Registration Guide

Important steps to take prior to Advising and Registration

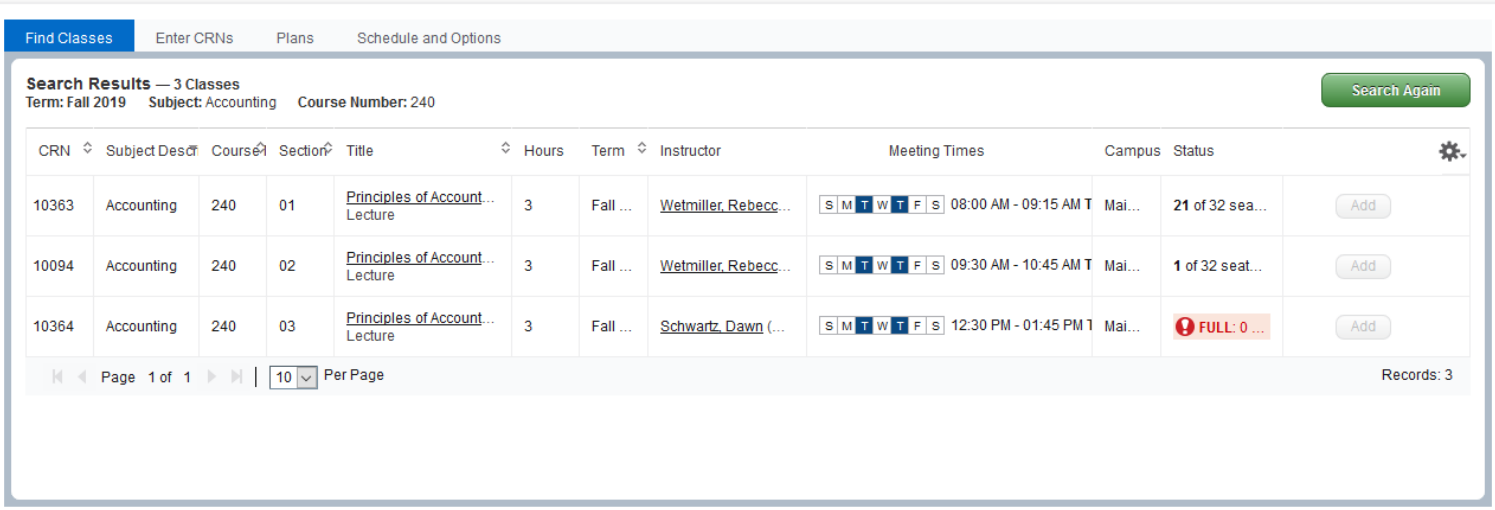
1. Students who have earned 45 or fewer credits and Social Work Majors (regardless of credits earned), must obtain a PIN from their academic advisor.
2. Before you meet with your academic advisor, begin reviewing the course offerings and put together potential schedules.
    a. To review the course offerings, log into your **myLongwood** portal. From here, select the Student tab at the top of the screen then click "planning and registration" to get to the registration main menu. Then choose the "Browse Classes" link.
    b. Once you are in the Browse Classes feature, you will be asked to Search by Term. You will want to select the term in which you are attempting to register. From here, you can do a general course search to see what courses are being offered within a specific discipline, or you can use the Advanced Search to narrow down to specific courses (i.e. Civitae courses, dates, times, instructors).
    c. It is a good idea to check **DegreeWorks** to determine what courses you should take that will apply toward your degree.
3. You will want to put together multiple schedules (at least 3 or 4) to review with your advisor. Depending on your time ticket, your first choice courses may no longer be available the morning of your registration. There are two blank Week at a Glance schedules attached at the end of the guide to help plan your schedules.
4. Students should run a degree evaluation through **DegreeWorks** to ensure everything is accurate.
5. If there are concerns regarding your degree evaluation, email registrar@longwood.edu.
6. Resolve any holds you may have on your account as these will prevent you from registering for courses. You can check holds you may have through **myLongwood.**

Know your time ticket!

