

UAHuntsville REGISTRATION

Registration terms:

RAC: Registration Access Code/Alternate PIN = 6-digit registration code

CRN: Course Registration Number (5-digit code, like 96101); each class (and lab) has a specific CRN

Prerequisites: A course you must take before you can take another course.

REMEMBER: 12 credits = fulltime, 16 credits = 4-year graduation

First, work out your schedule.

1. Go to: <http://register.uah.edu>
2. Click **Enter Secure Area**
3. Enter your **A#** (Include the "A") and your PIN
4. Click **College Scheduler**
5. Select **Term**
6. Click **Add course**
7. Select **Subject**
8. Select **Course**
9. Click **Add course**
10. Continue steps 6, 7, 8 and 9 until you have added each course and lab if necessary to your schedule.
11. Check the box next to each course.
12. Click **Generate Schedule**
13. Click **View** next to each schedule and choose the best option.
14. Click **Registration Instructions** at the top of the page.
15. Write or print the CRN's listed at the top of the page and exit out of this window.

Then, register for classes.

HOW TO REGISTER FOR CLASSES

1. Click **Student**
2. Click **Registration**
3. Click **Add/Drop Classes**. Enter your **Registration Access Code (RAC)**.
4. Type the **CRN numbers** in the boxes.
5. Click **Submit Changes**.
6. If you received a **Registration Add Error** message see **back of sheet**, then contact an advisor if necessary.
7. Print your schedule. Click **Student** tab, then click **Student Detail Schedule**

Questions? Contact a College of Science Advisor: 256-824-2505,
Morgan Lewis, lewism@uah.edu or Jennifer Bradley, jennifer.bradley@uah.edu

UAHuntsville REGISTRATION continued...

HOW TO LOOK UP CLASSES

1. Go to www.uah.edu, click **Current Students**, then **Classes** to find Current Course Listings.
2. Locate the classes you would like to take and write down the 5 digit **CRN** numbers.
For example, to take Principles of Biology BYS 119 and the lab BYS 119L (required):
 - Click on BYS and locate the course listing.
 - Write down the **5 digit CRN code** located next to the course number. (Ex: 90050)
 - Write down the 5 digit CRN code that corresponds to the lab. (Ex: 90051)

REGISTRATION ERROR MESSAGES

CLOSED-WAITLISTED

Click drop down arrow under **ACTION**

Click **WAITLISTED**

Click **Submit Changes**

How the waitlist works:

- If a seat opens up and you are next on the waitlist UAHuntsville will add you to the course automatically.
- **Check your schedule frequently** to see if you were added to the course. **You will not be notified.**
- Be patient AND make a back-up plan.

PREREQUISITE AND TEST SCORE ERROR

This error occurs if:

1. You registered for a **lecture without the lab** (or vice versa). For example, BYS 119 and BYS 119L. The CRN's for both courses must be submitted to your worksheet at the same time.
2. You do not have the **correct prerequisite course** or **placement**. For example, you placed into MA 112, but would like to register for MA 171. You must take MA 112 and MA 113 before taking MA 171.

TIME CONFLICT ERROR

You cannot be two places at the same time! Find a different section or course.