

Web Registration Schedule

- Fall 2010 Web Registration: April 5 – April 23, 2010
- Your advisor will provide you with your Web Access Summary Sheet, which includes your class standing and assigned web registration start date, during your advising meeting.

The system opens at 7:00 AM on all registration days.

Registration Date	Class Standing	Registration Assignment by Earned Credits
Monday, April 5	Seniors	90 or more
Tuesday, April 6	Juniors	75 – 89.5
Wednesday, April 7	Juniors	60 – 74.5
Thursday, April 8	Sophomores	46 – 59.5
Friday, April 9	Sophomores	30 – 45.5
Monday, April 12	First Year	0 – 29.5 by Assignment
Tuesday, April 13	First Year	0 – 29.5 by Assignment
Wednesday, April 14	First Year	0 – 29.5 by Assignment

Web Registration Fall 2010

Full Time Status

- Full-time students register for 12-18 credits per semester and are eligible for college housing and participation in varsity sports (provided they are making satisfactory academic progress) and student activities.
- Part-time students register for fewer than 12 credits per semester and are not normally eligible for college housing or for participation in varsity sports or student activities.
- Students who wish to request a change in status should contact the Office of Enrollment Management and the Registrar by e-mail at registrar@curry.edu. You should be aware, however, that dropping below a full-time course load may result in the loss of financial aid funding and other privileges that may be based on your full-time status.

What you need to Web Register

- Web Access Summary Sheet
 - ◆ **This is obtained from your advisor and includes your Student ID, Web PIN, Advising PIN, Class Standing, and Assigned Web Registration Date. You must have your summary sheet in order to access the CWIS for Web Registration.**
- Web Registration Schedule so you know when you can access the web registration system.
- Course Selection Wish List with alternate courses and CRNs.

Web Information System tutorials at: <http://www.curry.edu/current+students>

Just click on Curry College Technology Tutorials

Web Registration Fall 2010

How to Register on the Web

Express Registration

- Log into CWIS.
- Click on Student Services & Financial Aid
- Click on Registration
- Click Register for a Class
- Select Registration Term
- Enter your Advising PIN (also called Alternate PIN) from your Web Access Summary Sheet (received from your advisor)
- Enter the CRNs of the courses you wish to register for.
- After all of your requested CRNs are entered, click **Submit**.

If you encounter any error messages, see the Web Information System Guide for assistance.

Web registration may take a few minutes to process, especially if you are registering at peak times. Please be patient.

- Review your schedule to confirm that you are registered for the correct courses.
- Click **Return to Menu** on the top right corner of the screen
- Click **Student Detail Schedule** and **Print**

Search & Register

- Log into CWIS.
- Click on Student Services & Financial Aid
- Click on Registration
- Click Register for a Class
- Select Registration Term
- Enter your Advising PIN (also called Alternate PIN) from your Web Access Summary Sheet (received from your advisor)
- Click **Class Search**
- Perform a search using a variety of search options, or simply look up by subject (NOTE: You must select at least one subject).
- When you find the desired class, click **Add to Worksheet**
- After all of your requested CRNs are entered, Click **Submit**.

If you encounter any error messages, see the Web Information System Guide for assistance.

Web registration may take a few minutes to process, especially if you are registering at peak times. Please be patient.

- Review your schedule to confirm that you are registered for the correct courses.
- Click **Return to Menu** on the top right corner of the screen
- Click **Student Detail Schedule** and **Print**

Express – Printing Schedules for Fall 2010

How to View and Print your Schedule using the Web Information System

Student Detail Schedule

- Log into CWIS.
- Click on Student Services & Financial Aid
- Click on Registration
- Click Student Detail Schedule
- Select the Term you would like to view (Fall 2010)

Your detailed schedule will be displayed on the page. This schedule includes meeting times, locations and instructors for each class.

- To print, simply click File > Print on your web browser.

Week at a Glance Feature

- Log into CWIS.
- Click on Student Services & Financial Aid
- Click on Registration
- Click Week at a Glance
- Select the Term you would like to view (Fall 2010)

Your schedule will be displayed in a week layout showing blocks of classes with the locations.

- You can also print this schedule if you like, but we recommend this type of schedule for web viewing only.

Help with Web Registration Fall 2010

Where to Get Help with Web Registration

- For advising help, such as choosing your courses, please contact your academic advisor or call the Academic Advising Office at 617-333-2194.
- For help with your Web PIN and logging into CWIS, please call the Tech Center Hotline at 617-333-2911.
- For help with web registration, online tutorials are available at <http://www.curry.edu/current+students/>
Just click on Curry College Technology Tutorials
- For all other technical problems, please contact the Tech Center Hotline at 617-333-2911.

Notes about the CWIS

- The system is not available between 12 AM and 1 AM every day due to backups.
- There is a 30 minute timeout in CWIS. This means that your session could be timed out if you are inactive for 30 minutes or more. Submit often.
- Your Web PIN is case-sensitive. Please make sure that CAP LOCK is off before logging into CWIS.

We're Here to Help

The following people have been trained to assist with web registration:

Academic Advisors

RAs and RDs

Tech Center Staff

TechCenter@curry.edu

617-333-2911

Registrar's Office Staff

Registrar@curry.edu

617-333-2008

Web Registration Fall 2010

Common Registration Errors

Error	Reason	Resolution
Section Closed	Enrollment in this section has reached its maximum.	Choose another section of the same course or choose one of your alternate courses.
Class Restriction	Your credits do not meet the minimum required for this course.	Choose another course or submit a signed permit override form to the academic department of the course requested.
Co-requisite	Missing a course which has to be taken in the same semester as the selected course.	Check the online Course Selection Guide or the Curry Catalog for the appropriate course and add the CRN to your schedule at the same time as the original course.
Duplicate Course	Two sections of the same course are entered.	Choose one of your alternate courses.
Link Error	Course has a required lab, clinical or recitation.	Check the online Course Selection Guide for the required linked course and add the CRN to your schedule at the same time as the main course.
Maximum Hours Exceeded	You have requested courses which total over 18 credits for the term.	A signed Statement of Responsibility form is required. Forms can be obtained at the Registrar's Office and requests must be reviewed for academic appropriateness.
Pre-requisite and Test Score	You have not successfully completed the pre-requisite course.	Check the online Course Selection Guide or the Curry Catalog for specific information. Choose one of your alternate courses or submit a signed permit override form to the academic department of the course requested.
Repeat Count Exceeds Zero	You have previously or are currently registered for this course.	Choose another course or submit a signed permit override form to the academic department of the course requested.
Reserve Closed	Reserve is closed.	This course is no longer open for traditional day students.
Special Approval	Requires an instructor's signature or department approval.	Submit a signed permit override form to the academic department of the course requested.
Time Conflict	Two courses have overlapping times.	Choose another section or choose one of your alternate courses.