<table>
<tr><th>Time Ticket 1</th><th>Time Ticket 2</th><th>Time Ticket 3</th><th>Time Ticket 4</th></tr>
<tr><td>Seniors
(89+ credit hours completed)</td><td>Juniors
(56-88 credit hours</td><td>Sophomores
(25-55 credit hours completed)</td><td>Freshmen
(1-24 credit hours completed)</td></tr>
<tr><td>Athletes</td><td colspan="3" rowspan="6">Registration for non-degree seeking students will open
4 weeks after registration opens for degree-seeking students.</td></tr>
<tr><td>Honors</td></tr>
<tr><td>Contracted ROTC</td></tr>
<tr><td>SLP Online</td></tr>
<tr><td>Approved by Accessibility Resources</td></tr>
<tr><td>Veterans</td></tr>
</table>

Understanding Registration Lingo

Below is a snapshot of the course offering for ACCT 240. Underneath the snapshot is a Key explaining the specific columns you will find while searching course offerings.



CRN: This is the Course Registration Number. Each individual course has a unique CRN that you will use to register for that course. When putting together your schedules prior to registration, it is a good idea to write down the CRNs for each course you are considering.

Subject Desc: This is the specific subject for each course.

Course: The specific course number.

Section: The section number for each course. There are often multiple sections of one course taught at the same time, and these section numbers help to differentiate between sections. These numbers will also let you know if a course is held during the Winter Intersession. If the Section Number begins with a J, that means that it will be held during Winter Intersession rather than the Spring Semester.

Hours: The number of credit hours for each course.

Meeting Times: This will tell you the days, times, and location of the course. It will also tell you the start and end dates of the course.

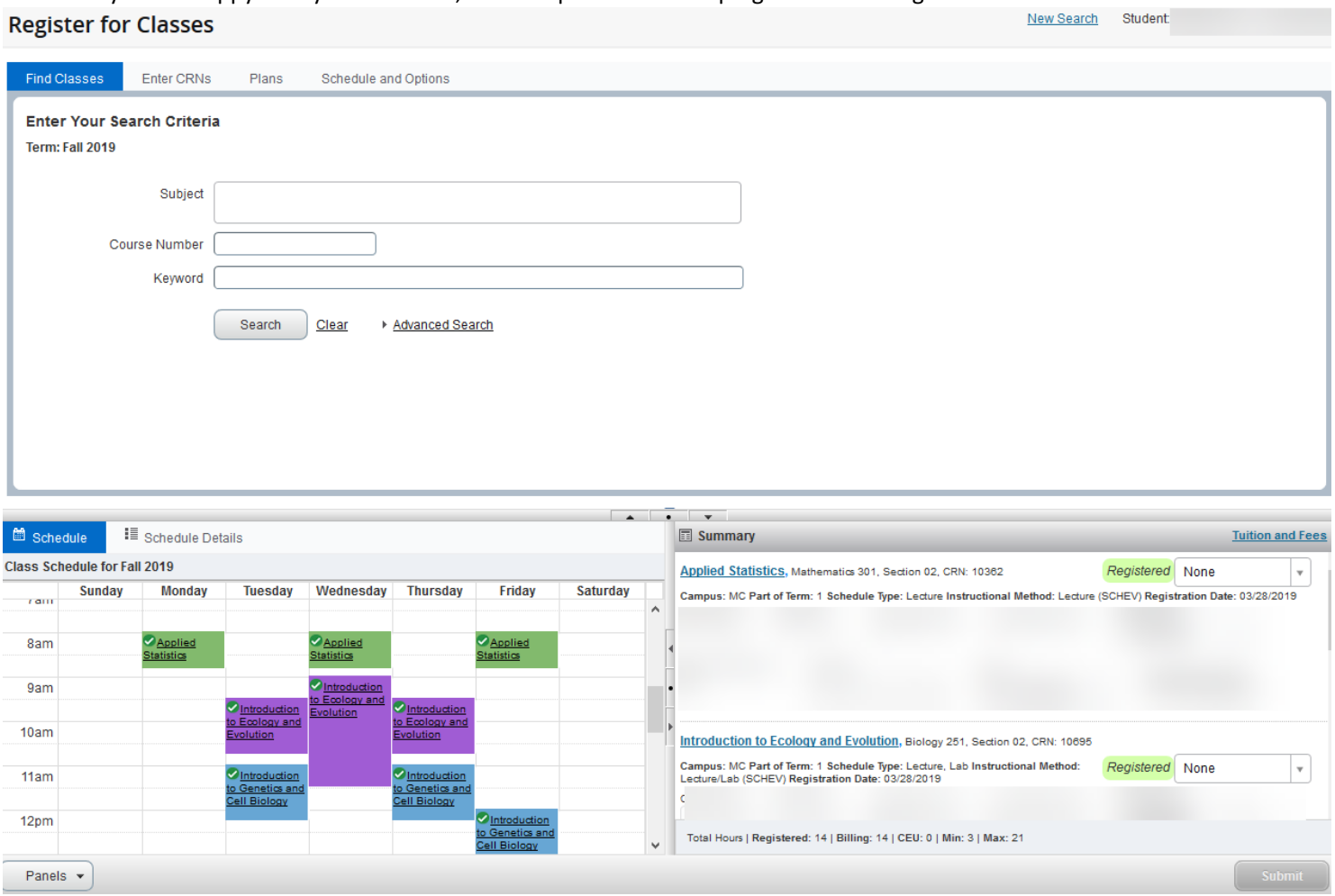
Campus: This will tell you the campus that a course will be held on. MC stands for Main Campus – which is where the majority of students will take their courses.

