

## Web Pre-Registration

You will need:			
	User ID	PIN	Alt PIN
Undergraduate	X	X	X
Graduate	X	X	

### Do you know the dates you can pre-register?

Go to the Rockhurst Academic Calendar at:

<http://www.rockhurst.edu/registrar/calendar.asp>

### Do you still have pre-registration questions?

Go to:

<http://www.rockhurst.edu/registrar/guide/index.asp>

*Students may also pre-register through the deans' offices if web registration has expired.*

## Registration Errors

**\*\*Note\*\*** There is a Help link on the Oracleweb registration page.

**CLASS RESTRICTION:** This error message indicates that you have attempted to register in a course that requires you to have attained sophomore, junior, or senior standing, as specified in the course description. You'll need to either select another course or contact the professional advisor in your college for an override.

**CO-REQUISITE ERROR (CORQ):** This error message indicates that there is another course that must be taken in the same semester as the course you've attempted to register for. The specific course that must be taken concurrently is listed in the error message field. You'll need to register for both classes to resolve this problem.

**LEVEL RESTRICTION:** This error message indicates that you have attempted to register for a course that doesn't match your current student level of either Graduate or Undergraduate. You'll need to obtain approval from the instructor and the appropriate dean to take this course, and you'll need to contact the professional advisor in your college for an override.

**LINK ERROR:** This error message indicates that there is another course that must be taken in the same semester as the course you've attempted to register for. The specific class will be listed in the error message field. You'll need to register for both classes to resolve this problem.

**TIME CONFLICT ERROR:** This error message indicates that you have scheduled two classes for the same time period. The system will accept one course and reject another. The error message will specify the courses in conflict. You'll need to select another class or section to correct this problem.

**COLLEGE, MAJOR, DEGREE, PROGRAM, CAMPUS ERROR:** These errors indicate that you haven't been admitted to a specific program. You must be admitted to the program in order to register for the class.

## Rockhurst University

### How to Pre-Register for Classes via the Web



**User ID:** @00

**Pin:**

**Computer Services HelpDesk**  
Conway Hall, 4th Floor  
816-501-4357  
Email: [helpdesk@rockhurst.edu](mailto:helpdesk@rockhurst.edu)

**Registrar's Office**  
Massman 110  
816-501-4057

## Log on to the Web

➔ **Enter** this address in your internet browser: <http://oracleweb.rockhurst.edu>

**\*\*NOTE\*\*** It may be useful to first open the web version of the Course Schedules or Course Catalog.

➔ **Click** on Login to Secure Area. (If a security alert pops up, click ok.)

➔ **Enter** your User ID. (This is “@00” plus your student ID .)

➔ **Enter** your 6-character PIN in the PIN blank. (If you can’t remember your PIN, leave it blank and click “Forgot PIN?”)

➔ **Click** on Login.

➔ **Click** on Student Services.

➔ **Click** on Registration.

➔ **Select** Term. (If you’re looking for the Professional Studies 1<sup>st</sup> or 2<sup>nd</sup> Eight-week Sessions, go ahead and select the full semester here, for example, Spring 2004.)

➔ **Click** on Submit.

➔ **Click** on Add/Drop Classes.

➔ **Enter** Alternate PIN (You obtain this 6-digit number from your advisor. **This is not required for Graduate Students.**)

## Add/Drop Classes

### Warning!

If you get a message “Warning: Page has Expired”, **Click** on the Refresh button on the toolbar, then select Retry.

➔ **Click** on Submit PIN.

**\*\*NOTE\*\***If you receive a “Registration Hold” response message, call the Registrar’s Office, 501-4057.

➔ **After logging in (see previous page):**

➔ **Place** your cursor in the course reference number (CRN) field and enter the number directly (see below if you do not know CRN).

**Click** on Submit Changes. (This is the same as Save.)

➔ If you don’t know the CRN, **click** on Class Search. (You will need to select a Subject, as it must be used either by itself or in combination with any of the other fields.)

**\*\*NOTE\*\*** You can select Professional Studies 1<sup>st</sup> and 2<sup>nd</sup> Eight-week Sessions here in the Part-of-Term field.

➔ **Click** on Find Classes.

➔ **Select** a class from the table with a checkmark in the checkbox to the left of the class.

**\*\*NOTE\*\*** If you are adding a science course with separate lecture and lab, **select** them both now.

➔ **Click** on Register, beneath the table, to add the class to your schedule.

➔ In Current Schedule, **Confirm** that each course has a “WEB REGISTERED” message in Status.

## Add/Drop Classes (cont.)

➔ Some classes may appear below with Registration Errors. For a summary of errors, see the back page of this handout.

➔ **Repeat** Add Classes or contact the Dean’s Office.

➔ **Submit** Changes (Save).

➔ **Use** the drop list in Action column to remove courses. **Select** “Drop Web”.

➔ **Submit** Changes (Save).

## Print/Confirm Your Class Schedule

➔ **Click** on the Menu button at the top right of your screen.

➔ **Select**

Student Schedule by Day & Time

or

Student Detail Schedule.

➔ **Click** on the Print button on your internet tool bar.

## Exit

➔ **Click** on the Exit link to quit.

➔ **Click** on Menu link to return to other Oracleweb options.