Schedule Clean-up & Schedule Adjustment

Students who were unable to schedule classes or register for a full schedule during their assigned registration time ticket or would like to make adjustments to their schedule will have the opportunities to register for courses or make changes during the Schedule Clean-Up and Schedule Adjustment periods. Students can confirm these dates through their myShip portal.

- Log in to myShip.
- Click on the Student tab.
- Click on My academics.
- Click on Check Registration Days from the Registration Tools section.

Tips for Students

⇒ Before scheduling courses or making adjustments to your schedule, contact your academic advisor to ensure that the courses/changes are appropriate.

⇒ Do not drop a course already scheduled until you are assured you can replace it with another course.

⇒ If you are attempting to schedule a General Education course, know what all of your appropriate options are for the Category.

⇒ During schedule clean-up and schedule adjustment, you may not be able to find openings in the specific courses or with the professor you desire. Be prepared to schedule courses that satisfy what you need rather than what you want.

⇒ Be patient and be persistent in searching for classes during schedule clean-up and schedule adjustment.

⇒ And, be assured that Shippensburg is committed to making sure that by the first day of classes you will have a full schedule of courses that you need.

Common Student Questions

1. How can I find out who my academic advisor is?
   A: Your advisor is a faculty member in your major department, or if you are undeclared you are assigned an advisor through the Office of Undeclared Students. To access your advisor information, log in to myShip, click on the Student tab and select My Academics. Under My Student Resources, click on "My Advisor". You will be able to find your advisor’s contact information in the SHIP online directory.

2. Do I have to have my registration pin number?
   A: If you have already scheduled at least one course for the semester, you will not have to enter your registration pin number again. If you have not yet scheduled any courses, you will need to use your alternate PIN (available from your advisor) in order to schedule.
3. Can I register if I have a hold on my account?
   A: You will not be able to register until the hold is cleared. You will have to go to the office that posted the hold to resolve the issue. You can verify what the hold is and which office placed it by logging into myShip, clicking on the Student tab and selecting My Academics. Under Registration Tools, click on the Check Holds link.

4. How do I register for my courses?
   A: You register through your myShip portal. To register for your courses:
   - Register by logging into MyShip.
   - Log on using your User ID and password.
   - Click on the Student tab. Select My Academics from the drop down menu.
   - Under Registration Tools, select "Add Or Drop Classes".
   - Build a schedule by browsing the course listing, or by entering the course registration (CRN) numbers.
   - Submit your schedule. You must click the submit changes button to complete your schedule. When you submit your schedule, it will return results. If you don't see these results, you did not SUBMIT your schedule.
   - Logout of the session. Close the window to ensure no one can use the back button to enter your record.

5. What courses should I schedule?
   A. Consult with your academic advisor. You can verify which courses you have completed and your remaining courses on your Degree Audit. However, your degree audit does not substitute for consulting with your advisor. To access your online degree audit:
   - Log into myShip.
   - Select the Student tab.
   - Select My Academics.
     - My Student Resources
     - My Degree Audit
   - You will have to log into Degree Audit with your SU login information.

6. How can I know what courses are actually being offered to satisfy a particular General Education Category?
   A: You can access a list of courses being offered and break it down by specific General Education Categories through the advanced class search function. To access this information:
   - Log in to myShip
   - Click on the Student tab
   - Click on My Academics
   - Click on Look up Classes from the Registration Tools section
   - Select the term and click Submit
   - Click on the Advanced Search button
   - Select all subjects from the Subject dropdown (Select the first subject. Then press SHIFT + PAGE DOWN and hold until all subjects are selected).
   - From the Attribute Type dropdown, select the General Education Category.
   - Click Section Search.
7. **I checked the course schedule, and the course I want is CLOSED, what do I do?**

A: If the class is closed, it will be indicated by “C.” This indicates that no seats are available.
- See if a different section of the course is open.
- Select a different, appropriate course.
- If wait list option is available, put your name on the course wait list.
- If there is no wait list for a course you feel you must take, contact your advisor to discuss your options.

8. **How do I get on a waitlist for a course?**

A. 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 waitlist.
- Log in to myShip
- Click on the Students tab.
- Click on My Academics.
- Click on Add or Drop Classes from the Registration Tools section.
- If prompted, select the appropriate term.
- Search for the class for which you would like to register.
- If the class has a waitlist, it will be indicated.
- Note 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.
- In the Action drop-down menu, select Waitlist.
- You MUST select Submit Changes to submit your waitlist request.
- Verify the course appears as a waitlisted course.

⇒ If you no longer need a course for which you have waitlisted, 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.

9. **How will I know if I have been added to a course that I waitlisted?**

A: You will be notified by email if space become available in the class and you are being moved from the waitlist to the class.

10. **I attempted to register for a course and got a REGISTRATION ERROR. What do I do?**

A: Below are the common registration errors:
- **Field of Study Restriction**: Contact the secretary of the department under which the course resides to receive an override for a course.
- **Prerequisite / Test Score error**: You are not eligible for the course because placement level is too low or you have not satisfied a course prerequisite. Register for the appropriate level or prerequisite course.
- **Special Approval – Instructor**: Contact the department under which the course resides to request an override for a course.
- **SR: Student Restriction**: Scheduling not permitted for one of the following reasons:
  → Not scheduling time: Must wait until assigned time ticket or Schedule Clean-up
  → A hold exists on the account: Must go to office that placed hold to have it removed
  → Student status is inactive: Contact Registrar’s office

[This information can be verified on your Registration Status page]
- Reached Maximum Credits: Banner will limit undergraduate students to 17 credit hours. If you desire to register for more, you must go to your dean’s office to request overload override.

11. Where can I obtain permission to register for a restricted course?
   A: Contact the secretary of the department under which the course resides to request an override for a course.

12. I have been granted an override, how do I register for the course?
   A: Once the override is given, you should be able to register for the course through myShip during your registration window. Perform the following steps to register:
   1) Verify the override was given for the course.
      - Log in to myShip.
      - Click on the Student tab.
      - Click on My Academics.
      - Click on Check Registration Days from the Registration Tools section.
      - In the Registration Permits and Overrides section of the page, any override given will be listed.
   2) To register for the course:
      - Log in to myShip.
      - Click on the Student tab.
      - Click on My Academics.
      - Click on Add or Drop Classes from the Registration Tools section.
      - Manually enter the CRN in the Add Classes Worksheet section.
      - Click Submit Changes.

13. How many credits should I take each semester?
   A: The standard undergraduate course load is 15 credits (five courses) per semester. To maintain fulltime undergraduate status, you must enroll in a minimum of 12 credit hours each fall and spring semester. It is important to remember that graduation is the goal and not a race. The key is for you to determine the best course load for you.

If you have other questions:
Contact your academic advisor. Remember that your advisor may not be available during the summer months. If you cannot reach your advisor, contact your dean’s office.