Status: This tells you how many seats are available in the course. You will want to pay close attention to these numbers once registration begins as these numbers will change daily.

Registering for Classes

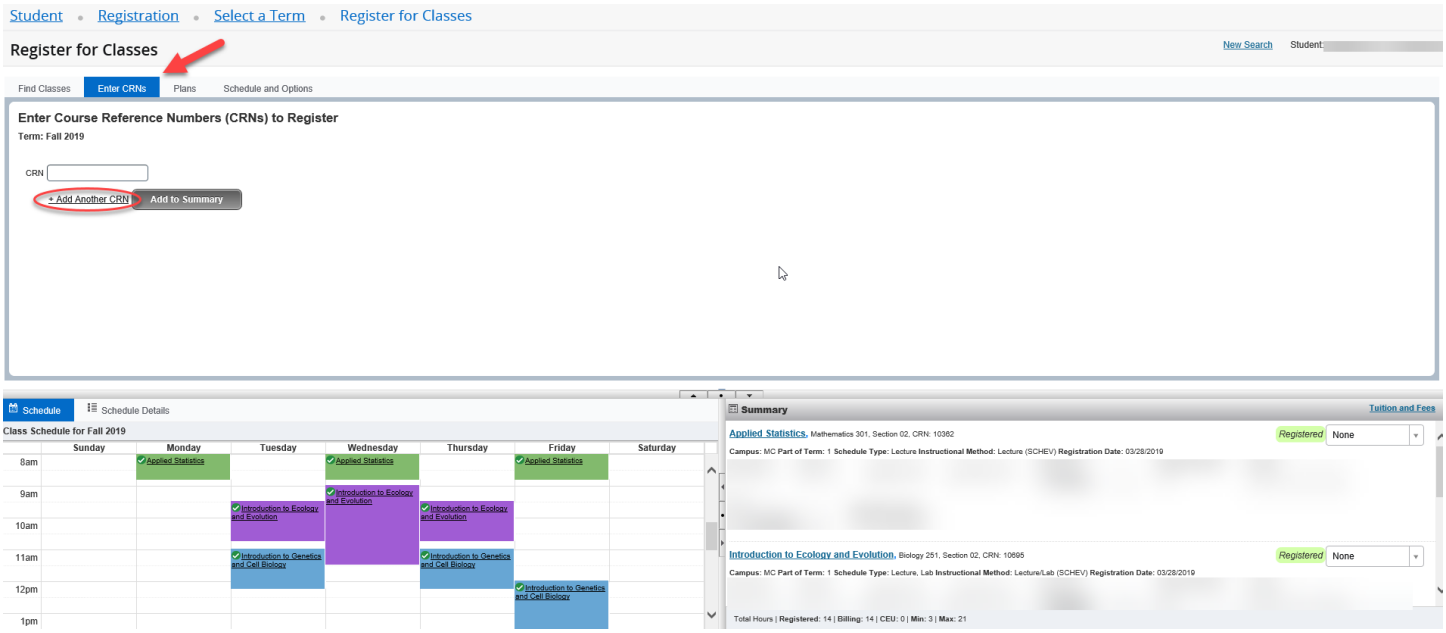
Once you have met with your advisor, and obtained a PIN (if required) follow the steps below to register for classes once your registration time ticket opens:

