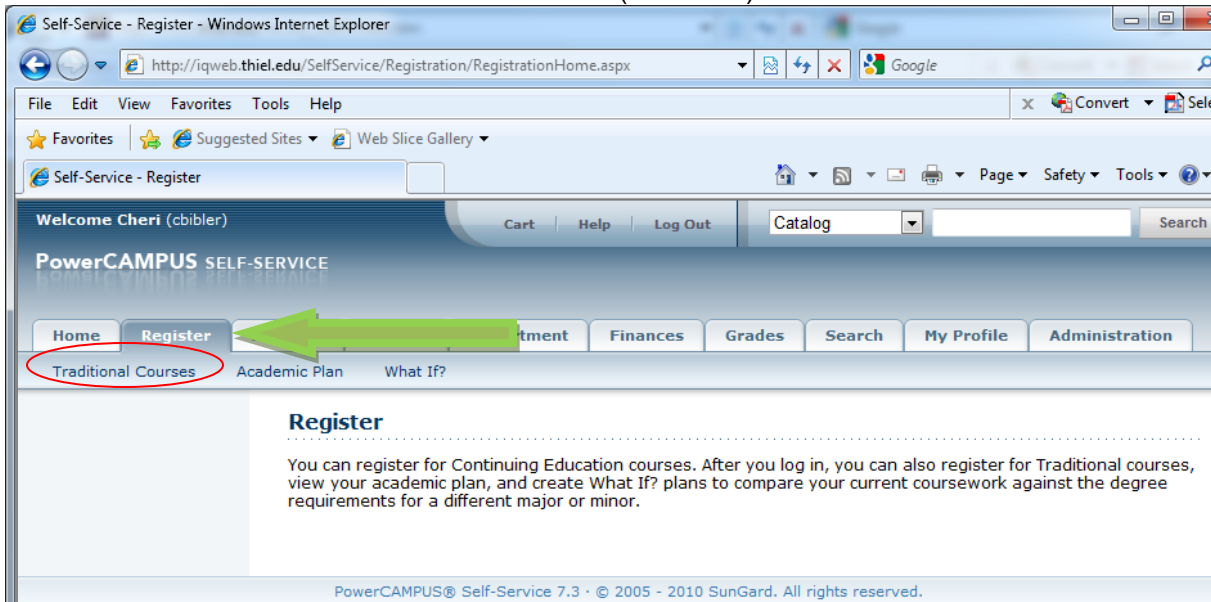


The following information is taken from the PowerCAMPUS Self-Service Faculty Guide.pdf We have enhanced it with screen shots.....

