

Students may search and register for sections using the Registration Tools channel on the Student Information tab on myRider.

**Registration Tools**

**Summer 2012 Classes**  
View Open and All Course Lists  
Search and/or Register for Classes: MyInfo  
Summer Session Information

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**Fall 2012 Classes**  
**Before you Register**  
View Open and All Course Lists  
Contact your advisor to discuss your course schedule  
Check **Greenlight Status** and **Registration Holds**  
View **New** Section Meeting Times

**Ways to Register | Get Help**  
Register or Add Classes by CRN  
**Search and/or Register for Classes**  
Drop Classes

You must select a term in order to continue. Click Submit to move on to the next screen.

**myRider**

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Personal Information Student Financial Aid

Search  Go

### Select Term or Date Range

**Search by Term:**

None  
None  
Fall 2012  
Spring 2012 (View only)  
Fall 2011 (View only)

**Search by Date Range (MM/DD/YYYY):**  
From:  To:

Submit Reset

RELEASE: 8.4

You will note on the term selection screen, that some terms have (View Only). These are terms for which you cannot register for classes you can only view the sections available. You will be able to select sections for which to register from terms that do not have (View Only).

**myRider**

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Personal Information **Student** Financial Aid

Search

### Select Term or Date Range

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**Search by Term:**

None   
None  
Fall 2012  
Spring 2012 (View only)  
Fall 2011 (View only)

**Search by Date Range ( MM/DD/YYYY ):**

From:  To:

RELEASE: 8.4

Once the term has been selected, you will be prompted to select at least one subject. You may select multiple subjects by clicking on the first subject, then pressing Ctrl then clicking any additional subjects. When searching for a subject, you may type the first letter, and it will take you to the first subject starting with that letter.

The remaining search criteria are optional.

Click Class Search at the bottom of the screen to view the available courses for the subject(s) you chose.

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Personal Information Student Financial Aid

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

## Search and/or Register for Classes

001717229 Kelly A. Seramba  
Spring 2012  
Jan 27, 2012 10:10 am

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

**You must select at least ONE subject**

**Subject:** Accounting Business Education (GR) Chinese

**Course Number:**

**Title:**

**Credit Range:**  hours to  hours

**Part of Term:** All Full Term

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

## Searching Sections for terms that are (View Only)

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Search  Go

RETURN TO MENU SITE MAP HELP

Search and/or Register for Classes Spring 2012  
Jan 27, 2012 10:12 am

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

**Sections Found**

**Accounting**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
NR	<b>20001</b>	ACC	210	01	LAW	3.000	Introduction to Accounting	MWF	11:30 am-12:30 pm	15	6	9	0	0	0	0	0	0	TBA	01/16-05/02	TBA	

**Chinese**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
NR	<b>20008</b>	CHI	101	A1	LAW	3.000	Chinese II	MWF	08:00 am-09:00 am	7	0	7	0	0	0	0	0	0	Shunzhu Wang (P)	01/15-05/04	TBA	General Studies

Class Search

[ Week at a Glance | Student Detail Schedule | View Fee Assessment ]

- This Search and/or Register for Classes screen displays important information about the section such as the meeting days and times, the number of seats remaining in the section, and the instructor. Because this term is (View Only), there is an NR (Not Eligible to Register) in the select column.
- The CRN number (Course Reference Number) is highlighted, and when you click on it, the Class Schedule Listing will display.

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Webmail Blackboard Library Rider

Search  Go

Class Schedule Listing

**Sections Found**

**Introduction to Accounting - 20001 - ACC 210 - 01**

Associated Term: Spring 2012  
Registration Dates: No dates available  
Levels: Undergraduate

Lawrenceville Campus  
Lecture Schedule Type  
Standard (Classroom) Instructional Method  
3.000 Credits  
[View Catalog Entry](#)

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:30 am - 12:30 pm	MWF	TBA	Jan 16, 2012 - May 02, 2012	Lecture	TBA

[Return to Previous](#) [New Search](#)

- Clicking on the title of the section will link to the Detailed Class listing showing registration availability as well as restrictions and prerequisites
- Clicking on View Catalog Entry will link to the Course Catalog description for the course.