1. Log in to your MyLongwood account.
    a. Click the student tab and then click “planning and registration” to get to the registration main menu.
2. Click “Register for Classes” from the main menu
    a. Choose the term for which you wish to register and click “continue”
    b. Enter your PIN if you have one
    c. Click “continue”
3. Expand your screen to show the calendar and summary view by clicking “panels” at the bottom left”
    a. Search for classes by subject and course number (Ex. English 165).
        - Once you find the course you wish to add, click “add” to the far right and the course will be added to your pending registration list and will show as pending on the calendar.
        - Click “search again” to search for the remainder of your courses until you have selected all of your courses (typically 15-16 credits).
        - Once you have added all of your courses, you are now ready to register for them by clicking “Submit” at the bottom right.
        - You are now registered. Each of your courses should be a solid color on your calendar view and say “Registered” in your summary view.
4. It is possible that you will receive an error message (i.e. Field of Study Restriction) when you try to register for courses. It is a good idea to familiarize yourself with Common Registration Errors prior to registration.
5. If you need to make changes to your schedule, use the drop down menus next to each course in the “Summary” window.
6. If you are happy with your schedule, click the profile at the top right and click “sign out”.



Registering for Classes using CRNs

1. Log in to your MyLongwood account.
    a. Click the student tab and then click “planning and registration” to get to the registration main menu.
2. Click “Register for Classes” from the main menu
    a. Choose the term for which you wish to register and click “continue”
    b. Enter your PIN if you have one
    c. Click “continue”
3. Click on the “Enter CRNs” tab
4. Select the “+ another CRN” link to add more CRNs at one time
5. Enter the CRNS for the courses you wish to add
6. Click “Add to Summary”
7. You are now ready to register by clicking “Submit” at the bottom right.



Registration Check List ☑

- ☐ I have reviewed the course offerings and put together a schedule.
- ☐ I have back up courses and schedules in case my first choice courses fill up during registration.
- ☐ I have checked my DegreeWorks to be sure that I have chosen appropriate courses.
- ☐ I have contacted the Registrar’s Office about any concerns I have about my DegreeWorks.
- ☐ I have met with my advisor to review my selected courses and obtain my PIN.
- ☐ I have resolved all holds on my account.
- ☐ I have double checked prior to registration that the CRNs for my courses are accurate and I do not have any courses that will overlap.
- ☐ I have checked any pre-requisites or co-requisites that my courses may have.
- ☐ I have the CRNs for my desired courses ready the morning of registration.

Week at a Glance

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM-8:15 AM					
8:15 AM-8:30 AM					
8:30 AM-8:45 AM					
8:45 AM-9:00 AM					
9:00 AM-9:15 AM					
9:15 AM-9:30 AM					
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8:15 PM-8:30 PM					
8:30 PM-8:45 PM					
8:45 PM-9:00 PM					
9:00 PM-9:15 PM					
9:15 PM-9:30 PM					
9:30 PM-9:45 PM					
9:45 PM-10:00 PM					

Week at a Glance

	Monday (M)	Tuesday (T)	Wednesday (W)	Thursday (R)	Friday (F)
Morning					
Afternoon/Evening					