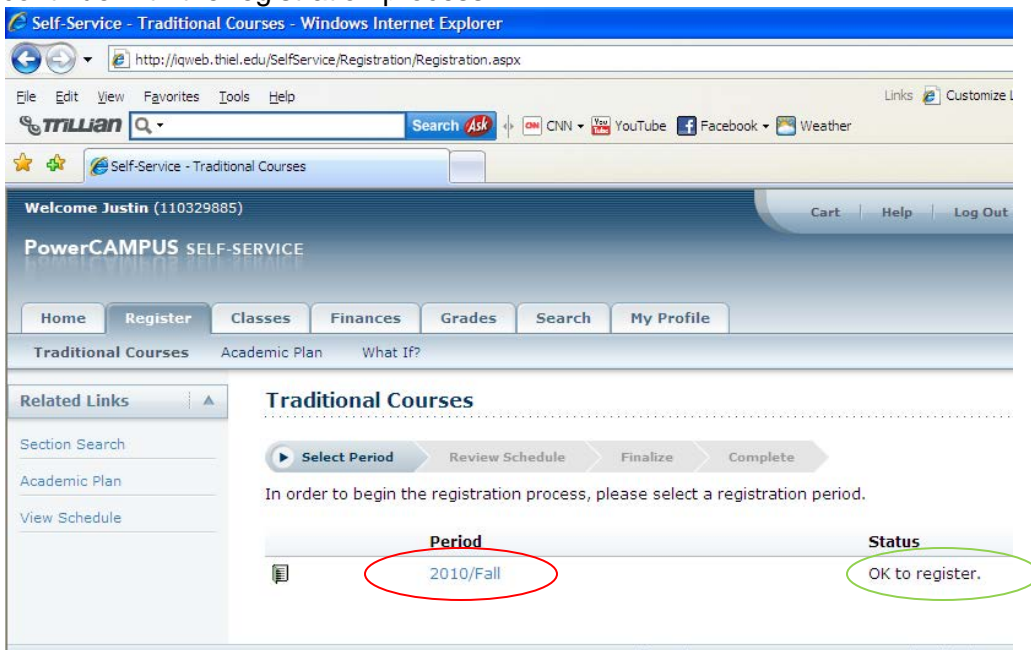
Registering for Traditional Courses

You can register for traditional courses within a specified academic period.

1. Select the **Register** tab.(green arrow)
2. Select the **Traditional Courses** menu item. (red circle)



3. Select the **Period** for which you want to register.
 - If the status for the period is **OK to register**, select the **Period** and continue with the registration process.



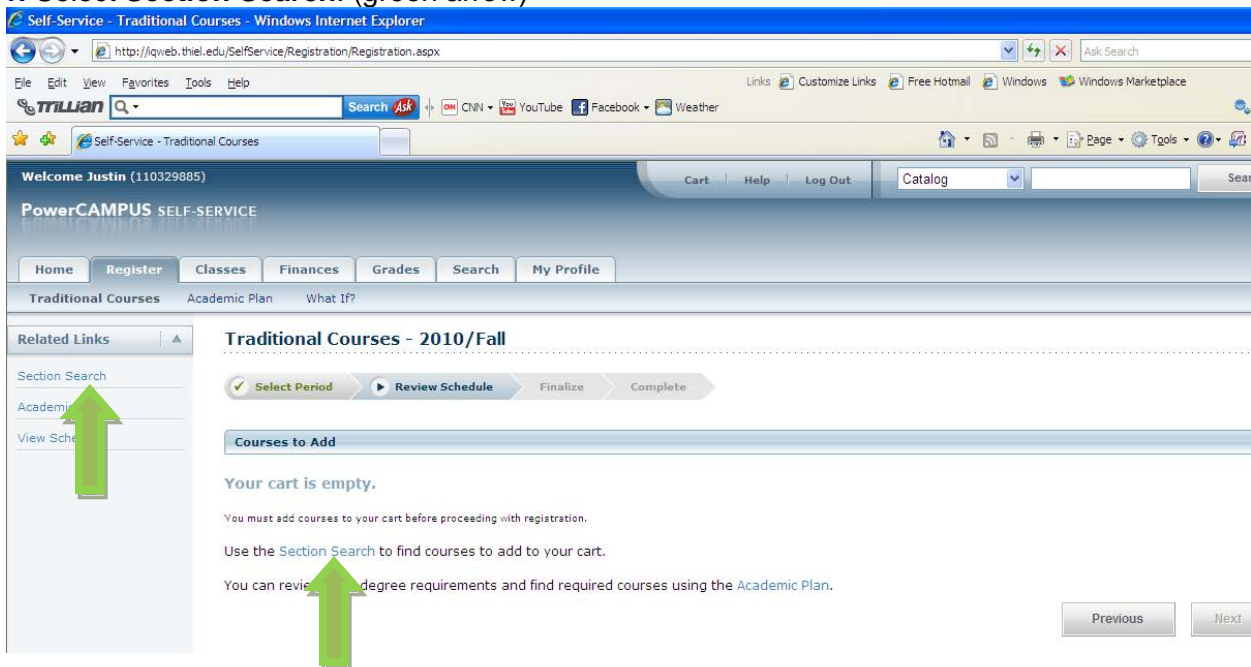
- If the status for the period is NOT **OK to register**, you are not authorized to

register for this **Period** at this time. You can contact your advisor for more information. (circled in green below)

