

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.

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Add Classes Worksheet

CRNs	Lecture	Lab								
12242	12173									
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>								

- 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 1st, 2nd, 3rd choice schedules/flowcharts.
- When it is 30 minutes before you are allowed to register, check your 1st 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:

CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
10930	CHE	1101	106	MC	3.000	INTROD CHEMISTRY I	TR	11:00 am- 12:15 pm



Sections Found

Chemistry

CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
10863	CHE	1101	101	MC	3.000	INTROD CHEMISTRY I	MWF	08:00 am- 08:50 am	86	84	2	0	0	0	Alexander David Schwab (P)	08/19- 12/12	CAP 110	Core Natural Sciences and Core Numerical Data Designator and Science Inq-Chemistry:Connect
10926	CHE	1101	102	MC	3.000	INTROD CHEMISTRY I	MWF	09:00 am- 09:50 am	92	91	1	0	0	0	Robert J. Yoblinski (P)	08/19- 12/12	CAP 112	Core Natural Sciences and Core Numerical Data Designator and Science Inq-Chemistry:Connect
10927	CHE	1101	103	MC	3.000	INTROD CHEMISTRY I	MWF	10:00 am- 10:50 am	92	92	0	0	0	0	Amanda Christine Howell (P)	08/19- 12/12	CAP 112	Core Natural Sciences and Core Numerical Data Designator and Science Inq-Chemistry:Connect
10928	CHE	1101	104	MC	3.000	INTROD CHEMISTRY I	MWF	11:00 am- 11:50 am	93	92	1	0	0	0	Robert J. Yoblinski (P)	08/19- 12/12	CAP 112	Core Natural Sciences and Core Numerical Data Designator and Science Inq-Chemistry:Connect
10929	CHE	1101	105	MC	3.000	INTROD CHEMISTRY I	TR	09:30 am- 10:45 am	92	92	0	0	0	0	Libby Gail Puckett (P)	08/19- 12/12	CAP 112	Core Natural Sciences and Core Numerical Data Designator and Science Inq-Chemistry:Connect
10930	CHE	1101	106	MC	3.000	INTROD CHEMISTRY I	TR	11:00 am- 12:15 pm	92	88	4	0	0	0	Megen Ann Culpepper (P)	08/19- 12/12	CAP 112	Core Natural Sciences and Core Numerical Data Designator and Science Inq-Chemistry:Connect
12448	CHE	1101	107	MC	3.000	INTROD CHEMISTRY I	MWF	01:00 pm- 01:50 pm	85	84	1	0	0	0	Margaret Alice Donoghue (P)	08/19- 12/12	CAP 110	Core Natural Sciences and Core Numerical Data Designator and Science Inq-Chemistry:Connect
13060	CHE	1101	108	MC	3.000	INTROD CHEMISTRY I	TR	12:30 pm- 01:45 pm	86	83	3	0	0	0	Michael Stuart Hambourger (P)	08/19- 12/12	CAP 110	Core Natural Sciences and Core Numerical Data Designator and Science Inq-Chemistry:Connect
14981	CHE	1101	109	MC	3.000	INTROD CHEMISTRY I	TR	08:00 am- 09:15 am	96	90	6	0	0	0	Allan A. Gahr (P)	08/19- 12/12	CAP 112	Core Natural Sciences and Core Numerical Data Designator and Science Inq-Chemistry:Connect
16602	CHE	1101	110	MC	3.000	INTROD CHEMISTRY I	MWF	09:00 am- 09:50 am	69	69	0	0	0	0	Keith S. Learn (P)	08/19- 12/12	BH 5	Core Natural Sciences and Core Numerical Data Designator and Science Inq-Chemistry:Connect

