Registration:

A Guide for Students
General Information

- Online registration is available to CNU students through CNU Live on CNU Connect

- ‘CNU Connect’ contains your CNU email account, calendar options, campus announcements, and our Scholar online course tool
Step by Step: Logging in to Your Account

1. To access your registration account click on the ‘Log In’ link at www.cnu.edu
   
   – USER NAME: 00****** (Enter your CNU ID number in this field)
   
   – Login PASSWORD: ***** (Enter your initial password)

And remember...for security purposes, you should not share your password with anyone else.
Step by Step: CNU Live

2. Click on ‘CNU Live’ in the top right corner of the blue bar at the top of the page.
CNU Live provides access to your:

- Student information
- Course schedule
- Course registration
- Grades
- Degree evaluation
- Unofficial transcripts
- Tuition and fees
- Financial aid
- Information
Step by Step: CNU Live

3. Click on ‘Student Services & Financial Aid’
4. Click on ‘Registration’

Note: If you click on ‘Student Records’ you will be able to view possible ‘Holds’ on your account that may prevent you from registering for courses, obtaining your grades or transcripts, and or accessing degree evaluations.
Step by Step: Registration

• Before registering for courses you must:

  1. Check your [Time Ticket](#)
  2. Review your [Undergraduate Academic Catalog](#)
  3. Conduct a [Degree Evaluation](#)
  4. Review the [Schedule of Classes](#)
  5. Meet with your (Core) [Advisor](#)
  6. Check for and [Resolve Holds](#)

Once you have reviewed all six steps, [click here](#)
Step by Step: Time Ticket

1. Check your time ticket
   - Note: Your time ticket is based on your number of earned credit hours which does not include your in progress hours.
     - You can also check your time ticket through the registration tab on CNU live.
Step by Step: Undergraduate Academic Catalog

2. Review your Undergraduate Academic Catalog
   - Note: Your degree requirements [i.e. the courses you must take/requirements you must meet to satisfy the Liberal Learning Core curriculum, your major(s), and your minor(s) (if applicable)] are decided by your specific undergraduate academic catalog

1. To find out what your Undergraduate Academic Catalog year is, click on ‘Student Records’ within the ‘Student Services & Financial Aid’ tab of ‘CNU Live’
Step by Step: Undergraduate Academic Catalog

2. Click on ‘General Student Information’
Step by Step: Undergraduate Academic Catalog

3. Your Undergraduate Academic Catalog year (term) can be found here.

Note: This is the Undergraduate Academic Catalog that you will follow while pursuing your degree at CNU; it is important to know this year (term) as it will be important when conducting a Degree Evaluation.
Step by Step: Undergraduate Academic Catalog

Once you have identified your specific Undergraduate Academic Catalog year/term (i.e. 2016-2017), review the catalog online by selecting the term from this list

- Your catalog contains a plethora of information that is important for you to know as a student. In specific, your catalog contains information about:
  - CNU’s Student Service departments
  - Obtaining transfer credit from Advanced Placement, International Baccalaureate, and/or University of Cambridge Examinations.
  - The Academic Organization of the University
  - General Academic Policies and Procedures
  - The Liberal Learning Core Curriculum (this will help you to identify the courses that are required in order to satisfy the Liberal Learning Core Curriculum)
  - Academic departments [this will help you to identify the specific courses and requirements for your major(s) and minor(s)]
Step by Step: Degree Evaluation

3. Conduct a Degree Evaluation

This is an unofficial evaluation of your completed coursework against University degree Requirements.

On the ‘Student Records’ page of ‘Student Services and Financial Aid’ select ‘Degree Evaluation’
Step by Step: Degree Evaluation

1. Select the current term and click Submit
Step by Step: Degree Evaluation

• 2. In the middle of the screen, locate and click on What-If Analysis
3. Select your entry term/catalog year (i.e., Fall 2016) and click continue.
4. Select your program and click Continue

CNU Live

What-if Analysis

**Step 2**: Please select the degree program you would like to evaluate.

**Entry Term**: Fall Semester 2016  
**Program**: Biology-Integrative  

Continue

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Step by Step: Degree Evaluation

5. Select your major and click:

A. Add more and select a Concentration if applicable for your major and then click Submit
Step by Step: Degree Evaluation