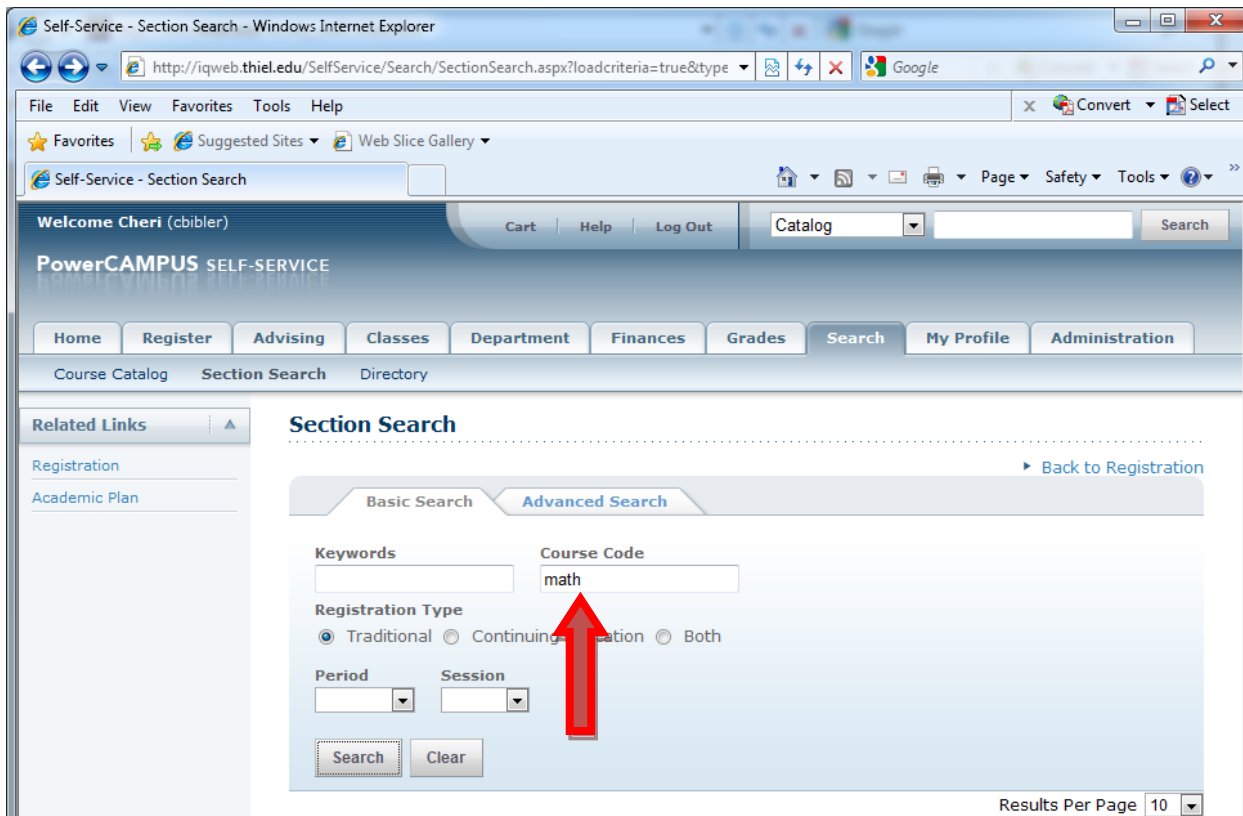


Finding Your Course Sections

1. Select **Section Search**. (green arrow)



2. Enter your search criteria, and **Search** for the course sections you want to take.



3. View the list of course sections that match your criteria. If **too many course sections are listed**, get more specific:

- Select **Refine Search**, or
- Choose a specific *Period*, *Session*, *Department*, and so on from the dropdown lists at the top of the *Section Search Results* page.

4. Select the courses you want to take:

- For any **open** course section you want to take, select **Add to Cart**.
- For any **closed** course section you want to take, select **Add to Waitlist**.

