **Registration**.



Click on **Look Up Classes**.

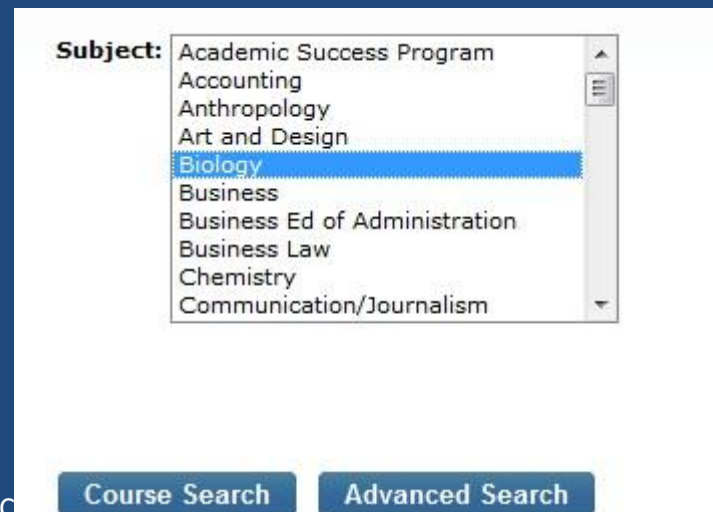


Select the term and click **Submit**.



The screenshot shows a web form titled "Select Term or Date Range". At the top, there is a breadcrumb trail: "Home > Student > Registration > Look Up Classes". Below this, the text "Search by Term:" is followed by a dropdown menu currently set to "Fall 2011". At the bottom of the form, there are two buttons: "Submit" and "Reset". A mouse cursor is pointing at the "Submit" button.

Select your subject and click **Course Search**.



The screenshot shows a dropdown menu for selecting a subject. The label "Subject:" is on the left. The dropdown list contains the following items: "Academic Success Program", "Accounting", "Anthropology", "Art and Design", "Biology" (which is highlighted in blue), "Business", "Business Ed of Administration", "Business Law", "Chemistry", and "Communication/Journalism". At the bottom of the form, there are two buttons: "Course Search" and "Advanced Search".

Find the course you want to schedule and click on **View Sections**.

Biology		
100	Basic Biology	<a href="#">View Sections</a>
142	Intro to Ecology	<a href="#">View Sections</a>
145	Environmental Bio	<a href="#">View Sections</a>
150	Human Biology	<a href="#">View Sections</a>
161	Prin of Bio:Cell Struc & Funct	<a href="#">View Sections</a>
162	Prin of Bio:Organsm Diversity	<a href="#">View Sections</a>

To get more information about a course, click on the **CRN** (Course Reference Number).

