



University of Detroit Mercy

Fall 2009

Student Self-Service Registration Instructions

Web Registration

You can access the online system from on or off campus through the UDM Home Page. From the home page (www.udmercy.edu) select TitanConnect from the Quicklinks drop down box.

Login to TitanConnect Student Self Service

Login to the portal using your UDM user code and password. If this is your first time logging in, your user code is the name portion of your e-mail address and your password is 77####. #### is the last 4 digits of your social security number. If you do not have a social security number you will need to..... The first time you sign in you will be prompted to change your password. First time users will also have to establish two security questions and answers.

TitanConnect will not accept a SSN as a login. You must know your TitanConnect ID number.

TitanConnect Student Self Service

Once you have entered TitanConnect Self Service, select the **Student and Financial Aid** tab and then select **Registration**.

From the **Registration Menu**, you may select one of the eleven options described in Table 1 below: (These screens or the options contained within them may not be available at all times. You will not be able to register for classes until the registration or add/drop period begins.)

Table 1 Registration Options and Definitions

Option	Definition
Select Term You Want	Select the semester for which you want to register.
Check Your Registration Status	Displays the various items that may affect registration (e.g. holds, hours earned, major, etc.).
Look-up Classes in Schedule	Search the schedule by specific criteria. Provides check boxes to mark course selection(s).
Register Add or Drop Classes	Register for courses or change your schedule. Includes links to change class options (i.e. credit hours or select pass/fail).

Class Schedule	Way to search the current College schedule of classes. This search includes links that provide additional information such as course descriptions, special fees, registration restrictions, and pre-requisites.
Your Week at a Glance	View your schedule for the selected semester according to the day of the week in a block calendar format. Courses that have times and/or days that are TBA are listed at the bottom.
Student Detail Schedule	View your schedule for the selected semester w/instructor, grade mode, status, credit hours, etc.
Registration Fee Assessment	View your charges for the selected semester.
Withdrawal Information	View your withdrawal status if you have withdrawn from classes for a term.
Registration History	View registration for Fall 2009. Future semesters will be added as registration takes place.

Selecting a Term

In order to register, add, or drop classes, you must select the term for which you are registering. (You will also be prompted to enter a term when you select Register Add or Drop Courses.)

Select the function Register Add or Drop Courses from the Registration Menu

This option takes you to the add/drop worksheet where you can enter the CRN(s) for courses you wish to take. You MUST use this page to enroll in a course that is CLOSED if you have received a Closed Class override.

You should always choose your courses with the assistance of your academic advisor. After you meet with your advisor, they will release you in TitanConnect to register if your program requires advisor approval for registration.

Before you begin, we suggest that you prepare a list of the Course Reference Numbers (CRN) for the courses in which you plan to enroll. The CRN is the first number listed in the schedule of classes, and is the number you will enter on the Add/Drop worksheet to register for classes. Each course section has a unique CRN.

Look Up Classes to Add

If you need to search for a specific course or courses to add, you can search the schedule on the web by subject, course number, title, part of term, schedule type, campus, instructor, or time/day. You can search for classes by using the Look Up Classes to Add menu option.

In order to perform a class search in either Look-up Classes to Add or Class Schedule, you must choose at least one subject. If you want all courses with a particular attribute (Undergraduate, for example), but don't want to specify a subject, you can highlight all the subjects by using the shift key, and the arrow down button to highlight the entire subject list. After you have identified the criteria for your search, select the Class Search button at the bottom of the screen to submit your search. When you perform a Class Search, a list of courses that meet your criteria will display.

When registration is available, the first column is a Select box that will allow you to place a check by those courses you wish to add. If there is no box, registration is not open. If there is a letter C in the first column, the course is closed and cannot be added to your schedule.

The following 19 columns provide information about the course to include CRN, Subject, Course Number, Section, Campus, Credits, Title, Days, Time, and Location, and Attributes.

The column titled CAP refers to the maximum capacity for a class. This number is determined by the department.