Self-Service - Section Search - Windows Internet Explorer

http://iqweb.thiel.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&criteria=math&eventid=math+011&type=Trad&year=2010&term=FALL&num=10

File Edit View Favorites Tools Help

Links Customize Links Free Hotmail Windows

Search Ask

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search Directory

Options

Open Sections Only

New Search

Refine Search

Sort By

Course ID Sort

Results Per Page

10 Show

Legend

Open Closed

Related Links

Registration

Academic Plan

Section Search

Back to Registration

Found 4 results for Keywords = 'math' and Course Code = 'math 011' and Registration Type = 'Traditional' and Period = '2010 Fall'.

Subtype

Showing 1 - 4 of 4

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats	
Introductory Algebra MATH 011/Lab/9	8/30/2010 - 12/18/2010	2010 Fall Regular	2.00		TBA 12:00 AM - 12:01 AM; Location to be announced	Ms. Jennifer J. Curry	18 of 60	Add
Introductory Algebra MATH 011/Lecture/1	8/30/2010 - 12/18/2010	2010 Fall Regular	1.00		MWF 9:00 AM - 9:55 AM; Thiel College, Academic Center, Room 137	Ms. Jennifer J. Curry	0 of 22	Wait
Introductory Algebra MATH 011/Lecture/2	8/30/2010 - 12/18/2010	2010 Fall Regular	1.00		MWF 10:00 AM - 10:55 AM; Thiel College, Academic Center, Room 137	Ms. Jennifer J. Curry	13 of 20	Add
Introductory Algebra MATH 011/Lecture/3	8/30/2010 - 12/18/2010	2010 Fall Regular	1.00		MWF 2:00 PM - 2:55 PM; Thiel College, Academic Center, Room 137	Ms. Jennifer J. Curry	1 of 20	Add

5. Review the **Course Added** confirmation message that appears above the list of *Course Section Results*.

Self-Service - Section Search - Windows Internet Explorer

http://qweb.thiel.edu/SelfService/Search/SectionSearch.aspx?sort=CourseId&eventid=math&type=Trad&year=2010&term=FALL&num=10

Welcome Justin (110329885) Cart Help Log Out Catalog Search

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Course Catalog Section Search Directory

Options

Open Sections Only

New Search

Refine Search

Sort By Course ID Sort

Results Per Page 10 Show

Legend Open Closed

Related Links

Registration

Academic Plan

Section Search

Course Added

Course MATH 011/Lecture/3 was added to your shopping cart for period 2010/FALL/Regular.

View Cart Proceed to Registration

Showing 1 - 10 of 23

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
Introductory Algebra MATH 011/Lab/9	8/30/2010 - 12/18/2010	2010 Fall Regular	2.00		TBA 12:00 AM - 12:01 AM; Location to be announced	Ms. Jennifer J. Curry	18 of 60 Add
Introductory Algebra MATH 011/Lecture/1	8/30/2010 - 12/18/2010	2010 Fall Regular	1.00		MWF 9:00 AM - 9:55 AM; Thiel College, Academic Center, Room 137	Ms. Jennifer J. Curry	0 of 22 Wait
Introductory Algebra	8/30/2010 - 12/18/2010	2010 Fall Regular	1.00		MWF 10:00 AM - 10:55 AM; Thiel College, Academic Center,	Ms. Jennifer J. Curry	13 of 20 Add

My Cart

Cart Items

MATH 011/3 1.00 Cr.
8/30/2010 - 12/18/2010
MWF, 2:00 PM - 2:55 PM
Ms. Jennifer J. Curry

Select To

View Cart Display the current list of courses in your cart. (red circle above)

Proceed to Registration – to continue to add classes (green circle above)

Request Permission If you must ask the instructor for permission to take the course, **Request Permission** also appears for the course. You can request permission now or when you are viewing your cart.