History													
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	<a href="#">60010</a>	HIS	105	01	M	3.000	World History I	TR	12:30 pm-01:45 pm	TBA	08/29-12/16	DHC 210	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60013</a>	HIS	105	02	M	3.000	World History I	TR	02:00 pm-03:15 pm	TBA	08/29-12/16	DHC 151	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60021</a>	HIS	105	03	M	3.000	World History I	MW	05:00 pm-06:15 pm	TBA	08/29-12/16	DHC 206	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60024</a>	HIS	105	04	M	3.000	World History I	MWF	12:00 pm-12:50 pm	John D. Bloom (P)	08/29-12/16	DHC 208	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60026</a>	HIS	105	05	M	3.000	World History I	MWF	01:00 pm-01:50 pm	John D. Bloom (P)	08/29-12/16	DHC 208	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60029</a>	HIS	105	06	M	3.000	World History I	MW	03:30 pm-04:45 pm	John D. Bloom (P)	08/29-12/16	DHC 208	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60033</a>	HIS	105	07	M	3.000	World History I	MWF	11:00 am-11:50 am	Steven B. Burg (P)	08/29-12/16	DHC 202	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60037</a>	HIS	105	08	M	3.000	World History I	MW	03:30 pm-04:45 pm	Catherine B. Clay (P)	08/29-12/16	DHC 206	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60040</a>	HIS	105	09	M	3.000	World History I	TR	12:30 pm-01:45 pm	Catherine B. Clay (P)	08/29-12/16	DHC 204	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60042</a>	HIS	105	10	M	3.000	World History I	MW	02:00 pm-03:15 pm	Allen J. Dieterich-Ward (P)	08/29-12/16	DHC 208	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60046</a>	HIS	105	11	M	3.000	World History I	TR	09:30 am-10:45 am	David F. Godshalk (P)	08/29-12/16	DHC 151	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60048</a>	HIS	105	12	M	3.000	World History I	TR	11:00 am-12:15 pm	David F. Godshalk (P)	08/29-12/16	DHC 151	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60050</a>	HIS	105	13	M	3.000	World History I	TR	02:00 pm-03:15 pm	David F. Godshalk (P)	08/29-12/16	DHC 208	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60052</a>	HIS	105	14	M	3.000	World History I	TR	12:30 pm-01:45 pm	TBA	08/29-12/16	DHC 151	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60054</a>	HIS	105	15	M	3.000	World History I	TR	02:00 pm-03:15 pm	TBA	08/29-12/16	DHC 204	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60057</a>	HIS	105	16	M	3.000	World History I	MWF	09:00 am-09:50 am	Chandrika Paul (P)	08/29-12/16	DHC 202	Basic Skills and Competencies
<input type="checkbox"/>	<a href="#">60059</a>	HIS	105	17	M	3.000	World History I	MWF	10:00 am-10:50 am	Chandrika Paul (P)	08/29-12/16	DHC 202	Basic Skills and Competencies

Click on **View Catalog Entry**.

**Sections Found**

**World History I - 60042 - HIS 105 - 10**

**Associated Term:** Fall 2011  
**Registration Dates:** Jan 24, 2011 to Sep 04, 2011  
**Levels:** Undergraduate  
**Attributes:** Basic Skills and Competencies  
**Instructors:** Allen J. Dieterich-Ward (P)

Main Campus  
Lecture Schedule Type  
Face to Face (<30% Online) Instructional Method  
3.000 Credits  
[View Catalog Entry](#)

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 3:15 pm	MW	Dauphin Humanities Center 208	Aug 29, 2011 - Dec 16, 2011	Lecture	Allen J. Dieterich-Ward (P)

**Catalog Entries**

Home > Catalog Entries

Fall 2011  
Feb 25, 2011

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

**HIS 105 - World History I**

Surveys the development of human cultures from their Paleolithic origins through the formation of early agrarian societies and their growth to major world systems by 1500. Major themes include biological and environmental relationships, economic and social systems, states and empires, and artistic, philosophical, and religious traditions.  
3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate  
**Schedule Types:** Individualized Instruction, [Lecture](#)

History Department

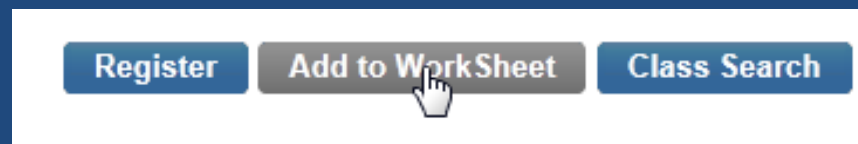
**Course Attributes:**  
Basic Skills and Competencies