5. Select your major and click:
   B. Add more 2x if you would like to include a Minor in the evaluation and then click Submit
Step by Step: Degree Evaluation

5. Select your major and click:

C. Add more 3x and select a second major and click submit
Step by Step: Degree Evaluation

6. Select your graduation or evaluation term (if your graduation term is not listed select the default) and click ‘Generate Request’
Step by Step: Degree Evaluation

7. Select detail requirements and click submit
Step by Step: Degree Evaluation

The image below is an example of what you will see once you click submit.
Step by Step: Degree Evaluation

• Now that you have your report, how do you make sense of it? The following slides will show you what the report that we made during this presentation looks like.

• Note: This report is broken down into 7 sections
  – Liberal Learning Foundations
  – AI History (Area of Inquiry Requirements)
  – Writing Intensives
  – Integrative Biology (1st major)
  – Chemistry (2nd major)
  – Writing minor
  – Non Program Electives
## Step by Step: Degree Evaluation

### Liberal Learning Foundations - Net

<table>
<thead>
<tr>
<th>Net</th>
<th>Condition</th>
<th>Role</th>
<th>Subject</th>
<th>Attribute</th>
<th>Low</th>
<th>High</th>
<th>Required Credits</th>
<th>Required Courses</th>
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<td>201500</td>
<td>Identity, Community, and Indiv</td>
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### Ati Biology BS - Net

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<thead>
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Total Credits and GPA: 19.000 3.15
## Step by Step: Degree Evaluation

<table>
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<th>Area</th>
<th>Liberal Learning Foundations</th>
<th>Met</th>
<th>Condition</th>
<th>Rule</th>
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<td>AND</td>
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<td></td>
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</tr>
</tbody>
</table>

1. **Met** indicates whether the requirement has been satisfied. This shows 'Met' = (Yes) or 'Not Met' = (No)
2. **Condition** is a logic statement that lists whether the requirement uses an 'AND' or an 'OR.'
3. **Rule** is the name given to a requirement where a student may choose from several courses to satisfy the requirement.
4. **Subject** lists the description of the Rule field.
5. **Attribute** is attached to the course and identifies specific characteristics of courses and students that can be used in degree evaluation (HUMN and AIWT are examples of GER course attributes).
6. **Low**/ **High** indicates the range of a course numbers (ex., 300–499)
7. **Required Credits** indicates the total number of credits required to satisfy a rule.
8. **Required Courses** indicates the total number of courses required to satisfy a rule.
Step by Step: Degree Evaluation

1. **Term** indicates the period in which the course(s) were taken to fulfill the requirement.
2. **Subject** indicates the subject code for the course that fulfilled the requirement.
3. **Course** indicates course number for the course that fulfilled the requirement.
4. **Title** indicates the title of the course that fulfilled the requirement.
5. **Attribute** is attached to the course and identifies specific characteristics of courses and students that can be used in degree evaluation (HUMN and AIWT are examples of GER course attributes).
6. **Credits** indicates the credits used to fulfill the requirement.
7. **Grade** indicates the course grade.
8. **Source** indicates where the course was located in the system:
   a. "H" – History
   b. "T" – Transfer
   c. "R" – Course in progress or future registration exists.
Courses not used towards degree requirement will be displayed in the area titled Non-Program Electives; this will be the last area on the degree evaluation report.

Please check this section carefully to determine if any of the courses displayed in this section should be displayed in one of the requirements sections. Contact the Office of the Registrar if there are discrepancies.

Finally, please remember that while this report is a useful tool, you should:

• review your transcript in comparison to your report
• Not add up the credits in each section of the report to calculate your total number of credit hours as some courses may appear on the report twice
Step by Step: Schedule of Classes

4. Review the **Schedule of Classes**
Schedule of Classes

The Schedule of Classes allows you to select a subject and click on the course link to familiarize yourself with the prerequisites or co-requisites for the course. It also allows you to ensure that you have met any requirements for entry into the course.