1. Select **Request Permission**.
2. On the *Request Permission* window, view the list of prerequisites for the course,
3. In the **Comments** field, specify why you want to take this course.
4. Select **Send Request** to send your request to the instructor.

Verifying the List of Courses in Your Cart

1. After you add a course to your cart, you can choose to **View Cart**.
2. As necessary, update the list of courses in your cart . Press the remove button to remove classes from cart.

NOTE: WAIT LISTED COURSES WILL NOT SHOW UP IN YOUR CART!

Classes Finances Grades Search My Profile

ements Inquire Apply Application Status Checklist Make a Donation View Student Information

Cart

2010/Fall Empty Cart Add Section View Schedule Register

Session - Regular Delete Session

Course	Date	Credits	Credit Type	Schedule	Instructor	
Intro Algebra MATH 011/Lecture/2	8/30/2010 - 12/18/2010	1.00	Grade	MWF 10:00 AM - 10:55 AM; Thiel College, Academic Center, Room 137	Ms. Jennifer J. Curry	Remove
Intro Algebra MATH 011/Lecture/3	8/30/2010 - 12/18/2010	1.00	Grade	MWF 2:00 PM - 2:55 PM; Thiel College, Academic Center, Room 137	Ms. Jennifer J. Curry	Remove

3. Select **View Schedule** to see how your schedule looks with the course sections that are in your cart (green in color) and those for which you are already registered (would be blue in color) or are on the waitlist (yellow in color).

Self-Service - Schedule - Windows Internet Explorer

http://qweb.thiel.edu/SelfService/Records/ClassScheduleGrid.aspx?year=2010&term=FALL

PowerCAMPUS SELF-SERVICE

2010/Fall

Class Schedule - 2010 / FALL Hide Weekend

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am	ENG 111 Lecture/01 Greenville Hall 101		ENG 111 Lecture/01 Greenville Hall 101		ENG 111 Lecture/01 Greenville Hall 101
9:00 am					
10:00 am	MATH 011 Lecture/2 Academic Center 137		MATH 011 Lecture/2 Academic Center 137		MATH 011 Lecture/2 Academic Center 137
11:00 am					
12:00 pm					

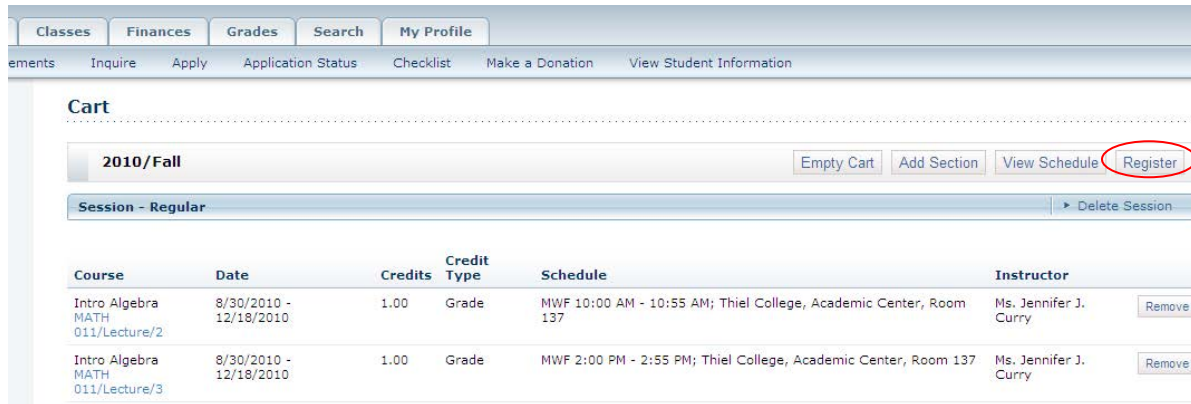
Done

4. When you are ready to register for the courses in your cart for an open

registration period, select **Registration** (or **Register** on the *Cart* page).

