Preparing for Summer and Fall 2022 Registration

Advising guide: preparing for online registration
Advising & Registration Preparation

• University Advising Center
• Finding your Advisor
• Preparing to Meet Your Advisor
• Advising Appointment Expectations & Recommendations
• Review your Degree Program
  • Degree Works
  • Additional Resources
  • Making Changes to Program (Major, Concentration, Minor, etc.)
• Dropping a Class
• Studying at Another Institution
Advising & Registration Preparation

- Looking Up Classes
  - Off-Limit & Special Sections
- Schedule Planner
- Check for Registration Holds
- How to Register for Classes
- Registration Error Messages
- System Errors
- Additional Resources
Advisor Overview
Office Hours
Monday - Friday | 8 a.m. to 5 p.m.

Contact Us
Third Floor, Student Engagement Center (SEC) Room 3120
(210) 805-5814 | advising@uiwtx.edu | my.uiw.edu/advising/

Zoomdays
Zoomdays are designated days when you can meet with an Academic Advisor virtually through a Zoom drop-in. This service is available for quick questions or to assist in scheduling an appointment for more in-depth needs.

Zoom sessions will be held every Thursday from 12PM – 4PM during the semester, but we will be available all day on registration days!
Meet the Advisors

University Advising Center

Profiles and contact information can be found on the University Advising Center website.
Advising Period: March 21 – April 7

Advising Period is the designated time period for students to meet with their faculty advisor or professional advisor to discuss registration and upcoming semester(s).

*Inform your advisor of your appointment preference (ex. Zoom, phone, etc.) in the Comments box.
Note: Be sure to include a valid phone number, if necessary.

Tip: Put advising dates in your calendar!
How to Find Your Advisor

• Log onto **Cardinal Apps**
• Click the **Cardinal Apps - Banner** tab
• Then click the **Banner 8 Self Service** icon
• Select **Student Services** tab
• Select **Student Records**.
• Select **View Student Information**.
• Select the current term *(Spring 2021)* and click **Submit**.
• Your advisor’s name can be found next to the **Primary Advisor** field
• To find your advisor’s contact information, use the **UIW Directory** link at the top of the page
Advising Appointments
Preparing to meet with your advisor

• Check your cardinal e-mail for any important messages.
• Schedule an appointment with your advisor
  • Some advisors will contact their advisees.
  • Some may expect you to reach out first.
  • Always best to be proactive!
• Be prepared. Your appointment will be by email, phone or Zoom
• Review your degree requirements in Degree Works
• Prepare a list of potential courses you plan to enroll in the upcoming semester/semesters
  • Look up classes in Banner9
• Make a list of questions/concerns
Confirm Your Contact Information

• Make sure your current contact information (telephone and address) is up to date.

• Great opportunity to also ensure your information is up-to-date for UIW Emergency Alerts (RAVE)

Update your contact information (PDF)
What to do During Your Appointment

• Start a conversation with your advisor
  • Discuss current semester, professional goals, graduation timeline
• Review courses/plan for the upcoming semester(s)
• Ask about pre-requisites, course sequencing, and any other program-specific questions
• Get your alternate PIN number
  •  **DO NOT** lose your alternate PIN number.
  • You will use your PIN to register and make changes to your schedule, if necessary.
The "6 Parts" of Your Degree

- 120 College Level Hours
- 43 Core Curriculum Hours*
- 36 Upper Division Hours
- Content Specific Courses
- 45 Hours of Residency
- 45 Hours of Community Service

*average number of hours
DegreeWorks is an easy-to-use, web-based degree audit.

Utilize DW as a guide to help in creating your educational plan.

TIP: Check DW at least once a semester
Use the Checklist, Degree Sequence, or Planning Guide for your program to ensure you are taking your courses at the right time.
Making Changes to your Degree Program

• Are you doing well in your current major?
• Have your interests changed?
• Have you taken a career assessment to determine some options?
• Did you discuss your academic performance with your advisor?

Submit completed Academic Change Form to advising@uwtx.edu

Career Services
For career exploration, make your appointment via Handshake or by calling Career Services.
• Phone: (210) 829-3931
• Email: careers@uwtx.edu

Academic Change Form

Log in to Handshake
If you are considering dropping a class...

