How to Register for CHEMISTRY

There are 2 parts to this process

1. Reserved Seating- What is it
2. Registration is a skill!
   a) Study it
   b) Plan for it
   c) Do it
Reserved Seating

• Chemistry LABS have reserved seating.
• That means that every lab has a certain # of seats “reserved” for specific majors:
  – BIO
  – CHE
  – NUR
  – HES
  – NUT
  – All other majors (if you are one of the named majors above you can not have one of these seats).
Reserved Seating continued

• Please try registering for ALL sections of CHE LAB before taking the Reserved Seating Survey. Please note that the survey is not a waitlist. It is for informational purposes only. https://survey.appstate.edu/TakeSurvey.aspx?SurveyID=n241594

• It’s very important that you continue to “hunt” for open seats in the weeks leading up to the next semester and during Drop/Add.
Register for Chemistry- Study it

• Review steps to register (revisit ERA or Registrar’s Web Registration Tutorial)

• Remember to enter the CRN’s for both the Lecture and the Lab into the registration system at the same time.

• If you enter only the lecture or only the Lab, you will always get a “Prerequisite and Test Score error”
Register for Chemistry- Study it

• Every lab offered should be listed on your 1\textsuperscript{st}, 2\textsuperscript{nd}, 3\textsuperscript{rd} choice schedules/flowcharts.

• When it is 30 minutes before you are allowed to register, check your 1\textsuperscript{st} choice schedule to make sure there are openings in your classes.
  – There is no point in registering for a lecture/class that is already full.
  – Remember you will not know if the CHE Lab open seat is reserved for your major until you try to add it.
  – The more empty seats in a lab, the higher the probability is that one of the open seats is reserved for your intended major.
Register for Chemistry- Plan It

• Look at the “Class Schedule Search”
• Find your 1st choice CHE Lecture
• Write down its CRN, dates & times
• As an example, we are selecting section 106:

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Plan it - continued

• Find **all** the CHE LABS that have a “Time Conflict” with 1\(^{st}\) choice Lecture. You can’t be in 2 places at once.

• Write those Labs down to use with your 2\(^{nd}\) choice Lecture.

• Rank the remaining Labs (those that do NOT time conflict) in order of preference

• Write down the CRNS, dates & times
Those labs surrounded by RED time conflict with the CHE 1101 Lecture. Therefore if section 106 is your 1st choice Lecture, then you can’t register for those lab sections.
Plan it – continued: Flow Chart

1st choice
CHE Lecture

1st Choice
CHE LAB

2nd Choice
CHE LAB

MAT or STT Option 1

MAT or STT Option 2

MAT or STT Option 1
Plan It: Make a flow chart/schedule

1. Select your 1\textsuperscript{st} choice CHE Lecture (CRN & Time)

2. List \textbf{ALL} labs in preferred order that do \textbf{not} time conflict with the CHE Lecture.

   I like to put all the labs that meet at the same time but on different days (Tuesday labs or Thursday labs at 2 pm) together so that when I complete the next step, I know that I most likely could use another non-chemistry class with any lab in that time slot.
3. Plan your other classes (including CRNs) you want to take this semester that work with this Lecture & lab combination.

4. Make a schedule for ALL CHE Labs and 1st choice CHE Lecture combination. (Keep thinking: If you get your 1st choice chemistry Lecture and your 3rd choice lab, what other classes fit into your schedule?)

5. PLAN A BACK-UP SCHEDULE- Just in case your 1st choice lecture is full.

Start your 2nd choice CHE Lecture schedule- Make sure you first list the LABS that time conflicted with your 1st choice Lecture. This way you will be trying the labs that you haven’t already tried.
Registration- Do It!!!
Do It: Use AppalNet before registration begins:

- Select the **Self Service** tab and then the **Student** tab to access registration and student information.
Check Your Registration Status

• Select the **Check Your Registration Status** link to view the following information:
  - Information about required advisement and/or registration holds.
  - Any permit/overrides that have been submitted.
  - The date and time of your initial registration access. Access to the registration system is based on your earned institutional and transfer hours. (After initial access is granted, WRS will be available 24 hours a day and 7 days a week during the schedule registration and adjustment period.)
• Under the Registration menu (link), chose the appropriate registration TERM and then click the SUBMIT button.
Select the **Add/Drop Classes** link from the **Registration** menu:

Select the term and enter your PIN # if you have one
Do It, continued: PIN #

Enter your PIN # (if you have one)
1. Enter the CRN of your 1st choice CHE Lecture into the first box.

2. Enter the CRN of your 1st choice CHE LAB into the second box.

3. Then select “Submit Changes”
Do It, continued

• If you are lucky and get your 1\textsuperscript{st} choice CHE Lecture & lab, great! Now add CRNs for your other courses that work with this combination.

• If you are like most students, you may need to try your other lab choices. Enter the 1\textsuperscript{st} choice Lecture with your 2\textsuperscript{nd} choice lab. Having those CRNS already written down will save you time.

• Keep trying until you get a CHE Lecture and Lab added to your schedule.

• Once you have a CHE Lecture and lab added to your schedule, then you can add the rest of your classes.
Advice:

• You don’t want to add all your classes at once because by the time you figure out what possible time conflict you have, someone else has taken your seat.

• You can still “look up classes to add” but that takes time and time is not your friend in this case.
More Advice

• You should try EVERY LAB before you put yourself on the Chemistry Reserved Seating List.

• The Reserved Seating Survey is NOT a waiting list. Nor is it a guarantee that you will get the chemistry lab you want. It is a way for the Chemistry Dept. to gauge how many students still need CHE labs.

• You should continue to “hunt” for an open CHE lab throughout the remaining open registration and up to the 5th day of the semester (add/drop).
Registration Help

• Registration Tutorial:
  http://registrar.appstate.edu/registration/WRStutorial.html

• Review the ERA site: www.era.appstate.edu

• Advising’s Registration Assistance:
  http://advising.appstate.edu/registration-assistance/registration-assistance
Breathe

• It will all be okay.
• You have plenty of time to make changes to your schedule.
• If you try every Lecture & lab combination and still don’t get into Chemistry, build the best schedule you can. Then keep HUNTING.
• Most students eventually get into Chemistry if they are flexible about the rest of their schedule.