# Adding Courses to Your Worksheet from “Look Up Classes”

Locate the course you want to add and check the box next to the CRN.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	60010	HIS	105	01	M	3.000	World History I	TR	12:30 pm-01:45 pm	TBA	08/29-12/16	DHC 210	Basic Skills and Competencies
<input type="checkbox"/>	60013	HIS	105	02	M	3.000	World History I	TR	02:00 pm-03:15 pm	TBA	08/29-12/16	DHC 151	Basic Skills and Competencies
<input type="checkbox"/>	60021	HIS	105	03	M	3.000	World History I	MW	05:00 pm-06:15 pm	TBA	08/29-12/16	DHC 206	Basic Skills and Competencies
<input type="checkbox"/>	60024	HIS	105	04	M	3.000	World History I	MWF	12:00 pm-12:50 pm	John D. Bloom (P)	08/29-12/16	DHC 208	Basic Skills and Competencies
<input type="checkbox"/>	60026	HIS	105	05	M	3.000	World History I	MWF	01:00 pm-01:50 pm	John D. Bloom (P)	08/29-12/16	DHC 208	Basic Skills and Competencies
<input type="checkbox"/>	60029	HIS	105	06	M	3.000	World History I	MW	03:30 pm-04:45 pm	John D. Bloom (P)	08/29-12/16	DHC 208	Basic Skills and Competencies
<input type="checkbox"/>	60033	HIS	105	07	M	3.000	World History I	MWF	11:00 am-11:50 am	Steven B. Burg (P)	08/29-12/16	DHC 202	Basic Skills and Competencies
<input type="checkbox"/>	60037	HIS	105	08	M	3.000	World History I	MW	03:30 pm-04:45 pm	Catherine B. Clay (P)	08/29-12/16	DHC 206	Basic Skills and Competencies
<input type="checkbox"/>	60040	HIS	105	09	M	3.000	World History I	TR	12:30 pm-01:45 pm	Catherine B. Clay (P)	08/29-12/16	DHC 204	Basic Skills and Competencies
<input type="checkbox"/>	60042	HIS	105	10	M	3.000	World History I	MW	02:00 pm-03:15 pm	Allen J. Dieterich-Ward (P)	08/29-12/16	DHC 208	Basic Skills and Competencies

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

CRNs

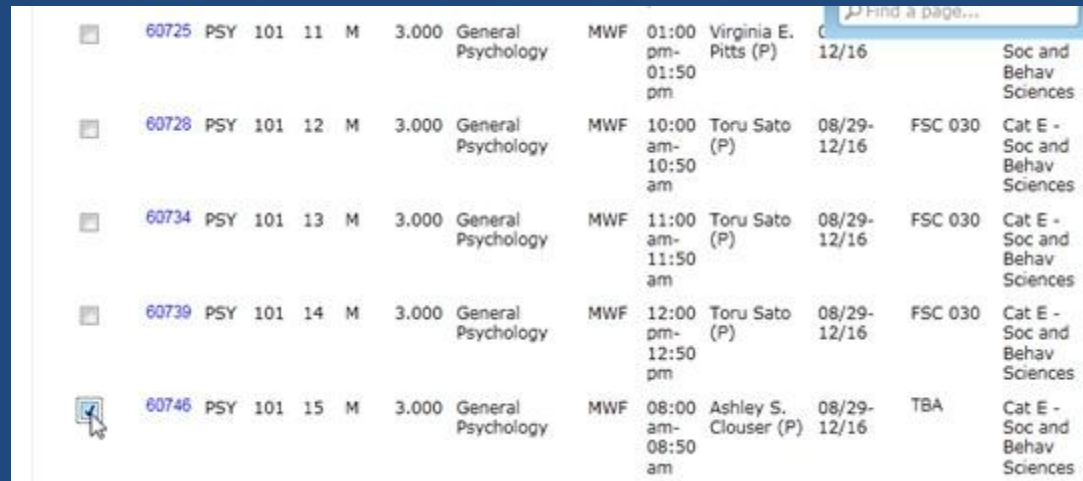
60040

[View Holds](#) ■ [Registration Fee Assessment](#)

## 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.



Find a page...