• Discuss with your advisor and receive approval by email or electronic signature.
  • Drop form found on Registrar’s Office website [here](#).

• You must contact the Office of Financial Assistance to learn how dropping a course or courses may affect your financial aid.

• If you are an athlete, you must get approval from your Athletic Advisor.

• If you are a Veteran using VA benefits, you must contact the Office of Veteran Affairs for approval.

• Completed drop form should be submitted electronically to the Registrar’s Office ([registrar@uiwtx.edu](mailto:registrar@uiwtx.edu))

• Keep all your documents in a safe place, including any written correspondence or approval.
Planning on taking classes at another institution?

- First, discuss the classes you are looking to take with your advisor.
- Complete the Request to Study at another institution form.
- Apply to the institution where you wish to study.
- Send required documents to transfer institution.
- When classes are completed at transfer institution, send official transcripts back to UIW.

Note: Not all course credit will be applicable to your degree plan. Contact your advisor or the University Advising Center for additional information.

Make sure your courses are approved by your advisor and the Registrar’s Office before you register for classes.

Alamo Colleges Transfer Guides
Looking Up Classes

• Log into **Cardinal Apps**

• Select **Cardinal Apps-Banner** tab

• Click on **Banner 9 Registration**

• Choose **Browse Classes**

• Select term

• Enter course info (ex. ENGL, 1311L, etc.)

• Select **Main Campus** as Campus
Looking Up Classes

- Use **Advanced Search** to narrow your search results
  - Day and Time
  - Instructor
  - Location

- Click on the course title to get additional information about the course such as restrictions, pre-requisites, co-requisites, and other important information.
Looking Up Classes

Be mindful of “off-limit” or special sections...

• **X** indicates a Learning Community course
  - Learning Communities are sections of classes that are linked
  - You cannot take one without the other

• **ONL** indicates an Online course

• **BL** indicates a Blended/Hybrid course

• **H** indicates an Honors course

→ **SPS** courses are indicated with a **V**, **AH**, **NW**, **NE**, or **CC** in the section.
Instructional Method

**Synchronous (Sync)**
- Interactive online learning through course management systems and streaming services (i.e.: Blackboard, Zoom)
- Class will be fully online & live streaming
- Designated class meeting time, as listed on course schedule

**Asynchronous (Async)**
- Interactive online learning through course management systems (i.e.: Blackboard)
- Communicating with email, discussion boards and class forums, etc.
- Class will be fully online
- No designated class meeting time
Looking Up Classes

Hybrid/Blend

- Partial in-person and partial online course delivery
- Some Hybrid/Blended courses may meet online synchronously or asynchronously (See schedule for details.)

**Schedule Note:** “Hybrid/Blended Course; Async” or “Hybrid/Blended Crse.; Sync”

Face-to-Face

- Traditional in class learning
- Attend class, in-person, during designated class meeting times

**Schedule Note:** “Face-to-Face Same Location”

Access Schedule and View Instructional Method Flyer and Instructions
Tip #1 Have a couple of schedule planners filled out. Classes fill up fast! Always a good idea to have a back-up plan.

Tip #2 Plan around work schedule, practice/work-outs, family obligations, study breaks. Be realistic about time commitments!
Check for Registration Holds

• Found on BannerWeb Self Service
  • Select “Student Services”
  • Select “Student Records”
  • Click “View Holds”
  • Look for “Registration” indicated in the “Process Affected” block

• Holds that will prevent you from registering:
  • Transcripts
  • Outstanding Balance
  • Perkins Loan – Exiting paperwork

• Recommend checking now as it can sometimes take awhile to resolve a hold.
Online Registration