Plan it - continued

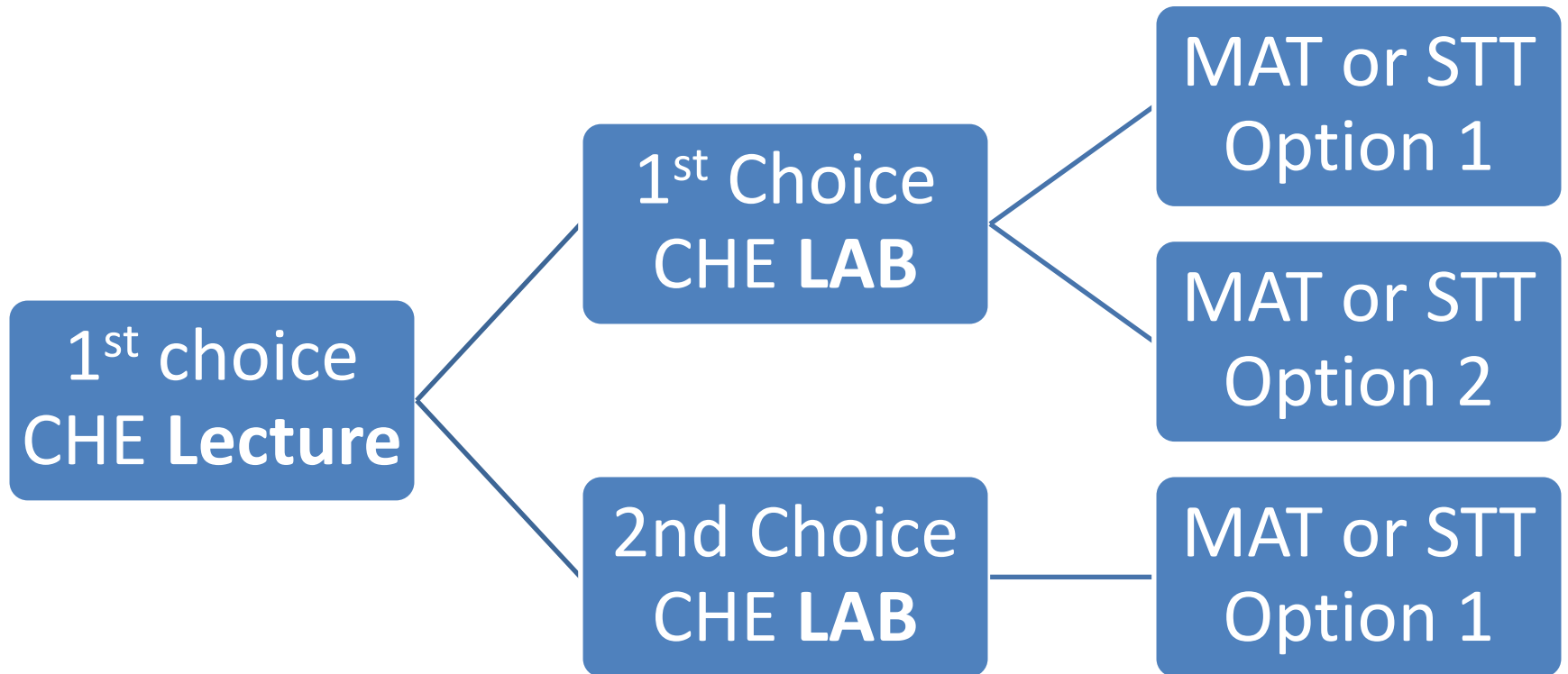
- Find all the CHE LABS that have a “Time Conflict” with 1st choice Lecture. You can’t be in 2 places at once.
- Write those Labs down to use with your 2nd choice Lecture.
- Rank the remaining Labs (those that do NOT time conflict) in order of preference
- Write down the CRNS, dates & times