<input type="checkbox"/>	60725	PSY	101	11	M	3.000	General Psychology	MWF	01:00 pm-01:50 pm	Virginia E. Pitts (P)	12/16		Soc and Behav Sciences
<input type="checkbox"/>	60728	PSY	101	12	M	3.000	General Psychology	MWF	10:00 am-10:50 am	Toru Sato (P)	08/29-12/16	FSC 030	Cat E - Soc and Behav Sciences
<input type="checkbox"/>	60734	PSY	101	13	M	3.000	General Psychology	MWF	11:00 am-11:50 am	Toru Sato (P)	08/29-12/16	FSC 030	Cat E - Soc and Behav Sciences
<input type="checkbox"/>	60739	PSY	101	14	M	3.000	General Psychology	MWF	12:00 pm-12:50 pm	Toru Sato (P)	08/29-12/16	FSC 030	Cat E - Soc and Behav Sciences
<input checked="" type="checkbox"/>	60746	PSY	101	15	M	3.000	General Psychology	MWF	08:00 am-08:50 am	Ashley S. Clouser (P)	08/29-12/16	TBA	Cat E - Soc and Behav Sciences

Click on Register.

<input type="checkbox"/>	60968	PSY	533	01	M	3.000	Adv Social Psych	W	06:30 pm-09:15 pm	Angela M. Bartoli (P)	08/29-12/16	FSC 228	
<input type="checkbox"/>	61180	PSY	540	1	M	3.000	History of Psych	MW	05:00 pm-06:15 pm	Scott F. Madey (P)	08/29-12/16	FSC 226	

[Week at a Glance](#) ■ [Student Detail Schedule](#) ■ [View Fee Assessment](#)

You will see your courses added to your Current Schedule.

## Add or Drop Classes

656009842 Trevor J. Hess  
Fall 2011  
Feb 25, 2011 03:48 pm

Home > Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Visit <http://bookstore.shipstudents.org/SelectTermDept.aspx> to view textbook information for classes available for the upcoming semester. NOTE: The textbook information listed on the above site is current and correct as provided by the faculty teaching the course. In the event of a course cancellation, change in faculty or course materials, the information is updated as soon as notification is received by the University or faculty. Books or materials purchased incorrectly from the University Store website are fully refundable in accordance with the store's return policy. The University Store is not responsible for incorrect books and materials purchased from other sources.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered through WEB on Feb 25, 2011	None	60526	ACC	200	03	Undergraduate	3.000	Standard	Fund Financial Acct
Registered through WEB on Feb 25, 2011	None	60746	PSY	101	15	Undergraduate	3.000	Standard	General Psychology

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 17.000  
Date: Feb 25, 2011 03:48 pm

### Add Classes Worksheet

CRNs


Submit Changes

Class Search

Reset

# 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.

Scheduled Meeting Times						
Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 3:15 pm	MW	Dauphin Humanities Center 208	Aug 29, 2011 - Dec 16, 2011	Lecture	Allen J. Dieterich-Ward (P) 



## 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.

Accounting													
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Instructor	Date (MM/DD)	Location	Attribute
	60472	ACC	200	01	M	3.000	Fund Financial Acct	TR	11:00 am-12:15 pm	James E. Benton (P)	08/29-12/16	GRH 206	
SR	60642	ACC	200	02	M	3.000	Fund Financial Acct	TR	12:30 pm-01:45 pm	James E. Benton (P)	08/29-12/16	GRH 206	
SR	60526	ACC	200	03	M	3.000	Fund Financial Acct	MWF	10:00 am-10:50 am	Scott N. Cairns (P)	08/29-12/16	GRH 206	
SR	60650	ACC	200	04	M	3.000	Fund Financial Acct	MWF	08:00 am-08:50 am	Deborah E. Hocking (P)	08/29-12/16	GRH 208	
SR	60655	ACC	200	05	M	3.000	Fund Financial Acct	MWF	09:00 am-09:50 am	Deborah E. Hocking (P)	08/29-12/16	GRH 208	
SR	60660	ACC	200	06	M	3.000	Fund Financial Acct	MWF	10:00 am-10:50 am	Deborah E. Hocking (P)	08/29-12/16	GRH 208	
SR	60713	ACC	200	07	M	3.000	Fund Financial Acct	MWF	01:00 pm-01:50 pm	Patricia A. Patrick (P)	08/29-12/16	GRH 206	

