

Registration Guide

When you go to web db, here are the steps for initial registration*:

- log in
- choose the course search tab
- be sure that the year and semester are correct
- add one other search item - (I have found that the department works well)
- click on submit search
- It will display a list of courses meeting your search parameters
- the column to the farthest right is titled "Action", each course should have the word reg in that column
- click on the reg link, your registration card will open and the course will be on it
- repeat this process until all your courses are on the card
- Talk it over with your advisor
- When you both agree the card is correct, print it out, have advisor sign it turn it in at Seminary Academic Services(SAS) registration box (you can ask your advisor to do this for you if you are not on campus, also faxing will work (first to your advisor and then to SAS) if your advisor is unable or unwilling to do it).

When you go into Web DB to drop and/or add after the close of registration dates*:

- log in
- choose the course search tab
- be sure that the year and semester are correct
- add one other search item - (I have found that the department works well)
- click on submit search
- It will display a list of courses meeting your search parameters
- the column to the farthest right is titled "Action", each course should have the word "reg" or "add" in that column
- click on the "reg" or "add" link, your add/drop card will open and the course will be on it
- repeat this process until all your additional courses are on the card (skip to the last two instructions if you do not need to drop any courses)
- **to drop a course** open your registration card by clicking on the link to the right in the drop/add screen.
- You will see the word "remove" or "drop" to the far right of each course on your registration card
- Find the course or courses you wish to drop and click on "remove" or "drop" to the right of it.
- Your drop/add card should appear with that course on it in the drop section
- Repeat until all the courses you wish to drop appear on the drop section of the drop add card
- Talk it over with your advisor
- When you both agree the card is correct, print it out, have advisor sign it turn it in at Academic Services registration box (you can ask your advisor to do this for you if you are not on campus, also faxing will work (first to your advisor and then to SAS) if your advisor is unable or unwilling to do it).

*All registration and drop/add deadlines can be found on the Academic Calendar on:

<http://sas.earlham.edu>