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 it
   c) Do it
Are you currently passing or have already passed one part of Chemistry (lab or lecture)?

Do you only need to take one part of the CHE lecture & lab combination?

Skip to the LAST SLIDE
CHE LABS have “Reserved Seating”

• The following Chemistry LABS have reserved seating: 1110, 1120, 2101, 4580, and 4581

• That means that every lab has a certain # of seats “reserved” for specific majors:
  – BIO    – NUR    – CFS
  – HES    – GES    – NUT

  – All other majors (if you are one of the named majors above you can not have one of these seats).

• 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 Lecture & Lab - Study It

• Review steps to register. (See the Registrar’s Web Registration Tutorial.)

• Remember to enter the CRNs 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 CRN, you will get a “Prerequisite and Test Score” error.
Register for Chemistry Lecture & Lab - 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 15 minutes before you are allowed to register, check your 1\textsuperscript{st} choice schedule to make sure there are still openings in your classes.
  - There is no point in attempting to register 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 Lecture & Lab - Plan It

- Use the “Search for Classes By Term.”
- Find your 1st choice CHE Lecture.
- Write down its CRN, dates & times.
- For example, let’s choose lecture section 103:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
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<td>1101</td>
<td>103</td>
<td>MC</td>
<td>3.000</td>
<td>INTROD CHEMISTRY I</td>
<td>TR</td>
<td>11:00 am-12:15 pm</td>
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### How to read the schedule of classes

#### Sections Found

<table>
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<tr>
<th>CRN</th>
<th>Subj Crse</th>
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<th>Cred</th>
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**NOTE FOR SECTION ABOVE:** This course is offered 100% online with a required meeting pattern as noted.

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**NOTE FOR SECTION ABOVE:** This course is offered as a hybrid (at least 50% online) with required synchronous virtual meetings for discussion of course materials and practice problems. Optional F2F meetings will be held on Thursdays with limited number of students.

<table>
<thead>
<tr>
<th>CRN</th>
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**NOTE FOR SECTION ABOVE:** The majority of this course is offered online (90-99%). This hybrid course will meet face-to-face on Mondays, Wednesdays, and Fridays at the assigned time with a minimum number of students that can attend each day. Students can opt to take this class 100% online. When not attending class F2F, students are required to attend the class via synchronous virtual meetings. The first day of class will be met virtually. More information will be on AsULearn course site.

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<td>WEB</td>
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</table>

**NOTE FOR SECTION ABOVE:** This course is offered 100% online with a required meeting pattern. It will meet synchronously Mondays and Wednesdays with asynchronous delivery on Fridays.

<table>
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<tr>
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**NOTE FOR SECTION ABOVE:** This course is offered 100% online.
Plan It (continued)

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

• Write down those Labs to use with your 2\textsuperscript{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 CHE 1101 section 103 is your 1st choice lecture, then you can’t register for those **RED** lab sections.
Plan it – continued: Flow Chart

1st choice
CHE Lecture

1st Choice
CHE LAB

MAT or STT Option 1

MAT or STT Option 2

2nd Choice
CHE LAB

MAT or STT Option 1
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.

*Pro Tip*: 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 completing the next step, you know that you most likely could use another non-chemistry class with any lab in that time slot.
3. Plan the 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 CHE 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.
Do you remember how to register?

Visit this link to review how to register:
http://registrar.appstate.edu/registration/WRStutorial.html

Log into it AppalNet and go to:
Registration:
ALWAYS TRY TO 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.”
Registration, continued

• If you get into your 1\textsuperscript{st} choice CHE Lecture & Lab, great! Now add the 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.
Common Error Messages

Read **ALL** the error messages (1 for Lecture and 1 for LAB)

- “Pre-Req/Test Score” for **Lecture** means you were unsuccessful in adding the lecture; Read your lab error message.

- “Pre-Req/Test Score” for **BOTH** Lecture and LAB means 1 of 2 things:
  
  You need do not meet the CHE pre-reqs; you may need to take one or both of the following:
  
  - [Math Placement Test](#)
  - [Chemistry Placement Test (formerly the Toledo Test)](#)

- “Time Conflict” means there is an open seat for your major in this lecture/lab but you already have a class on your schedule at that time. Drop the other class and re-add the CHE Lecture and Lab section.

- “Reserved Seating” for **LAB** means this section is full for your major.

- “Closed Section” means you are attempting to register for a class section that does not have any available seats.
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 CHE seat.
- You can still “look up classes to add” but that takes time and time is not your friend in this situation.
More Advice

• You should try EVERY LAB.

• If you can’t get into CHE:
  – **Build a schedule** with other classes you need. Remember that 12 hours is the minimum for full-time status but that 15-16 hrs is preferred.
  – Be willing to change your schedule to get a CHE seat.
  – Complete a **CHE Permit Request**.

• **Continue to hunt** for open CHE LAB & Lecture seats until the 5th day of the semester.
Once you get into CHE, look at your DETAILED schedule:

- You will see your CHE Lecture listed once.
- You will see your CHE LAB listed **twice**.
  - Check your APP STATE [Mountaineer Mail](#) and/or [AsULearn](#) the weekend before the semester starts. It will tell you which room to show up to first.

You will start in one room where the professor teach you how to complete the lab. Then move to the next room, where you will perform the lab.
Registration Help

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

• Advising’s Registration Help: https://advising.appstate.edu/current-students/registration-help
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.
• Students get into Chemistry if they are persistent and flexible about the rest of their schedule.
Only need one part of CHE?

If you only need to register for one part of CHE because:

1. You already have a passing grade for the corresponding lecture/lab, or
2. You are currently enrolled in the corresponding lecture/lab (and you are going to pass it)

Then you will need to submit a Chemistry Permit Request before registering for CHE.

See previous slides for Common Error messages.