
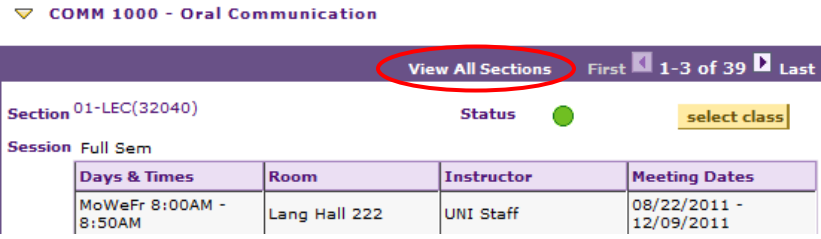
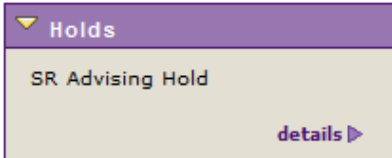
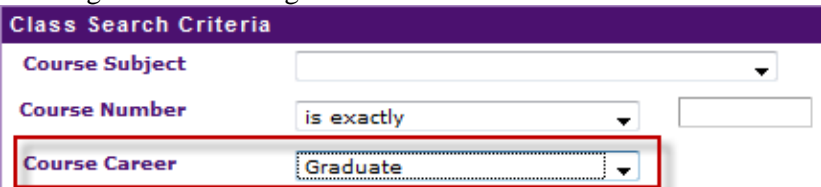
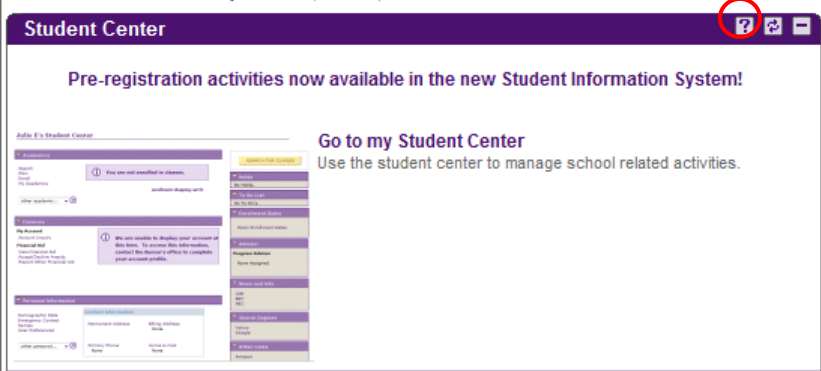



Frequently Asked Questions (FAQs) – Registration

Question	Answer								
<p>How do I access Registration (Enrollment)?</p>	<p>Log into <i>My Universe</i>. Click the Go to My Student Center link on the <i>My Page</i> tab. Click the Enroll link on the left.</p>								
<p>Who do I contact if I have a question about registering?</p>	<p>Contact the Registrar’s Office at 273-2241.</p>								
<p>How do I know when I am supposed to register?</p>	<p>Your registration date displays on Student Center in the Enrollment Dates box. Click the details link for more information, such as time.</p> 								
<p>How come only 3 sections display per course display in the Class Search?</p>	<p>Three sections per course display so that students can easily navigate through courses. To display all sections, use the View All Sections link in the header:</p>  <table border="1" data-bbox="764 1129 1507 1205"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>MoWeFr 8:00AM - 8:50AM</td> <td>Lang Hall 222</td> <td>UNI Staff</td> <td>08/22/2011 - 12/09/2011</td> </tr> </tbody> </table>	Days & Times	Room	Instructor	Meeting Dates	MoWeFr 8:00AM - 8:50AM	Lang Hall 222	UNI Staff	08/22/2011 - 12/09/2011
Days & Times	Room	Instructor	Meeting Dates						
MoWeFr 8:00AM - 8:50AM	Lang Hall 222	UNI Staff	08/22/2011 - 12/09/2011						
<p>Where can I view any holds I might have?</p>	<p>View holds in the Holds box on Student Center. Click the details link for a full description and action needed.</p>  <p>Example of Instructions within details:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Instructions</p> <p>All enrollment activity is currently prevented due to an Advising Hold.</p> <p>If you are a College of Business Administration student, contact the CBA Advising office regarding removal of your advising hold.</p> <p>Otherwise, contact your assigned advisor.</p> </div>								

