



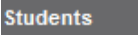
Registration Directions

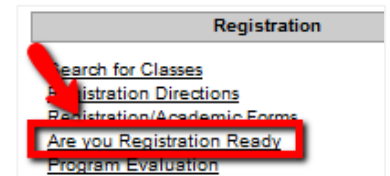
The registration priority dates for **Spring 2017** registration are:

Wednesday, Nov. 9	Graduate and TimeSaver students
Thursday, Nov. 10	Seniors, Scholars Program, Teachers Cert., Second Degree
Friday, Nov. 11	Juniors
Monday, Nov. 14	Sophomores
Tuesday, Nov. 15	First-year

COMPLETE THE FOLLOWING STEPS:

1. STARTING

- Click on  (Clarke's home page, Current Students and "MyInfo" is on the left).
- Click on . Enter your user name and password (same used for Clarke email). Submit.
- Click on , then on
- "Are You Registration-Ready."** This page lists the registration term, your academic program, adviser(s), financial clearance information, and your priority registration date.



Are You Registration-Ready?

The current registration term	2015/SP
Your current academic program	BA.PSYC
Your current academic advisor(s)	Timothy Boffeli, Adam Hinders

Priority Information

Your assigned registration date is listed below. You can register beginning at 6:00 AM on or after:

PRIORITY DATE Tuesday, November 11th

You must have a student account balance of \$500 or less to be able to register.

If you are not financially clear, please check with Student Accounts before your priority date.

YOU ARE FINANCIALLY CLEAR

Advisor Approval

Please read and check each statement below to indicate that you understand and agree with each statement.

- I verify that I have met with my advisor
- I understand my program requirements
- I accept responsibility for my registration

You must check all three boxes in order to start the registration process on your priority date.

SUBMIT

2. **REVIEW YOUR PROGRAM EVALUATION** (shows the list of required classes) by clicking on “Program Evaluation” in your MyInfo account. You may want to print your evaluation.

3. **PLAN YOUR CLASS SCHEDULE FOR THE NEXT SEMESTER.** Use “Search for Classes” to identify the classes you will take. Make sure to review prerequisite requirements. Also, pay attention to the dates, days and times of the courses to avoid time conflicts. Make note of the department, course number, section number, days, times and the four-digit section synonym. You need the synonym to register. The **synonym** is the **four-digit number located inside the parentheses**. It follows the course code. (see screenshot below). Write this information down or copy/paste it onto a Word document. You’ll need it for registering later.

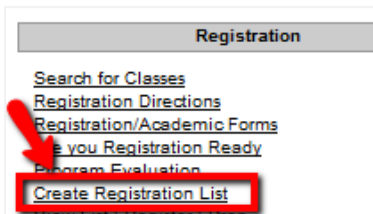
Search for Classes

[New Search](#)
[Go Back to Main Menu](#)

Class Name and Title	Status	Location	Credits	Capacity / Seats Available / Waitlist	Offering Information	Instructor	General Education	Term
PHIL-110- (1855) Fundamentals of Philosophy	Open	Clarke	3.00	30 / 30 / 0	01/13/2014-05/07/2014 Lecture Mon, Wed, Fri 09:00AM - 09:50AM, CBH, Room 203	Riley, Thomas	Philosophy	2014/SP
PHIL-110- (1856) Fundamentals of Philosophy	Open	Clarke	3.00	30 / 30 / 0	01/13/2014-05/07/2014 Lecture Mon, Wed, Fri 10:00AM - 10:50AM, CBH, Room 203	Riley, Thomas	Philosophy	2014/SP

Synonym → (1855) (1856)

4. **ENTER THE COURSE SYNONYMS.**



Return to MyInfo’s Student Menu and click on “**Create Registration List.**” Enter the four-digit section synonyms in the first column. Do not fill in the rest of the columns. Click on SUBMIT. Your registration list will be saved. However, it is not holding a seat in the class for you. If the class is closed by your registration priority day, you will need to modify your registration list, or add yourself to the waitlist.

Create Registration List

Synonym	Subject	Course Number	Section Number	Term
2538				
1838				
2146				
1857				

SUBMIT

5. **CHECK THE THREE VERIFICATION STATEMENT BOXES.** Return again to “**Are You Registration-Ready?**” Check the three verification statement boxes at the bottom of the page and click “SUBMIT.” This is required for registration.

Are You Registration-Ready?

The current registration term 2015/SP
 Your current academic program BA.PSYC
 Your current academic advisor(s) Timothy Boffeli, Adam Hinders

Priority Information

Your assigned registration date is listed below. You can register beginning at 6:00 AM on or after:
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YOU ARE FINANCIALLY CLEAR

Advisor Approval

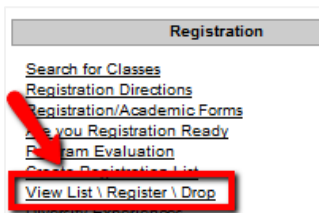
Please read and check each statement below to indicate that you understand and agree with each statement.