The column titled ACT refers to the actual number of students currently enrolled in the course.

The column titled REM refers to the number of remaining open seats in a class.

The columns titled XL CAP, XL ACT, and XL REM refer to a course or courses that are cross listed with the course in your search.

From the class search results page, you can register for classes, return and perform a new search, or go back to the Add/Drop Worksheet page by selecting one of the buttons beneath the course listing.

Registering or Adding Courses

If you have completed a class search, you can put a check in the box to the left of the course and select Register in order to add the course to your schedule. If you know the CRNs for the courses you want, you do not need to do a class search. Enter the five digit CRN for the course(s) you want to take on the Add/Drop Classes worksheet. Use the tab key to move from one CRN space to another. Enter numbers carefully and confirm your entries. A reversal or other error in the entry of the numbers will register you for the wrong course. **It is your responsibility to check the current schedule section of the add/drop worksheet to ensure you are in the correct classes.** If you want to change your schedule prior to submitting it, select **Reset**. Confirm your schedule after you have submitted all of your course selections. When you select Submit Changes, you are registered. (You will see the course status "Web Registered" next to the course[s].) You will NOT receive an additional confirmation. If a course is incorrect or there is a registration error, return to the **Register Add or Drop Courses** screen and change your registration through the **Action block**. Errors in registration will result in error messages. In some instances you can correct the error and still add the course. For a complete explanation of the possible errors and the corrective actions, see Table 2 below.

Table 2 Registration Errors

Error Message	Explanation	Action to Correct Error
Closed Section	Course has reached enrollment limit	Select another course or section or check with the instructor for a Closed Class override. If granted an override, the information will be added to your Self-Service account or you can add the course through the Registrar's Office with the correct signatures on an add/drop form.
Time Conflict	The meeting time of the course you selected overlaps with another class selected	Select another course or section. You cannot be enrolled in two courses that meet at the same time or overlap.
Prerequisite/Test Score	You have not met the prerequisite established for the course	Prerequisite checking will not be enforced through the system for Fall 2009 only.
Level Restriction	You do not have the correct level required for taking the course (i.e. undergraduate attempting to register for a graduate level course).	Select another course appropriate to your enrollment level. If you have been given senior privilege for a graduate level course the correct override will be entered in the system or you can bring a Senior Privilege Permission Form to the Office of the Registrar.
Co-Requisite	The course requested requires enrollment in	Select the indicated required course and enter both the course you originally

	another specified course and/or section during the same semester	attempted to register for AND the co-requisite course. You MUST list both courses in the CRN blocks before you select SUBMIT or the system will continue to give you an error.
Course Link	The course requested requires enrollment in another specified course and/or section. You can see the required link in the details for the course	Select the indicated required course and enter both the course you originally attempted to register for AND the linked course. You MUST list both courses in the CRN blocks before you select SUBMIT or the system will continue to give you an error
Major Restriction	Enrollment in course is limited to specified Major	Select another course or contact the department where the course is being offered to see if you are eligible for an override. If granted an override, it must be entered into TitanConnect before you can register for the course.
Class Restriction	The course requested is restricted to student academic classification (based on earned hours) such as Freshman, Sophomore, etc	Select another course, or speak to the instructor about an override. If granted an override, it must be entered into TitanConnect before you can register for the course.
Permission of Instructor Required	The course instructor must approve your enrollment in the course	Contact instructor. If granted approval you will be given a Special Approval override. If granted an override, it must be entered into TitanConnect before you can register for the course.
Duplicate Course	You have already registered for this course/section	Drop the course from your schedule, and then attempt to re-add.
Repeat Count Exceeds 0	You have registered for a course that is not repeatable, and already exists on your record	This will not be enforced in the system until after Fall 2009.
CRN does not exist	The five digit CRN you entered is not recognized by the system	Check the schedule to get the correct CRN and be sure to enter it correctly

Registration Overrides

Override categories include Co-requisites, Pre-requisites, Special Approval, Major, College, Level, Class, Degree, and Program restrictions and Closed Class. Overrides that are granted are processed through the Dean's Office of each college/school or the Registrar's Office. Get any overrides before you register.

