Shippensburg University
Registration Instructions
## Contents

Obtain your Alternate PIN ............................................................... 3
Sign In to myShip .......................................................................... 4
Registration Status ........................................................................ 6
Registration Permits and Overrides ................................................ 7
Adding Courses to Your Worksheet from “Look Up Classes” .................. 12
Adding a Course directly from “Look Up Classes” .................................. 13
Email the Professor ................................................................. 15
Common Select Course Errors ..................................................... 16
Add or Drop Courses ................................................................. 18
Adding Courses When You Know the CRNs ................................... 19
Adding Courses When You Don’t Know the CRNs .......................... 20
Finalizing your Schedule Once You Have Courses in Your Worksheet ....... 21
Dropping Courses from Your Schedule ........................................ 22
Common Add Course Errors ....................................................... 23
Drop Course Error ........................................................................ 24
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.
Sign In to myShip

Login to https://portal.ship.edu.
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.
Registration Permits and Overrides

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

<table>
<thead>
<tr>
<th>Biology</th>
<th>View Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Basic Biology</td>
<td></td>
</tr>
<tr>
<td>142 Intro to Ecology</td>
<td></td>
</tr>
<tr>
<td>145 Environmental Bio</td>
<td></td>
</tr>
<tr>
<td>150 Human Biology</td>
<td></td>
</tr>
<tr>
<td>161 Prin of Bio:Cell Struc &amp; Funct</td>
<td></td>
</tr>
<tr>
<td>162 Prin of Bio:Organism Diversity</td>
<td></td>
</tr>
</tbody>
</table>

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

<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>

Catalog Entries

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.

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.
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.

```
<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>
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<td>ACC</td>
<td>200</td>
<td>03</td>
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<td>3.000</td>
<td>Standard</td>
<td>Fund Financial Acct</td>
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<tr>
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<td>60746</td>
<td>PSY</td>
<td>101</td>
<td>15</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
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<tr>
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<td></td>
<td></td>
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<td>Maximum Hours</td>
<td>17.000</td>
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<td></td>
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<tr>
<td>Date</td>
<td>Feb 25, 2011</td>
<td></td>
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</table>
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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.
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>
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<tr>
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<td>60642</td>
<td>ACC</td>
<td>200</td>
<td>02</td>
<td>M</td>
<td>3.000</td>
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<td>TR</td>
<td>12:30 pm-01:45 pm</td>
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<td>08/29-12/16</td>
<td>GRH 206</td>
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<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-16:30 pm</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>
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<td>08/29-12/16</td>
<td>GRH 208</td>
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<td>60855</td>
<td>ACC</td>
<td>200</td>
<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>
<td>Deborah E. Hocking (P)</td>
<td>08/29-12/16</td>
<td>GRH 208</td>
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<tr>
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<td>200</td>
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<td>M</td>
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<td>Fund Financial Acct</td>
<td>MWF</td>
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<td>08/29-12/16</td>
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<td>07</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://portal.ship.edu](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.
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.

Add Classes Worksheet

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**.
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.
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>Registered through WEB on Mar 02, 2011</td>
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<td>PSY</td>
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<td>09</td>
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<td>General Psychology</td>
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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**

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<th>Status</th>
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<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>Field of Study Restriction - Field of Study</td>
<td>60602</td>
<td>CRJ</td>
<td>211</td>
<td>01</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard</td>
<td>Crim Law &amp; Proc</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>
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<th>Title</th>
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<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>
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</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