Web Registration

You will need:

<table>
<thead>
<tr>
<th></th>
<th>User ID</th>
<th>PIN</th>
<th>Alt PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Graduate</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Do you know the dates you can register or have other registration questions?

See our website at:

www.rockhurst.edu/academics/registrar/registration/

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

Registration Errors

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

PRE-REQUISITE/TEST SCORE ERROR (PREQ): This error message indicates that you have attempted to register in a course that requires you to first complete another course or meet test score guidelines, 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.

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 Register For Classes Via the Web

User ID: @00
PIN: ____________

Computer Services Help Desk
Conway Hall, 4th Floor
816-501-4357
Email: helpdesk@rockhurst.edu

Registrar's Office
Massman 110
816-501-4057
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 Enter Secure Area. (If a security alert pops up, click ok.)

Enter your User ID. (This is "@00" plus your student ID. Do not type the quotation marks around the @00.)

Enter your 6-character PIN in the PIN blank. (If you can’t remember your PIN, leave it blank and click “Forgot PIN?” or go to https://accounts.rockhurst.edu/orapin.asp and complete the on-line form to create a new or reset a PIN. You do not need to know your old PIN to use the on-line reset.)

Click on Login. Click on Student. Click on Registration.

Select Term. (If you’re looking for the Professional Studies 1st or 2nd 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.)

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 1st and 2nd 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.

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.

As of July 2010