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- I understand my program requirements
- I accept responsibility for my registration

You must check all three boxes in order to start the registration process on your priority date.

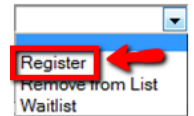
SUBMIT

6.



REGISTER FOR CLASSES ON YOUR REGISTRATION PRIORITY DAY ANYTIME FROM 6:00 A.M. – 11:00 P.M.

Click on **“View List/Register/Drop.”** Your registration list is under the heading, **“Preferred Sections.”**



Choose **“Register”** from the drop-down box at the top of the page and click **“SUBMIT.”** If one or more of your classes is closed, choose a registration action next to each class, rather than the action listed at the top of the page. Choose **“Register”** for the open classes and **“Waitlist”** for the closed classes. Click **“SUBMIT.”**

7. **REVIEW YOUR “REGISTRATION RESULTS.”** There will be error messages at the top of the screen if you have a time conflict, tried to register for a closed class or tried to register for a class you already successfully completed. Messages about prerequisites are informational.

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2013 Fall	Registered for this section		HIST-101-1 (1478) Western Civilization I	Clarke	08/26/2013-12/11/2013 Lecture Mon, Wed, Fri 02:00PM - 02:50PM, CBH, Room 203	M. Knock	3.00	
2013 Fall	Registered for this section		PSYC-111-2 (1504) Introductory Psychology	Clarke	08/27/2013-12/12/2013 Lecture Tue, Thu 02:00PM - 03:15PM, CBH, Room ALH	T. Boffeli	3.00	
2013 Fall	Registered for this section		RELS-100-4 (1668) Foundations/Spiritual Life	Clarke	08/27/2013-12/12/2013 Lecture Tue, Thu 09:30AM - 10:45AM, CBH, Room 116A	P. Skiba	3.00	

Here are all of the sections for which you are currently registered:

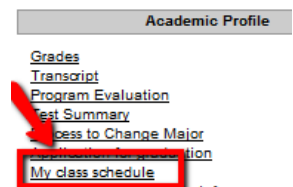
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2013 Fall		RELS-100-4 (1668) Foundations/Spiritual Life	Clarke	08/27/2013-12/12/2013 Lecture Tue, Thu 09:30AM - 10:45AM, CBH, Room 116A	P. Skiba	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

10. **VIEW AND/OR PRINT YOUR CLASS SCHEDULE** by clicking on the **“My Class Schedule”** link on the Students menu under **“Academic Profile.”**



ADDITIONAL REGISTRATION INFORMATION

- **Graduate classes** with a section of “UG” are open to undergraduate students accepted to early access programs and seniors with a 3.0 cumulative GPA or higher on a space available basis. (Example: BUMG 501-UG.) Please see page 287 of the 2015-2016 catalog for more information.
- **General Education Diversity Experience:** If you received approval for a diversity experience, register for DVST-PROF-1 (day program students) or DVST-PROF-6 (TimeSaver students.) Only students with approval for a spring semester experience will be able to register.
- **Undergraduate course sections 6 and 7** are for designated for TimeSaver students only.
- **Courses with a notation, “Majors only”** are open to students majoring in the academic department offering the course.
- **Registering for a major Capstone course** requires that your graduation application be on file. If you haven’t completed your application, go to “application for graduation” on the MyInfo student menu.
- **TimeSaver and Graduate courses** are not open to Loras College and University of Dubuque students. These courses have a notation, “Not open to cross-registration.” This note is informational for Loras and UD students.
- **General Education Scholars division topics courses** are designated with a course number of 282. Religious Studies and Philosophy foundation scholars topics courses are designated with a course number of 281. There may be additional scholars classes under different course numbers. All scholars courses are noted as such. To register for scholars courses you must meet one of the following criteria:
 - You are in the Scholars Program.
 - You are a major in the department offering the course.
 - Your Clarke cumulative grade point average is 3.5 or higher.
- **Forms and approval are required for:**
 - Independent Study
 - TimeSaver course (if you are a traditional student)
 - Daytime course (if you are a TimeSaver student)
 - More than 18 credits (use Add/Cancel form)
 - Cross-Registration with Loras College and the University of Dubuque

A link to forms is located on the MyInfo student menu. Turn completed forms in to the registrar’s office, 201 Haas Administration, Atrium.

WAITLISTS

Waitlists are maintained by the registrar’s office through the Add deadline. Credits for waitlisted classes will not

appear in your total credits.

Students are added to classes as spaces become available. Check the enrollment status of waitlisted classes by using “Search for Classes” or contact the registrar’s office for waitlist information. Check your class schedule periodically to see if you’ve been added to a class. Check your Clarke email as well. You will receive an email from the registrar’s office if there is a problem or a question.

HELP

Email myinfo@clarke.edu with questions. You can also stop by the registrar’s office Monday – Friday, 8:00 a.m. – 4:30 p.m.