## C: Closed

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

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Instructor	Date (MM/DD)	Location	Attribute
	60472	ACC	200	01	M	3.000	Fund Financial Acct	TR	11:00 am-12:15 pm	James E. Benton (P)	08/29-12/16	GRH 206	
<input type="checkbox"/>	60642	ACC	200	02	M	3.000	Fund Financial Acct	TR	12:30 pm-01:45 pm	James E. Benton (P)	08/29-12/16	GRH 206	
<input type="checkbox"/>	60526	ACC	200	03	M	3.000	Fund Financial Acct	MWF	10:00 am-10:50 am	Scott N. Cairns (P)	08/29-12/16	GRH 206	
<input type="checkbox"/>	60650	ACC	200	04	M	3.000	Fund Financial Acct	MWF	08:00 am-08:50 am	Deborah E. Hocking (P)	08/29-12/16	GRH 208	
<input type="checkbox"/>	60655	ACC	200	05	M	3.000	Fund Financial Acct	MWF	09:00 am-09:50 am	Deborah E. Hocking (P)	08/29-12/16	GRH 208	
C	60660	ACC	200	06	M	3.000	Fund Financial Acct	MWF	10:00 am-10:50 am	Deborah E. Hocking (P)	08/29-12/16	GRH 208	
C	60713	ACC	200	07	M	3.000	Fund Financial Acct	MWF	01:00 pm-01:50 pm	Patricia A. Patrick (P)	08/29-12/16	GRH 206	
C	60730	ACC	200	08	M	3.000	Fund Financial Acct	MWF	11:00 am-11:50 am	Susan T. Sadowski (P)	08/29-12/16	GRH 206	

## NR: Registration Not Allowed

The scheduling time window is closed for all students.

Anthropology													
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Instructor	Date (MM/DD)	Location	Attribute
NR	60150	ANT	111	01	M	3.000	Cult Anthropology	TR	11:00 am-12:15 pm	Christine A. Loveland (P)	08/29-12/16	GRH 408	Cat E - Soc and Behav Sciences
NR	60152	ANT	111	02	M	3.000	Cult Anthropology	TR	12:30 pm-01:45 pm	Alice V. James (P)	08/29-12/16	HFH 220	Cat E - Soc and Behav Sciences
NR	60153	ANT	111	03	M	3.000	Cult Anthropology	TR	09:30 am-10:45 am	Christine A. Loveland (P)	08/29-12/16	GRH 408	Cat E - Soc and Behav Sciences
NR	60155	ANT	111	04	M	3.000	Cult Anthropology	TR	02:00 pm-03:15 pm	Alice V. James (P)	08/29-12/16	HFH 220	Cat E - Soc and Behav Sciences
NR	60158	ANT	121	01	M	3.000	Physical Anthropol	MW	02:00 pm-03:15 pm	Karl G. Lorenz (P)	08/29-12/16	GRH 306	Cat C - Bio and Phys Sciences
NR	60161	ANT	121	02	M	3.000	Physical Anthropol	MW	03:30 pm-04:45 pm	Karl G. Lorenz (P)	08/29-12/16	GRH 306	Cat C - Bio and Phys Sciences