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Spring Semester 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN:</td>
<td>8571</td>
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<tr>
<td>Subject:</td>
<td>DANC 430</td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>THEA 344 with a minimum grade of D- OR DANC 330 with a minimum grade of D-</td>
</tr>
<tr>
<td>Co-Requisite:</td>
<td></td>
</tr>
</tbody>
</table>
| Restrictions:      | College Restrictions:
|                    | Major Restrictions:
|                    | Class Restrictions:
|                    | Level Restrictions:
|                    | Degree Restrictions:
|                    | Program Restrictions:
|                    | Campus Restrictions: |
| Description:       | For students advancing on the musical theater/dance concentration, this rigorous dance class will focus on the variety of jazz dance styles typical of the American musical theater. Through choreographed exercises and projects, students experience how theatrical dances enhance story, character, mood and period. This course is repeatable twice for a total of nine credits. May require attendance of productions outside of scheduled class times. |

Note: Write down CRNs for the courses you would like to take to help you register quicker on registration day.
Schedule of Classes: Course Requirements

The most common course requirements you may find are:

- **Prerequisite**: A course that is required to be completed before completing another course. i.e. MATH 140 is a prerequisite to MATH 240
- **Co-requisite**: A course that is required to be taken at the same time as another course. i.e. CHEM 103L is a co-requisite for CHEM 103
- **Class Restriction**: A course that is restricted to students of a specific class standing. i.e. to enroll in PSYC 521, a student must have Senior, or Graduate class standing
- **Program Restriction**: A course that is restricted to students in a specific program. i.e. to enroll in BUSN 300, a student must be in the BSBA program

**Note**: Prerequisites, co-requisites, class restrictions, and program restrictions for specific courses are driven by the most recent academic catalog (essentially, course requirements in the 2015-2016 academic year may be different from the 2016-2017 academic year)
Step by Step: Core Advisor

5. Meet with your Core Advisor
   - Use the Schedule of Classes to draft a potential schedule for the semester
     • Make sure that you include alternative class times as well as alternative courses when drafting the schedule.
     • Your Core Advisor will provide your alternate (or registration) pin that you must have in order to register for courses
     • You can identify your Core Advisor via ‘General Student Information’ which can be located within ‘Student Records’
Step by Step: Student Records

To locate your Core Advisor, click on ‘General Student Information’

<table>
<thead>
<tr>
<th>CNU Live</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information</td>
</tr>
</tbody>
</table>

- RETURN TO MENU  SITE MAP  HELP  EXIT

**Student Records**

- View Holds
- 3rd Week Grades
- Midterm Grades
- Final Grades
- Grade Detail
- Unofficial Web-based Academic Transcript
- Request Printed/Official Transcript
- View Status of Transcript Requests
- Capstone Evaluation
- General Student Information
- Transfer Coursework
- Request Enrollment Verification

**RELEASE: 8.8**

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Step by Step: Core Advisor

Your Core Advisor’s name and CNU email will be located here
Step by Step: Alternate Pin

Don’t forget to check your alternate (or registration) pin!
• Your alternate pin is needed every time you add or drop courses
  – Verify your alternate pin prior to registration day; if your pin does not work, be sure to contact your advisor
  – Note: Your pin will change for each registration period (essentially, you will have one pin for Fall 2016 registration and a different pin for Spring 2017 registration)
Step by Step: Student Records

- You can also view your Holds that could prevent you from registering for courses via ‘View Holds’
Step by Step: Holds

- 6. Check for and resolve ‘Holds’

View Holds’ indicates:
- Which office(s) to contact to resolve the hold
- The hold type
- The reason for the hold
- What the hold affects
Step by Step: Add/Drop Courses

- On the day of registration, you will log in to your CNU Live account and navigate to the ‘Registration’ page found within ‘Student Services & Financial Aid’.
Step by Step: Add/Drop Courses

• Click ‘Select Term’ and choose the specific term to register for classes (e.g. Spring vs. Fall) and click ‘Submit’
Step by Step: Add/Drop Courses

- Once you have selected the term that you wish to register for, click ‘Add/Drop Classes’
Step by Step: Add/Drop Courses

• Enter your Alternate PIN, and click ‘Submit’
Step by Step: Add/Drop Courses

• Type in the CRN for each of the courses you wish to register for and click ‘Submit Changes’
Step by Step: Add/Drop Courses