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<p>How come I don't see the graduate level classes in the Class Search?</p>	<p>The Course Career field in the Class Search Criteria defaults to "Undergraduate". Change the value to "Graduate" and search.</p> 
<p>Where can I find instructions for registration?</p>	<p>Before you click the Go to my Student Center link, click the Help ? icon in the upper right corner of the Student Center pagelet.</p> 
<p>What is the Planner used for?</p>	<p>The Planner feature allows you to add courses, from the catalog, (e.g. Comm 1000 – Oral Comm) you wish to take in a specific term (e.g. Fall 2011). You can plan out your courses at a high-level and move those courses into the Shopping Cart.</p>
<p>What is the Shopping Cart used for?</p>	<p>The Shopping Cart is used to add class sections, from the schedule of classes, for a specific term you wish to enroll in. Once the schedule of classes is available you may add class sections to your shopping cart and view class details, including any consent (approval needed to enroll) and pre-requisites prior to registration.</p>
<p>Does the system time out?</p>	<p>The time out follows the My Universe time out threshold. If there is no activity, a warning message displays after 20 min.</p>
<p>What if I have system issues or what if the system says I'm not authorized?</p>	<p>Because the system is web-based, sometimes issues occur due to cache or cookies. To resolve, close all MyUNiverse windows. Access MyUNiverse and clear your cache before logging in:</p> <ul style="list-style-type: none"> • Internet Explorer, Firefox, and Chrome browser users, simply press CONTROL + SHIFT + DELETE on your keyboard. Select the appropriate categories and click the Delete button. • Safari browser users, select Empty Cache in the Safari menu. To delete cookies, select Preferences, Bookmarks, Show Cookies, Remove. <p>If issues persist, contact the Computer Consulting Center.</p>

Question	Answer
<p>Why do I see a spinning wheel in the upper right corner of the screen?</p> 	<p>The Processing icon displays in the upper right corner when the system is processing information. For example, you will see this icon when you perform a search and the system is gathering results to return.</p>
<p>How do I print my weekly schedule?</p>	<p>To print your weekly schedule, follow these tips for browsers:</p> <ul style="list-style-type: none"> • Internet Explorer – Click the Printer Friendly Page link. Click the Print button on the browser toolbar. • FireFox – Click the Printer Friendly Page link. Right-click on the bottom frame, select This frame, Print frame.
<p>How should I enroll in co-requisite classes?</p>	<p>When enrolling in classes that require co-requisites, you must have previously taken the course or you must add all of the co-requisite classes to your shopping cart and register for them at the same time. If you try adding them one at a time, the system does not recognize this as meeting the co-requisite requirements.</p>
<p>How do I enroll in a class that has separate sections for the lecture and the lab?</p>	<p>First select the lecture section. When you click the <i>select class</i> button the system will prompt you to select a lab section. You must register for both the lecture and the lab at the same time. Note: This does not apply to the sections that have a lecture/lab combined into the same section.</p>
<p>How do I enroll in a variable credit hour class (Example: Readings, 1-3 units)</p>	<p>Enroll as usual and select the appropriate number of units (credit hours). The system defaults to the lowest number of units if you do not select the desired number of units.</p>
<p>How can I put myself on a wait list if I'm already enrolled for my maximum units?</p>	<p>You may use the “Swap” feature to add yourself to a wait list when you have reached your maximum enrollment units. You must identify a class you would be willing to drop if you are offered a seat in the class you wait list for. Access the swap tab via the Enroll link in Student Center.</p>