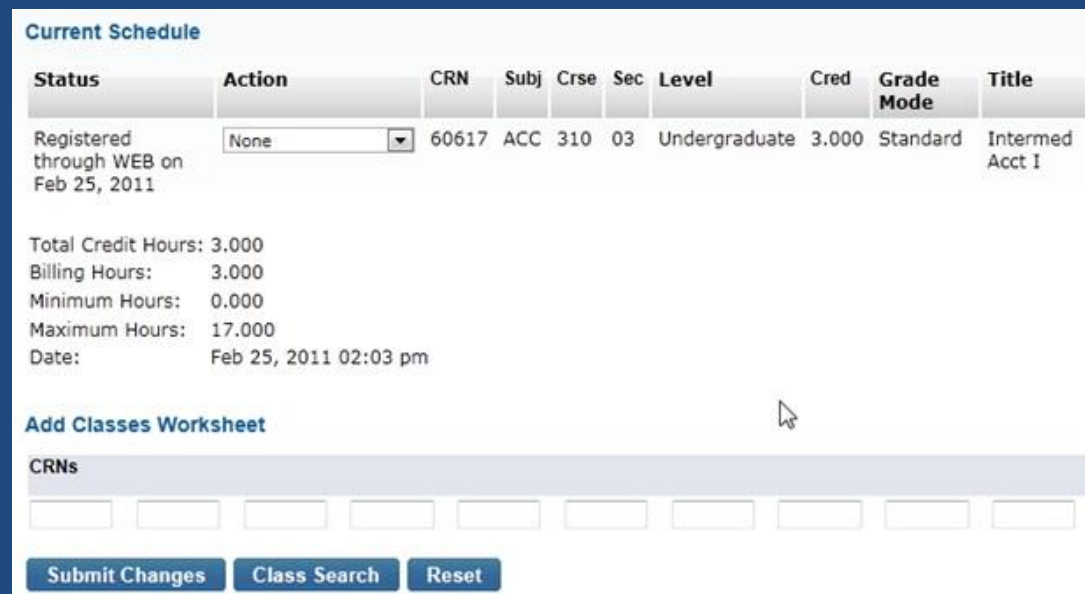
# Add or Drop Courses

Login to myShip at <https://portal.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.

A screenshot of a web application interface showing a "Current Schedule" section and an "Add Classes Worksheet" section. The "Current Schedule" section features a table with columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade Mode, and Title. A single row is visible with the following data: Status: Registered through WEB on Feb 25, 2011; Action: None (with a dropdown arrow); CRN: 60617; Subj: ACC; Crse: 310; Sec: 03; Level: Undergraduate; Cred: 3.000; Grade Mode: Standard; Title: Intermed Acct I. Below the table, summary statistics are listed: Total Credit Hours: 3.000, Billing Hours: 3.000, Minimum Hours: 0.000, Maximum Hours: 17.000, and Date: Feb 25, 2011 02:03 pm. The "Add Classes Worksheet" section has a header "Add Classes Worksheet" and a sub-header "CRNs" above a row of ten empty input boxes. At the bottom of the form are three buttons: "Submit Changes", "Class Search", and "Reset".

# 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**

**Add Classes Worksheet**

CRNs

60669

**Submit Changes** **Class Search** **Reset**

[View Holds](#) ■ [Registration Fee Assessment](#)

The new course should now appear in your list of courses

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered through WEB on Feb 25, 2011	None	60617	ACC	310	03	Undergraduate	3.000	Standard	Intermed Acct I
Registered through WEB on Feb 25, 2011	None	60918	CHM	103	01	Undergraduate	3.000	Standard	Chm a Cult Approach

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 17.000  
Date: Feb 25, 2011 02:43 pm

