COPPIN STATE UNIVERSITY

Office of Records and Registration

HOW TO REGISTER, ADD, & DROP CLASSES ON-LINE

Effective Spring 2010 the following policy was implemented. Academic holds were placed on all students' enrollment to prevent students' ability to registration without advisement. All students must meet with their major advisor or academic advising in order to enroll in classes. After a student has met with an advisor and they have collaborated on the classes needed to complete a degree, please use the Daily Planner on page 9 to work out the dates and times for a schedule. This process will help to prevent class conflicts.

You are now ready to register **On-line**. Go to Coppin State University Website http://.eagleLINKS@coppin.edu and follow the instructions for On-line registration.
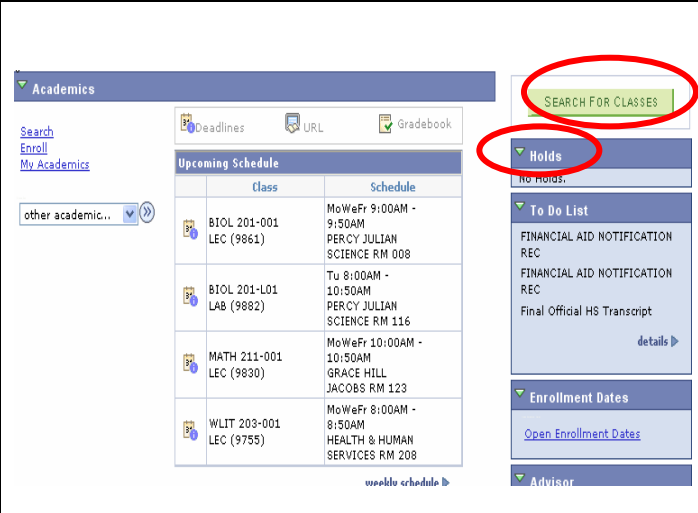
Step 1
Log onto the University's website www.coppin.edu and click on **EagleLINKs.** Type your User ID and Password.

Initiate a Quick Check to review for any Holds:

- If there is a hold please click on the statement under **Holds** to obtain the name of the office that has placed the hold and contact this office. If there is no **Hold** that prevents registration, then proceed by following the instructions below.

Navigation:
Self Service > Student Center and follow the instructions in the Action Column

Page	Action(s) to be taken
	1. Click Search for Classes link if you search for classes via the Student Center.

Page	Action(s) to be taken
	2. **The Enter Search Criteria** page includes: • **Institution -** Coppin State University defaults • **Term –** Current Term defaults. You can alter the term by choosing from the available terms in the drop down list. **3.** Click on Select a subject and select the subject. **4.** Enter the Course Number if know or leave blank **5.** Click the drop down to select the Course Career **6.** Now Click
	7. On the Search **Results** page a student's Class Schedule will appear, the Shopping Cart, and only courses that satisfy the search criteria will display on the search results page. **8.** If you have registered for classes, a class schedule exists click to view your schedule. **9.** If you have place courses in your shopping cart a Shopping Cart exists click the classes that are in your cart.

Page	Action(s) to be taken
My Class Schedule — collapse BIOL 201 — MoWeFr 9:00AM - 9:50AM PERCY JULIAN SCIENCE RM 008 / Tu 8:00AM - 10:50AM PERCY JULIAN SCIENCE RM 116 MATH 211 — MoWeFr 10:00AM - 10:50AM GRACE HILL JACOBS RM 123 WLIT 203 — MoWeFr 8:00AM - 8:50AM HEALTH & HUMAN SERVICES RM 208 Shopping Cart — collapse DANC 220 — TuTh 2:00PM - 3:20PM COPPIN CENTER RM 243 ▽ SOCI 201 - Introduction to Sociology View All Sections — First ◄ 1-3 of 6 ► Last Section 001-LEC(9446) — Status ● — select class Session Regular Days & Times: MoWeFr 10:00AM - 10:50AM / Room: GRACE HILL JACOBS RM 218 / Instructor: Elias Taylor / Meeting Dates: 09/02/2008 - 12/15/2008 Section 002-LEC(9447) — Status ● — select class Session Regular Days & Times: TuTh 9:30AM - 10:50AM / Room: GRACE HILL JACOBS RM 218 / Instructor: John Hudgins / Meeting Dates: 09/02/2008 - 12/15/2008	**10.** Compare classes in schedule & shopping cart to available sections from class search and select a section that has no time conflicts (entering classes on the daily planner on page 9 can help to prevent conflicts). **11.** Click select class
Add to Shopping Cart - Enrollment Preferences Fall 2008 | Undergraduate | Coppin State University SOCI 201 - INTRO TO SOCI Class Preferences SOCI 201-002 — Lecture ● Open Session Regular Academic Session Career Undergraduate Permission Nbr [ ] Grading Graded Units 3.00 Requirement Designation — Social & Behavior Sciences Genl Ed Req CANCEL — NEXT Section 002 / Component Lecture / Days & Times TuTh 9:30AM - 10:50AM / Room GRACE HILL JACOBS RM 218 / Instructor John Hudgins / Start/End Date 09/02/2008 - 12/15/2008	**12.** **Add to Shopping Cart** page displays your selection. **13.** Click NEXT to complete addition to shopping cart.

