

HOW TO REGISTER ONLINE – CentreTerm and Spring Term 2010

Centre College – Centre Net

Log onto Centre Net by pointing any internet browser to <https://centrenet.centre.edu/ics>

REGISTRATION CHECK LIST

- You have reviewed your degree audit to determine what requirements you have completed and what requirements you need to complete.
- You have reviewed the course schedule to determine the classes you need with consideration for section restrictions, prerequisites and other factors that may affect your eligibility to register for the course.
- You have selected alternate courses in the event a course has closed or another course selection is required.
- If you are a first-year, you have turned into the Registrar's Office your CentreTerm registration form with at least four course choices by Tuesday, November 10. A hold will be placed on your spring term registration if this form is not submitted to the Registrar's Office by the November 10 deadline.
- You have reviewed and resolved any holds on your account that may prevent you from registering. Holds can be accessed on Centre Net in the CX Student Profile Portlet.
- You have met with your advisor(s) prior to registration and have confirmed that at least one advisor has cleared you to register for both terms in the CX Portlet of Centre Net.
- You know the time and day you may begin registration.

TO REGISTER

1. At your appointed time to register and NOT before, log in to Centre Net, select the "Student" portal, and click on "Register for Classes."
2. Make sure you have set your "Current Option Settings" to the correct session and year. Start by registering for Winter 2010 (except first-years), then repeat the process for Spring 2010.
3. Enter the Course Number and Section you would like to add to your schedule.
 - You may look-up the Course Number and section by clicking on the "?".
 - Verify you have entered the course number exactly as it is in the course schedule. Use capital letters with one space between the department code and the number; use lower-case

ADDITIONAL NOTES

1. After you register, PLEASE avoid accessing the CX Portlet during the peak hours of registration (7am-2pm). Doing so will slow access to registration for students who need to register then.
2. Registration will close Friday, November 13 at 4:00 p.m. You may change your schedule at any time from your appointed time to register until the close of registration.
3. There will be an additional add/drop period from approximately November 30 – December 4 when students can change their schedule online for either term. Students may add up to 16 hours during that period for spring term. Students who wish to register for more than 16 hours must obtain the written

permission of Dean Dunn and come to the Registrar's Office to add the additional hours.

4. The final online add/drop period for CentreTerm will be January 5. For spring term, the final online add/drop period is January 25 through February 9.
5. Independent studies will be added to the students schedule by the Registrar's Office AFTER we receive your approved independent study form. The deadline for submitting independent study forms is January 5 for CentreTerm and February 9 for spring term.
6. Check your schedule on Centre Net the night before a new term starts for up-to-date schedule and classroom

letters for the section letter.

- Verify you added the correct section to match the days and times you prefer.
4. Click on the ADD button. If the course is added successfully it will appear in the bottom portion of the screen.
 5. After each add, stop and notice the comment in the box above the schedule. This box will notify you of important information such as:
 - Time conflicts exist with another course.
 - A course requirement has not been met.
 - This course section is closed. (To be placed on a waiting list for a closed class you must contact the Registrar's Office.)
 - You have taken this course previously (in most cases, only courses previously graded D or U may be repeated).
 - Your maximum hours have been exceeded. For spring term, you may register for a maximum of 14 credit hours during regular registration (see note below for adding additional hours later). In CentreTerm, you may register for only one course.
 6. Continue to add courses by entering course numbers and sections and clicking the ADD button.
 7. To drop (remove) a course, select the course and click the DROP button. Once dropped the course will no longer appear on the screen.
 8. To swap a course registration, select the course you want to drop, enter the new course you want to add, and click on the SWAP button. This process will verify seat availability in the class you want to add before dropping the other course from your schedule.
 9. **Once you have finished adding classes you are done; no additional steps are necessary to complete your registration.** Close the CX Portlet window and log out of Centre Net. If you do not close the browser, your registration file and student information will be accessible to the next user, and your connection will slow down access for other students who need to register.

information.

STUDENTS ABROAD NOW

You will receive detailed instructions via email for sending your course choices to your advisor and to the Registrar PRIOR to registration. The Registrar's Office will enter your registration at the time you are scheduled to register. You WILL NOT have access to online registration during registration week but will have access during the add/drop period (November 30 - December 4).

STUDENTS ABROAD IN THE SPRING

Strasbourg, Mexico, and London students should register online. Your course options are in the system. A detailed summary of your course options will be sent to you prior to registration.