• If you are successful in registering for a course, you will see the course listed under your ‘Current Schedule’; if you are unsuccessful, you will see a course listed under ‘Registration Add Errors’
  – Additionally, you will be able to see the ‘Total Credit Hours’ you have registered for on this page
Step by Step: Add/Drop Courses

- If you are unsuccessful in registering for a course, you will be able to identify the reason as to why you were unsuccessful under ‘Registration Add Errors’ (Please Note: A list of the type of errors you could receive can be found in this presentation in just a few more slides)
Step by Step: Add/Drop Courses

• If you are unsuccessful in registering for all of your first choice courses, type in the CRNs for your second choices and press ‘Submit Changes’ until you have a full schedule (at least 12 credit hours)
Remember...

• To be considered a full-time student, you must register for and maintain a minimum of 12 credit hours in the fall and spring semesters
  – Please note that students are strongly encouraged to register for at least 15 credit hours in all regular semesters (fall and spring) to make progress toward graduation in four years
Step by Step: Add/Drop Courses

• As you add/drop courses, submit your changes often by clicking on the ‘Submit Changes’ button at the bottom of the page to process & finalize your registration
  – It is recommended that you view and verify your schedule before ending your web registration session

• As you add/drop courses, you may encounter an error. The following slides explain what the most common errors are and what they mean.
Errors You May Encounter

• **Holds**: Review ‘Hold’ information by clicking on ‘Registration’ menu and choosing ‘Check Your Registration Status’ line. Scroll down to the bottom of the page and click on ‘View Holds.’ If there are ‘Holds’ on your account impacting your registration, please consult with the administrative office issuing that hold to make arrangements to resolve the hold. You will be unable to register until the ‘Holds’ are resolved.

• **Class Restriction**: You have either not earned enough hours for the required class level and/or you are not a participant in the Honors Program or the President’s Leadership Program (will include your current term’s enrollment in the calculation) (Example: A freshman (FR) attempting to get into a course restricted to seniors (SR) only)
Errors You May Encounter

• **Major Restriction**: You have not indicated an interest in that area of study or formally declared the major required for entrance into the course
  – Example: SOCL major attempting to get into a course restricted to COMM majors only

• **CRN Does Not Exist**: You are attempting to register for courses that are not offered for the ‘Select Term’ indicated. Return to the ‘Registration’ menu, click ‘Select Term,’ and change the semester to the term for which you are registering.
Errors You May Encounter

• **PREQ and TEST SCORE ERROR**: You do not currently have the required course prerequisite. You have not earned credit for the course (not in academic history) or are not currently registered for the course prerequisite.

• **Program Restriction**: You are attempting to register for a course with a specific program restriction and you are not currently in that program
  – Example: Course restricted to students formally accepted into the Luter School of Business

• **CORQ Error**: You are not registering for the required co-requisite courses at the same time (cannot add one class at a time, they must be simultaneously added)
  – Example: You must enter the CRN for the lecture at the same time as the CRN for the lab and then click on submit
Errors You May Encounter

• **Duplicate Course Error**: You have already successfully registered for a course and are now attempting to register for a different section of the same course in the same term. You must drop one section of the course before you can add another section of the same course.

• **Level Restriction**: You are attempting to register for a course with a level restriction that you do not meet
  – Example: Undergraduate student trying to register for a course with a graduate student restriction.

• **Registration Update Error**: The stop sign box may appear as a “Registration Update Error”. This is when you have had the course on your registration, then processed a drop and now wish to re-add the course. You should go to the ‘pull down’ menu in your registration and select ‘add’ rather than entering the CRN again.
Errors You May Encounter

• **Time Conflict Error**: Your schedule already has a course on the same day and/or time as another course for which you are attempting to register (cannot have courses with a time conflict). You may also get this registration error when one course ends and another begins at the same time.

• **Registration Time ticket Error**: You are attempting to register at a time/day for which you are not authorized to register. Please remember that your registration time period is based on your current level, not your level after the term is over. You may view your time ticket on your web account under the ‘Registration’ menu and clicking on ‘Registration Status’.
Best wishes on registration day!

Hopefully this presentation has been useful and informative. You now know the many important aspects that play into registering for your courses! We thank you for your time and wish you the best on your first registration day!!!

Register Now!