Page	Action(s) to be taken
Search Results When available, click View All Sections to see all sections of the course. Coppin State University | Fall 2008 My Class Schedule [show all] Shopping Cart [show all] BIOL 201 MoWeFr 9:00AM - 9:50AM DANC 220 TuTh 2:00PM - 3:20PM PERCY JULIAN SCIENCE RM COPPIN CENTER RM 243 008 The following classes match your search criteria Course Subject: **Sociology**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes** ✔ SOCI 201 has been added to your Shopping Cart. ← START A NEW SEARCH ⬤ Open ◻ Closed	**14.** Message displays confirming class has been added to Shopping Cart. **15.** Click **START A NEW SEARCH** to continue adding classes to the Shopping Cart (if you wish to add other classes).
Add Classes 1—2—3 **1. Select classes to add** To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3. ✔ BIOL 204 has been added to your Shopping Cart. ← **Spring 2009 | Undergraduate | Coppin State University** ⬤ Open ◻ Closed **Add to Cart:** Enter Class Nbr [ ] [enter] **Find Classes** ⦿ Class Search ◯ My Requirements [search] **Spring 2009 Shopping Cart** 	Delete	Class	Days/Times	Room	Instructor	Units	Status
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🗑	BIOL 101-001 (4936)	MoWeFr 9:00AM - 9:50AM	TBA	J. Adeyeye	4.00	⬤
	BIOL 101-L01 (4937)	Th 11:00AM - 1:50PM	TBA	J. Adeyeye		⬤
🗑	BIOL 204-001 (4912)	MoWeFr 11:00AM - 11:50AM	TBA	N. Jordan	4.00	⬤
	BIOL 204-L01 (4931)	Th 11:00AM - 1:50PM	TBA	N. Jordan		⬤
🗑	CHEM 102-001 (4981)	MoWeFr 8:00AM - 8:50AM	TBA	F. Nesbitt	4.00	⬤
	CHEM 102-L01 (4985)	Tu 11:00AM - 1:50PM	TBA	F. Nesbitt		⬤ | PROCEED TO STEP 2 OF 3	**16.** Click **PROCEED TO STEP 2 OF 3**

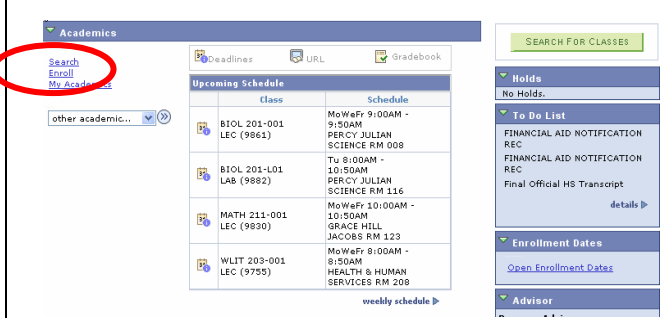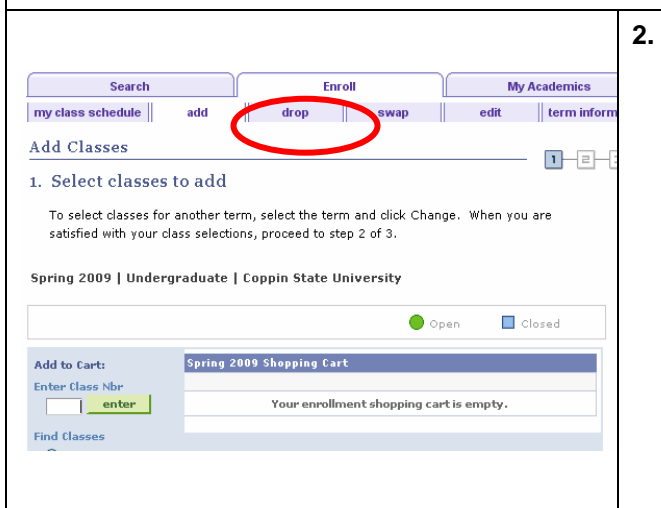| Page	Action(s) to be taken
Add Classes 2. Confirm classes Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel. Spring 2009 | Undergraduate | Coppin State University ● Open ☐ Closed 	Class	Description	Days/Times	Room	Instructor	Units	Status
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BIOL 101-001 (4936)	BIOLOGICAL SCIENCE (Lecture)	MoWeFr 9:00AM - 9:50AM	TBA	J. Adeyeye	4.00	●
BIOL 101-L01 (4937)	BIOLOGICAL SCIENCE (Laboratory)	Th 11:00AM - 1:50PM	TBA	J. Adeyeye		●
BIOL 204-001 (4912)	VERTEBRATE STRUCTURE & DEV (Lecture)	MoWeFr 11:00AM - 11:50AM	TBA	N. Jordan	4.00	●
BIOL 204-L01 (4931)	VERTEBRATE STRUCTURE & DEV (Laboratory)	Th 11:00AM - 1:50PM	TBA	N. Jordan		●
CHEM 102-001 (4981)	GENERAL CHEMISTRY II (Lecture)	MoWeFr 8:00AM - 8:50AM	TBA	F. Nesbitt	4.00	●
CHEM 102-L01 (4985)	GENERAL CHEMISTRY II (Laboratory)	Tu 11:00AM - 1:50PM	TBA	F. Nesbitt		● | CANCEL PREVIOUS FINISH ENROLLING	**17.** **Confirm classes** page displays the list of classes in your Shopping Cart for validation. **18.** Click **FINISH ENROLLING** to add the classes.
Add Classes 3. View results View the following status report for enrollment confirmations and errors: Spring 2009 | Undergraduate | Coppin State University ✔ Success: enrolled ✖ Error: unable to add class 	Class	Message	Status
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BIOL 101	**Error:** Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.	✖
BIOL 204	**Error:** Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.	✖
CHEM 102	**Error:** Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.	✖	 MY CLASS SCHEDULE ADD ANOTHER CLASS	**19.** **View Results** page displays the status of your enrollment requests. In the example provided, none of the courses will schedule because enrollment requisites are not satisfied. Choose other classes or obtain Permission Nbrs from the Instructor. **20.** Click **MY CLASS SCHEDULE** to display your current class schedule. **21.** Click **ADD ANOTHER CLASS** to add another class.