Sections Found
Chemistry

CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
10933	CHE	1110	101	MC	1.000	INTROD CHEMISTRY LAB I	M	12:00 pm- 02:50 pm	23	23	0	0	0	0	Amanda Christine Howell	08/19- 12/12	CAP 307	Core Natural Sciences and Science Inq- Chemistry:Connect
							M	12:00 pm- 02:50 pm							Marilou Ellen Wheeler (P)	08/19- 12/12	CAP 314	Core Natural Sciences and Science Inq- Chemistry:Connect
10934	CHE	1110	102	MC	1.000	INTROD CHEMISTRY LAB I	M	12:00 pm- 02:50 pm	24	24	0	0	0	0	Amanda Christine Howell	08/19- 12/12	CAP 307	Core Natural Sciences and Science Inq- Chemistry:Connect
							M	12:00 pm- 02:50 pm							Wendy L. Lewis (P)	08/19- 12/12	CAP 318	Core Natural Sciences and Science Inq- Chemistry:Connect
10935	CHE	1110	103	MC	1.000	INTROD CHEMISTRY LAB I	M	03:00 pm- 05:50 pm	24	24	0	0	0	0	Amanda Christine Howell	08/19- 12/12	CAP 307	Core Natural Sciences and Science Inq- Chemistry:Connect
							M	03:00 pm- 05:50 pm							Nancy Lynn Wilson (P)	08/19- 12/12	CAP 314	Core Natural Sciences and Science Inq- Chemistry:Connect
10936	CHE	1110	104	MC	1.000	INTROD CHEMISTRY LAB I	M	03:00 pm- 05:50 pm	24	24	0	0	0	0	Christopher Allen Sehorn (P)	08/19- 12/12	CAP 307	Core Natural Sciences and Science Inq- Chemistry:Connect
							M	03:00 pm- 05:50 pm							Amanda Christine Howell	08/19- 12/12	CAP 318	Core Natural Sciences and Science Inq- Chemistry:Connect
10937	CHE	1110	105	MC	1.000	INTROD CHEMISTRY LAB I	T	09:30 am- 12:20 pm	23	23	0	0	0	0	Amanda Christine Howell	08/19- 12/12	CAP 307	Core Natural Sciences and Science Inq- Chemistry:Connect
							T	09:30 am- 12:20 pm							Virginia Scott Lord Ellerbe (P)	08/19- 12/12	CAP 314	Core Natural Sciences and Science Inq- Chemistry:Connect
10938	CHE	1110	106	MC	1.000	INTROD CHEMISTRY LAB I	T	12:30 pm- 03:20 pm	24	23	1	0	0	0	Amanda Christine Howell	08/19- 12/12	CAP 307	Core Natural Sciences and Science Inq- Chemistry:Connect
							T	12:30 pm- 03:20 pm							Christina H. Duffey	08/19- 12/12	CAP 314	Core Natural Sciences and Science Inq- Chemistry:Connect

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



Plan It: Make a flow chart/schedule

1. Select your 1st choice CHE Lecture (CRN & Time)

2. List ALL labs in preferred order that do 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.

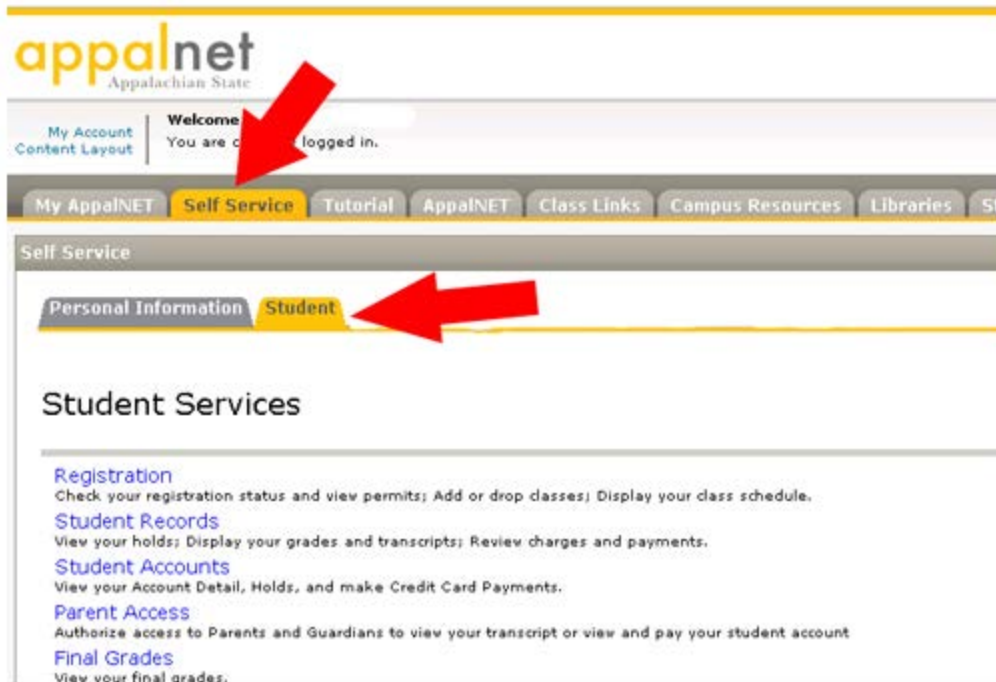
Start your 2nd choice CHE Lecture schedule- Make sure you first list the LABS that time conflicted with your 1st choice Lecture . This way you will be trying the labs that you haven't already tried.

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.