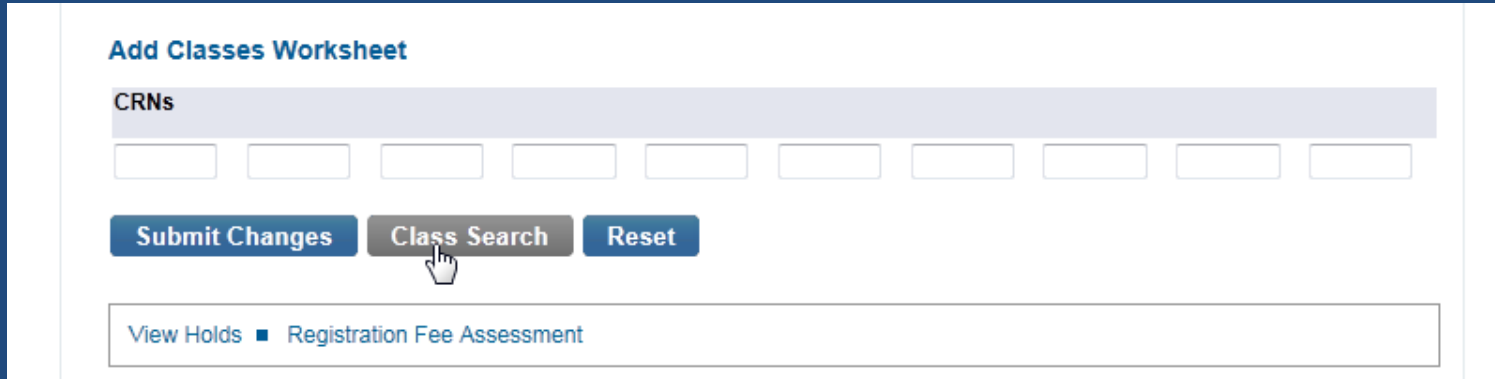
**Add Classes Worksheet**

CRNs

**Submit Changes** **Class Search** **Reset**

# Adding Courses When You Don't Know the CRNs

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



The screenshot shows a web form titled "Add Classes Worksheet". At the top, there is a header "Add Classes Worksheet" in blue. Below it is a section labeled "CRNs" with a light gray background. Underneath the "CRNs" section are ten empty input boxes for entering course numbers. Below the input boxes are three buttons: "Submit Changes" (blue), "Class Search" (dark gray, highlighted with a mouse cursor), and "Reset" (blue). At the bottom of the form, there is a link "View Holds" followed by a small square icon and the text "Registration Fee Assessment".

You will be redirected to the **Look up Classes** page.

# 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**

CRNs

60001	60094										
-------	-------	--	--	--	--	--	--	--	--	--	--

**Submit Changes** **Class Search** **Reset**

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered through WEB on Feb 25, 2011	None	60526	ACC	200	03	Undergraduate	3.000	Standard	Fund Financial Acct
Registered through WEB on Feb 25, 2011	None	60001	PLS	100	01	Undergraduate	3.000	Standard	Us Govern & Politics
Registered through WEB on Feb 25, 2011	None	60094	PLS	141	01	Undergraduate	3.000	Standard	Intro Internl Poltcs

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

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**Submit Changes** **Class Search** **Reset**

# Dropping Courses from Your Schedule

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

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered through WEB on Feb 25, 2011	None None Drop through WEB	60526	ACC	200	03	Undergraduate	3.000	Standard	Fund Financial Acct
Registered through WEB on Feb 25, 2011	None	60746	PSY	101	15	Undergraduate	3.000	Standard	General Psychology

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 17.000  
Date: Feb 25, 2011 03:48 pm

**Add Classes Worksheet**

CRNs

Click on **Drop through WEB**.

None  
Drop through WEB

Click on **Submit Changes** to drop the course.

**Add Classes Worksheet**

CRNs


# Common Add Course Errors

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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered through WEB on Feb 24, 2011	None	60472	ACC	200	01	Undergraduate	3.000	Standard	Fund Financial Acct
Registered through WEB on Mar 02, 2011	None	60662	PSY	101	09	Undergraduate	3.000	Standard	General Psychology
Total Credit Hours: 6.000									
Billing Hours: 6.000									
Minimum Hours: 0.000									
Maximum Hours: 17.000									
Date: Mar 02, 2011 02:28 pm									
<b>! Registration Add Errors</b>									
Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	
Field of Study Restriction - Field of Study	60602	CRJ	211	01	Undergraduate	3.000	Standard	Crim Law & Proced	

# 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](mailto:registr@ship.edu).

 You cannot drop your last class. Please contact the Registrar's office.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered through WEB on Feb 24, 2011	<input type="text" value="None"/>	60472	ACC	200	01	Undergraduate	3.000	Standard	Fund Financial Acct

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 17.000

Date: Mar 02, 2011 02:50 pm