• Log into **Cardinal Apps**

• Click on **Cardinal Apps-Banner** tab

• Select **Banner 9 Registration** icon

• Choose **Register for Classes**

• Select **term**

• Enter your **ALT PIN**
Online Registration

• When looking up classes, use the Advanced Search filter.
• Click in the subject box to choose a subject and select Main Campus in the Campus box. Then, Click Search
  • If you already know your CRNs, simply enter the CRNs using ENTER CRNs tab.
• Click the Add button on the right-hand column to add a class to your schedule.
• Click Submit in the bottom right once you have finished adding your classes.
  • Note: Your registration is not finalized until you click submit.
• Once registration is complete, review your schedule to ensure it is correct.
Registration Errors occur for a variety of reasons. Below is a list of error messages you may receive when registering online, what they mean, and what you should do if you receive the error message.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>What does it mean?</th>
<th>What should you do?</th>
</tr>
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</table>
| Campus Restriction     | Section restricted to students from a specific campus  | 1. Look for an alternate section that is being offered on the main campus.  
2. If you meet the criteria, submit an SPS Course Request for approval. Visit the University Advising Centers website at [https://my.uiw.edu/advising/forms.html](https://my.uiw.edu/advising/forms.html) for more information. |
| Class Restriction      | Section restricted to specific student classifications (freshman, senior, etc.) | Refer to the restriction details by clicking the course title and then “Restrictions”.  
1. Choose an alternative section.  
2. Contact your academic advisor to discuss alternative courses.  
3. Contact the University Advising Center for additional assistance. |
| Closed Section         | Section enrolled at capacity                           | 1. Choose an alternate section.  
2. Add yourself to the wait list, if available.  
3. Contact your academic advisor to discuss alternative courses. |
| Closed - Waitlist Available | Section enrolled at capacity; space available on the waitlist | Select "Wait Listed" from the action drop down menu and submit changes. Then check your Cardinal email regularly for an approval/denial message. |
| Closed - Waitlist Full | Section enrolled at capacity; space unavailable on the waitlist | 1. Choose an alternate section.  
2. Contact your academic advisor to discuss alternate courses. |
| Core Q XXXX Required   | Section has required corequisite; must register in co-req | 1. Add both CRN's to the 'Add Classes" worksheet and click submit.  
2. If you have already completed one of the corequisites, contact the University Advising Center for additional assistance. |
# Registration Error Messages

## Continued...

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| Duplicate Course with Section XXXX  | Section is a duplicate of a course already on your schedule                       | 1. Drop the section no longer wanted first, then add the new one.  
2. Contact the University Advising Center for additional assistance. |
| Major Restriction                    | Section restricted to students in a specific major (English, Psychology, Biology, etc.) | 1. Choose an alternate section.  
2. Contact the University Advising Center for additional assistance. |
| Prerequisite & Test Score Error      | Section has a prerequisite course or minimum test score that you have not met.     | Access the online course catalog for details on required prerequisite course(s) to confirm you have completed the required course(s).  
1. Contact your academic advisor and discuss alternate courses.  
2. Contact the University Advising Center for additional assistance. |
| Time Conflict with XXXX              | Section conflicts with another section already on your schedule                    | 1. Choose another section.  
2. Drop the conflicting section and resubmit the add.  
3. To register for both conflicting courses, contact the academic department offering the courses to obtain authorization. |
| Permission Required: Dean or Instructor’s Signature | An additional restriction has been placed on the section | Contact the academic department offering the course to obtain authorization from the Dean or Instructor. |
| Student Attribute Restriction        | Error message for International students trying to register for an online course    | Submit the Online Course Enrollment Request Form to the International Student & Scholar Services office for approval to take the course online. |
System Errors

• If you get a system error while trying to register...
  • Log out and close the browser that you are currently using
  • Try to use a different browser
    • i.e. if you are using Firefox, switch to Chrome
  • If you still get the error message, take a screen shot of the error and email it to our office at advising@uiwtx.edu so that we may assist with trouble shooting

• “Registration Ticket Error”
  • It is not your priority registration time.
  • If it is, take a screen shot of the error message and email our office at advising@uiwtx.edu so that we may assist with trouble shooting
Additional Resources

- Advising Center Forms
- UIW Directory
- UIW Veteran Affairs
- UIW International Student and Scholar Services
- UIW Athletics
- UIW Residence Life
- Registrar’s Office
- Business Office
- Financial Aid
- Ettling Center
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