## Searching and Registering for Sections

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Search [ ] Go

RETURN TO MENU SITE MAP HELP

Search and/or Register for Classes

Fall 2012  
Jan 27, 2012 10:38 am

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found  
Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	Act	Rem	XL	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	10752 A	C	210	A1	LAW	3.000	Introduction to Accounting	TBA		25	2	23	0	0	0	0	0	0	0	0	TBA	09/05-12/18	TBA	
<input checked="" type="checkbox"/>	10640 A	C	220	0	LAW	3.000	Managerial Uses of Accounting	MWF	08:00 am-09:00 am	1	1	0	0	0	0	0	0	0	0	0	TBA	09/05-12/18	TBA	Arts Administration Elec
<input type="checkbox"/>	10142	ACC	220	E1	LAW	3.000	Managerial Uses of Accounting	MWF	10:20 am-11:20 am	28	3	25	0	0	0	0	0	0	0	0	TBA	09/05-12/18	FA 278	Arts Administration Elec
<input type="checkbox"/>	10144	ACC	220	F1	LAW	3.000	Managerial Uses of Accounting	MWF	11:30 am-12:30 pm	25	0	25	0	0	0	0	0	0	0	0	TBA	09/05-12/18	TBA	Arts Administration Elec
<input type="checkbox"/>	10002	ACC	220	G1	LAW	3.000	Managerial Uses of Accounting	MW	01:10 pm-02:40 pm	2	8	-6	10	1	9	0	0	0	0	0	TBA	09/05-12/18	TBA	Arts Administration Elec
<input type="checkbox"/>	10145	ACC	302	D1	LAW	3.000	Cost Management	TR	09:45 am-11:15 am	28	11	17	0	0	0	0	0	0	0	0	TBA	09/05-12/18	FA 389	
<input type="checkbox"/>	10171	AMS	229	TO	LAW	3.000	American Popular Culture	T	06:00 pm-08:40 pm	25	2	23	0	0	0	0	0	0	0	0	TBA	09/05-12/18	TBA	Contemporary Perspective and General Studies and WCC Arts & Sciences
<input type="checkbox"/>	10172	AMS	310	G1	LAW	3.000	American Identity in the Arts	MW	01:10 pm-02:40 pm	25	0	25	0	0	0	0	0	0	0	0	TBA	09/05-12/18	TBA	Contemporary Perspective and General Studies and WCC Arts & Sciences
<input type="checkbox"/>	10173	AMS	400	C1	LAW	3.000	Seminar in American Studies I	MWF	09:10 am-10:10 am	25	0	25	0	0	0	0	0	0	0	0	TBA	09/05-12/18	TBA	General Studies and WCC Arts & Sciences

Register Add to Worksheet Class Search

[ Week at a Glance | Student Detail Schedule | View Fee Assessment ]

- For terms that are eligible for registration, you will see check boxes next to the sections that are still open for registration.
  - For more information about a section, click on the CRN to view the Class Schedule Listing (1)
  - You can directly register for the class from this screen by clicking the check box next to the section you want, then clicking the Register button at the bottom of the screen. (2)
  - If you want to place the section on your worksheet and search for more sections, click Add to Worksheet. (2)
    - Each time you Add to Worksheet, you will go to the worksheet form, and you will have to click “Class Search” at the bottom of the form to return to the selection screen to select additional subjects.
- Once you click Register, any classes you have checked on the current screen will be processed by the system.
  - If there are no registration errors, you will be registered for your classes
  - If there are registration errors, you will see a message on the next screen indicating what the errors are. (There is a list of registrations errors listed at the end of this document.)

- If a section is closed, there will be no checkbox, and the letter C will display indicating the class is closed.

When you click on Register or Add to Worksheet, you will be taken to the Current Schedule screen.

- The classes you registered for will appear on the top part of the screen prefaced by **\*\*Registered\*\*** or **\*\*Web Registered\*\*** with the date the registration took place.

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Jan 27, 2012 10:48 am

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Dec 21, 2011	None	10091	PMBA	8270	0	Graduate 3.000	GR Courses:'S'	or Regular	Grde Adv.	Organizational Behavior
**Registered** on Dec 21, 2011	None	10663	MACC	650	M1	Graduate 3.000	GR Courses:'S'	or Regular	Grde Seminar	In Federal Taxes

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Jan 27, 2012 10:48 am

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Level Restriction	10166	AMS	200	F1	Undergraduate 3.000	Standard Letter	Intro to American	Studies	

### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[ View Holds | Change Course Options | Registration Fee Assessment ]

If you have any registration errors, they will appear between your schedule and the Add Classes Worksheet. A list of registration errors are listed at the end of this document. You may not register for a class with registration errors unless the errors are resolved.

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Level Restriction	10166	AMS	200	F1	Undergraduate 3.000	Standard Letter	Intro to American	Studies	

1. What do the registration errors mean?
  - a. Student Attribute Restriction
    - i. This section is restricted to students with a specific attribute (such as honors students), and you are not associated with this attribute.
  - b. Campus Restriction
    - i. This section is restricted to a different campus from the one in which you are associated. To view your campus, go into the Student Tab, select "Student Information" and "View Student Information".
  - c. Cohort Restriction
    - i. This section is restricted to students with a specific cohort (such as learning communities, Sanda, RAP, ELI, EOP, SSS). You are not in this associated cohort.
  - d. Class Restriction.
    - i. This section is restricted to students in a particular class/classes. You are not in this class.
  - e. Co-requisite Required.
    - i. There is a co-requisite section that you must also register for this semester.
  - f. College Restriction.
    - i. This section is restricted to students in a particular college. You are not associated with this college.
  - g. Degree Restriction.
    - i. This section is restricted to students in with a particular degree. You are not associated with this degree.
  - h. Department Restriction.
    - i. This section is restricted to students in a particular department. You are not associated with this department.
  - i. Level Restriction.
    - i. This section is restricted to students in a particular level (such as graduate or undergraduate). You are not associated with this level.
  - j. Field of Study Restriction.
    - i. This section is restricted to students in a particular field of study. You are not associated with this field of study.
  - k. Maximum Hours Exceeded Restriction.
    - i. You have attempted to register for more than the allowed number of credits.
  - l. Pre-requisite and Test Score Error.
    - i. Prerequisite or Test Score error. You have not met the prerequisites for this class. Please check the Academic Catalog or the Open All Course List for specific information.
  - m. Program Restriction.
    - i. This section is restricted to students in a particular program. You are not associated with this program.
  - n. You require re-admission prior to registration.

- i. You are not an active student and need to go through the Admissions process in order to register.
- o. Repeat Hours/Count Exceeded.
  - i. Permission of your Academic Dean needed to repeat the course.