Registering for the Courses in Your Cart

1. Select **Registration** (or **Register** on the *Cart* page).



The screenshot shows the 'Cart' page with a navigation bar at the top containing 'Classes', 'Finances', 'Grades', 'Search', and 'My Profile'. Below the navigation bar are links for 'Home', 'Inquire', 'Apply', 'Application Status', 'Checklist', 'Make a Donation', and 'View Student Information'. The main content area is titled 'Cart' and shows the '2010/Fall' semester. There are buttons for 'Empty Cart', 'Add Section', 'View Schedule', and 'Register' (circled in red). Below these buttons is a 'Session - Regular' section with a 'Delete Session' link. A table lists the courses in the cart:

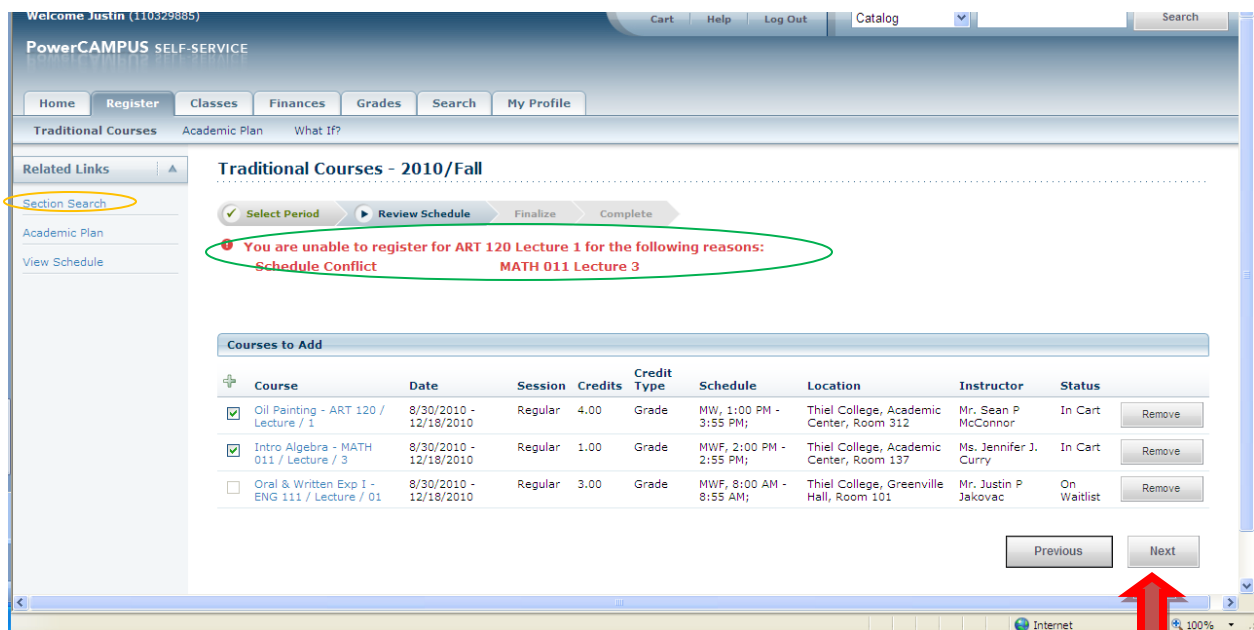
Course	Date	Credits	Credit Type	Schedule	Instructor	Remove
Intro Algebra MATH 011/Lecture/2	8/30/2010 - 12/18/2010	1.00	Grade	MWF 10:00 AM - 10:55 AM; Thiel College, Academic Center, Room 137	Ms. Jennifer J. Curry	Remove
Intro Algebra MATH 011/Lecture/3	8/30/2010 - 12/18/2010	1.00	Grade	MWF 2:00 PM - 2:55 PM; Thiel College, Academic Center, Room 137	Ms. Jennifer J. Curry	Remove

2. Select the academic **Period** for which you want to register. (You can only select a period for which the **Status** is **OK to register**.)

3. **Review** your **Schedule** to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course.