HOW TO DROP/UPDATE CLASSES

Page	Action(s) to be taken
	1. Click Enroll link.
	2. Click **drop** tab.

Page	Action(s) to be taken
Drop Classes 1. Select classes to drop Select the classes to drop and click Drop Selected Classes. Spring 2009 | Undergraduate | Coppin State University Enrolled Dropped 	Select	Class	Description	Days/Times	Room	Instructor	Units	Status
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☐	BIOL 204-001 (4912)	VERTEBRATE STRUCTURE & DEV (Lecture)	MoWeFr 11:00AM - 11:50AM	TBA	N. Jordan	4.00	✔
	BIOL 204-L01 (4931)	VERTEBRATE STRUCTURE & DEV (Laboratory)	Th 11:00AM - 1:50PM	TBA	N. Jordan		✔
☐	CHEM 308-001 (4969)	ORGANIC CHEMISTRY II (Lecture)	MoWe 12:00PM - 12:50PM Fr 1:00PM - 1:50PM Tu 8:00AM - 8:50AM	TBA TBA TBA	A. Amah	5.00	✔
	CHEM 308-L01 (4989)	ORGANIC CHEMISTRY II (Laboratory)	Tu 9:00AM - 11:50AM	TBA	A. Amah		✔
☑	MUSA 471-001 (4644)	PRIVATE INSTR:BRASS/PERCUSSION (ESM)		TBA	H. Barnes	2.00	✔ | DROP SELECTED CLASSES	**3.** Click on checkbox next to class to be dropped. **4.** Click DROP SELECTED CLASSES.
Drop Classes 2. Confirm your selection Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel. Spring 2009 | Undergraduate | Coppin State University Enrolled Dropped 	Class	Description	Days/Times	Room	Instructor	Units	Status
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MUSA 471-001 (4644)	PRIVATE INSTR:BRASS/PERCUSSION (ESM)		TBA	H. Barnes	2.00	✔	 CANCEL PREVIOUS FINISH DROPPING	**5.** Click FINISH DROPPING

Page	Action(s) to be taken
Drop Classes 1 2 3 **3. View results** View the results of your enrollment request. Click Fix Errors to make changes to your request. Spring 2009 | Undergraduate | Coppin State University ✔ Success: dropped ✘ Error: unable to drop class | Class	Message	Status | |-------|---------|--------| | MUSA 471 | **Success:** This class has been removed from your schedule. | ✔ | [MY CLASS SCHEDULE]	**6.** Message displays confirming class has been successfully removed from your schedule.

Daily Planner

Name _____

Semester_____ Date_____

Course Time	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	**Room** Na.	Instructor
8:00 a.m.		**8-9:20**		**8-9:20**				
9:00 a.m.								
10:00 a.m.		**930-10:50**		**9:30-10:50**				
11:00 a.m.		**11-12:20**		**11-12:20**				
12:00 p.m.								
1:00 p.m.								
2:00 p.m.		**12:30-1:50**						
3:00 p.m.		**2-3:20**		**2-3:20**				
4:00 p.m.								
5:00 p.m.								
6:00 p.m.		**3:30- 4:50**		**3:30- 4:50**				
7:00 p.m.								
8:00 pm .								