Overrides are only valid through the 100% add/drop period. They do not allow you to add after the 100% add/drop period has ended.

Overrides DO NOT Register you for the class. Dean's Offices and Instructors DO NOT have the ability to register you for a class. It is YOUR responsibility to add the class after you have received the override.

Dropping Courses

If you wish to drop an existing course from your schedule, you must use the Action drop down box just left of the CRN for the course you wish to drop. Select **Web Drop/Delete** and then Submit changes. The course is dropped from your schedule. You will no longer see it in the Current Schedule Section of the Add/Drop worksheet. **This function is not available once classes 100% add/drop is over. After 100% add/drop is over all drops must be processed through the Registrar's Office using an add/drop form.**

Holds

If you have a hold on your record, you will NOT be allowed to register or make adjustments to your schedule until the hold is removed. If you have a hold, you must contact the office that placed the hold on your account, and meet the conditions of the hold. For some offices the removal of holds is an instant process. Please allow sufficient time for your hold to be removed before you registration begins. After you have met the conditions of the hold, the hold will be removed, and you will be eligible to register. You can view your holds by selecting the **View Holds** link at the bottom of the **Register Add or Drop Classes Worksheet** page. You can also view this information from the **Registration Menu** if you select **Check Your registration Status**.

Viewing your Schedule

While you can view the courses for which you are currently registered in the Current Schedule section of the **Add/Drop Worksheet**, you will not be able to access the **Worksheet** when the registration window has passed. You can still view your schedule by going to the **Registration Menu**. Select **Your Week at a Glance** or **Student Detail Schedule**. Each of these options is described in more detail in Table 1 above. Both will show your schedule in different formats. In addition you can view your schedule from the **Academic Transcript** under the **Courses in Progress** section.

Glossary of Terms

Course Attribute: A tag placed on a course that describes it in some way. The most common use will be to identify courses that satisfy a requirement in the undergraduate core curriculum. You will see more attributes attached to courses as we move forward with TitanConnect and its degree audit system. Honors courses have an attribute on them that identifies them as an Honors course.

CRN (Course Reference Number): Each section in the course schedule has a unique number attached to it. It is the first column you see when you do a course search. This number can be entered into the add/drop worksheet in order to register for that section.

Grade Mode: The way in which a course is graded. The most common grade modes are Undergraduate or Graduate Standard Letter Grade (Letter grades from A to F) and Pass/Fail.

Hold: An administrative "hold" on your student record that can prevent registration, graduation, receipt of transcripts, etc. The most common holds are for financial balances, parking fines, library fines, etc. You can also have a hold for academic issues. If you have a hold that prevents registration, you must contact the office that placed the hold and take care of the issue before you can register.

Level: Indicates the level of the student and the level of coursework. At UDM we have the following levels: Undergraduate (UG), Graduate (GR), and Professional (PR).

Part of Term: A set of dates within the larger semester. There are multiple parts of term within each semester that have unique beginning and ending dates. Registration, refunds and grading all follow the unique dates within each part of term.

Registered: Course status that indicates someone administratively registered you for a course, such as the Registrars Office.

Submit Changes: Button you will select on the Add/Drop worksheet when you want to add a course. You will also select this button after you have selected the Web Drop/Delete function in order to drop a course.

Variable Credit Course: A course that can be taken for a range of credit hours. A Variable credit course could be from 1.00 to 3.00 credit hours, for example. The student can chose whether s/he takes the course for 1 or 3 credit hours.

Web Drop/Delete: Shows up in a drop down box next to a course you have already registered for. If you wish to drop the course, you must select Web Drop/Delete and then select Submit Changes.

Web Registered: Course status that indicates you successfully registered yourself for a course over the web. You will see this status next to the course on the Add/Drop Worksheet.

Office of the Registrar

March 6, 2009