4. If the course list is correct, select **Next**. (red arrow below)

If there is a conflict in the schedule you will get a **warning**. If you get a warning **remove** the conflicting classes and go back to **Section Search**



The screenshot shows the 'Register' page with a navigation bar at the top containing 'Home', 'Register', 'Classes', 'Finances', 'Grades', 'Search', and 'My Profile'. Below the navigation bar are links for 'Traditional Courses', 'Academic Plan', and 'What If?'. The main content area is titled 'Traditional Courses - 2010/Fall' and shows a progress bar with 'Select Period', 'Review Schedule', 'Finalize', and 'Complete'. A warning message is displayed: 'You are unable to register for ART 120 Lecture 1 for the following reasons: Schedule Conflict MATH 011 Lecture 3'. Below the warning is a table of 'Courses to Add':

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	Remove
<input checked="" type="checkbox"/> Oil Painting - ART 120 / Lecture / 1	8/30/2010 - 12/18/2010	Regular	4.00	Grade	MW, 1:00 PM - 3:55 PM;	Thiel College, Academic Center, Room 312	Mr. Sean P. McConnor	In Cart	Remove
<input checked="" type="checkbox"/> Intro Algebra - MATH 011 / Lecture / 3	8/30/2010 - 12/18/2010	Regular	1.00	Grade	MWF, 2:00 PM - 2:55 PM;	Thiel College, Academic Center, Room 137	Ms. Jennifer J. Curry	In Cart	Remove
<input type="checkbox"/> Oral & Written Exp I - ENG 111 / Lecture / 01	8/30/2010 - 12/18/2010	Regular	3.00	Grade	MWF, 8:00 AM - 8:55 AM;	Thiel College, Greenville Hall, Room 101	Mr. Justin P. Jakovac	On Waitlist	Remove

At the bottom of the page are 'Previous' and 'Next' buttons. A red arrow points to the 'Next' button.

5. If successful, you will see "**Finalize** highlighted click on **NEXT** again to proceed. On the *Finalize Registration* page, review the list of courses and the current **Status** for each course.

Welcome Justin (110329885)

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links

- Section Search
- Academic Plan
- View Schedule

Traditional Courses - 2010/Fall

Select Period Review Schedule **Finalize** Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Intro Algebra -MATH 011 /Lecture /3	8/30/2010 - 12/18/2010	Regular	1.00	Grade	MWF, 2:00 PM - 2:55 PM	Thiel College, Academic Center, Room 137	Ms. Jennifer J. Curry	Registered

Waitlist Courses

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Oral & Written Exp 1 -ENG 111 /Lecture /01	8/30/2010 - 12/18/2010	Regular	3.00	Grade	MWF, 8:00 AM - 8:55 AM	Thiel College, Greenville Hall, Room 101	Mr. Justin P. Jakovac	On Waitlist

Previous Next

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6. Registration is complete! Click ViewSchedule

Welcome Justin (110329885)

PowerCAMPUS SELF-SERVICE

Home Register Classes Finances Grades Search My Profile

Traditional Courses Academic Plan What If?

Related Links

- Section Search
- Academic Plan
- View Schedule**

Traditional Courses - 2010/Fall

Select Period Review Schedule Finalize **Complete**

Congratulations! You have completed your Registration for: 2010/Fall

- Modify your schedule for 2010/Fall
- Select another Registration Period

7. The schedule can be viewed/printed in 2 formats. **TEXT** or **GRID**. Proceed to print by going to tool bar **FILE...PRINT**.NOTE: **check on Wait listed classes if you want them to print then press SUBMIT**.

8. To Drop a class after it has been Registered, go back repeat steps 3-5 to Review Schedule. **Check the Drop box** and press **Next**.

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input type="checkbox"/>	Intro Algebra - MATH 011 / Lecture / 3	8/30/2010 - 12/18/2010	Regular	1.00	Grade	MWF, 2:00 PM - 2:55 PM;	Thiel College, Academic Center, Room 137	Ms. Jennifer J. Curry	Registered