The screenshot displays the AppalNet website interface. At the top left, the logo reads "appalnet Appalachian State". Below the logo, there is a navigation bar with several tabs: "My AppalNET", "Self Service", "Tutorial", "AppalNET", "Class Links", "Campus Resources", "Libraries", and "Sta". The "Self Service" tab is highlighted in yellow and has a red arrow pointing to it. Below this bar, there is a sub-navigation bar with two tabs: "Personal Information" and "Student". The "Student" tab is also highlighted in yellow and has a red arrow pointing to it. Underneath the "Student" tab, the heading "Student Services" is visible. Below this heading, there is a list of service links with brief descriptions:

- [Registration](#)
Check your registration status and view permits; Add or drop classes; Display your class schedule.
- [Student Records](#)
View your holds; Display your grades and transcripts; Review charges and payments.
- [Student Accounts](#)
View your Account Detail, Holds, and make Credit Card Payments.
- [Parent Access](#)
Authorize access to Parents and Guardians to view your transcript or view and pay your student account
- [Final Grades](#)
View your final grades.

Do It, continued


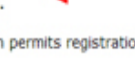
Check Your Registration Status

- 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.)

Check Your Registration Status:


Displayed below are various items which may affect your registration. Your Holds, Academic Standing, Student Status, Class, and Curriculum may prevent registration or restrict the courses you will be permitted to select.

In order to determine your registration access time, please note your earned hours below and refer to the [Summer and Fall 2010 Registration Access information](#) to determine when you may access the system.

- ⚠ You have required advising. 
 - ⚠ You have Holds which will prevent registration. 
 - Your Academic Standing is Good Standing which permits registration.
 - Your Student Status permits registration.
- Your Class for registration purposes is Freshman.

Registration Permits and Overrides

Permit/Override	CRN	Subject Course
Overrides Seating Capacity	10875 HIS	2204 SUR AMER CIV SINCE 1876



Earned Credit

Level	Type	Hours
Undergraduate	Institutional	5.000

Curriculum Information

Current Program

Bachelor Of Arts

Level: Undergraduate

Program: History

Admit Term: Spring 2010

Admit Type: Standard

Catalog Term: Spring 2010

College: College of Arts & Sciences

Campus: Main Campus

Major and Department: History, History

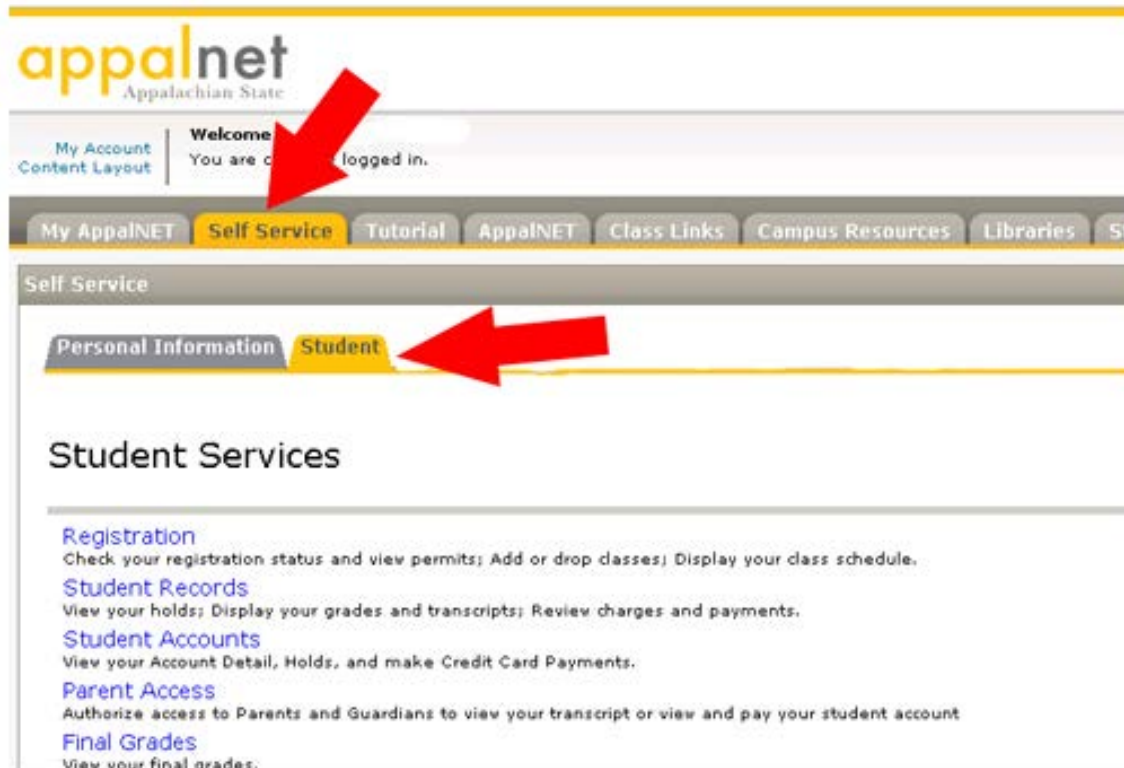
Your registration time slot

Beginning Date	Beginning Time
November 19, 2009	08:00 AM



[[View Holds](#) | [Look-Up Classes](#)]

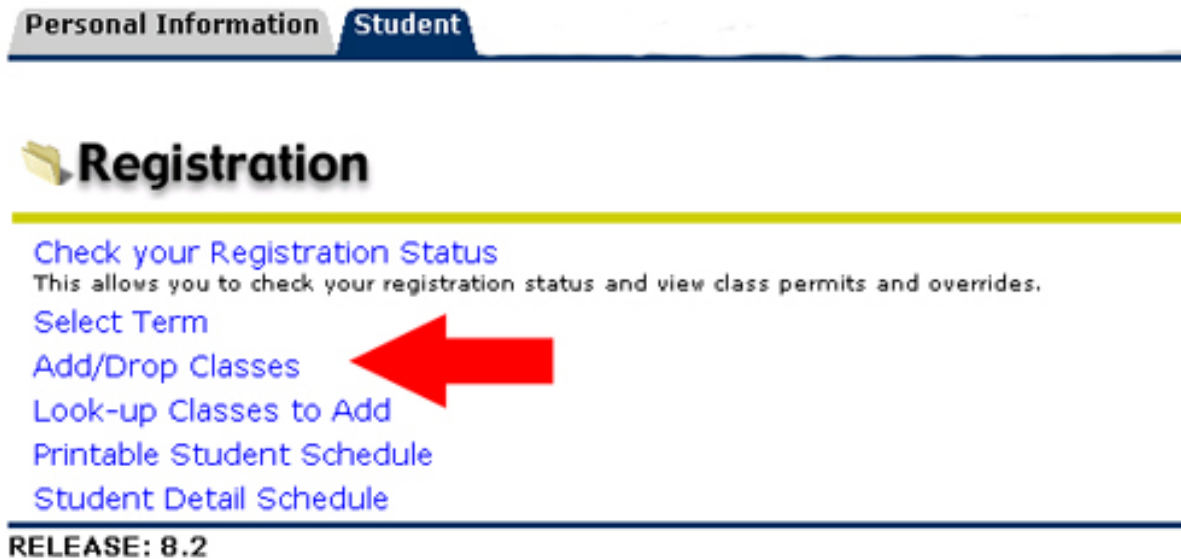
Do It, continued: Use AppalNet to Register for Classes



- Under the **Registration** menu (link), chose the appropriate registration **TERM** and then click the **SUBMIT** button.

Do It, continued: Add or Drop Classes

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)

Personal Information **Student**

Alternate PIN Verification

 Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.

Alternate PIN: 

RELEASE: 8.1


Do It, continued

ALWAYS ADD ONLY CHEMISTRY 1st

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”

Add/Drop Classes:

 Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Add Classes Worksheet

CRNs	Lecture	Lab							
12242	12173								
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>							

Do It, continued

- If you are lucky and get your 1st 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 1st choice Lecture with your 2nd 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.

Look-Up Classes to Add:

 To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Sections Found

Physical Education

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date	Location
<input checked="" type="checkbox"/>	14821	P E	1545	121	MC	1.000	SWIMMING FOR FITNESS	MW	08:00 am-09:15 am	15	15	0	Nicole H. Higgins (P)	03/01-05/05	SRC SP
<input type="checkbox"/>	14822	P E	1545	122	MC	1.000	SWIMMING FOR FITNESS	MW	09:30 am-10:45 am	15	14	1	Nicole H. Higgins (P)	03/01-05/05	SRC SP

NOTE: Class meets Mar 1 - Apr 27, 2010. Second Half Semester Class. *Core PE/Wellness General Education Class.

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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.