



Carnegie Mellon

ENGINEERING

Guide to Course Registration

What you need to know
to register for courses

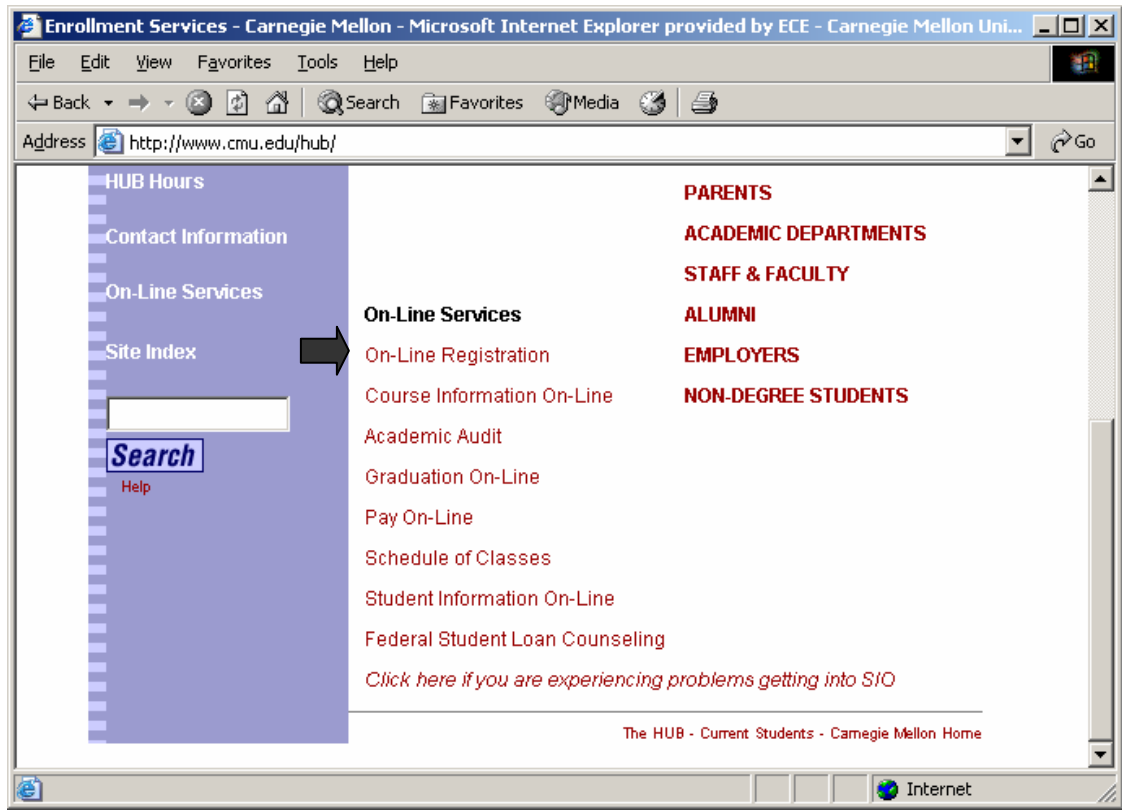
Registration Instructions

Once you know the courses you've taken and the AP and transfer credit you have, you can start planning your for the upcoming semester. The following instructions will guide you through the process of adding and dropping courses.

Enter the On-Line Registration System

1. Open a web browser to the HUB website <http://www.cmu.edu/hub/>
2. Scroll down to On-Line Services and click on **On-line Registration (OLR)**

TIP:
Click on the link called "Schedule of Classes" to find out what classes are being offered and when.

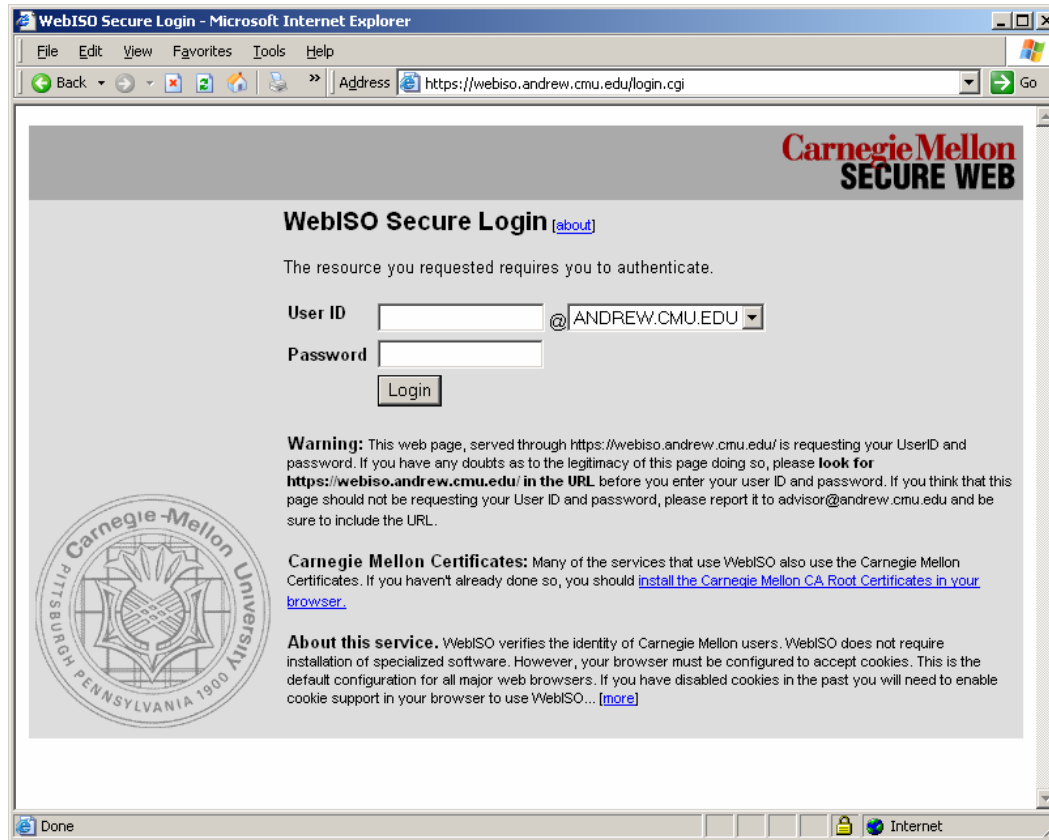


What's Next?:
The Andrew system log-in prompt will appear. Enter your login information if you haven't already done so to access the SIO.

The Andrew login prompt (see below) is a security system that protects against users invading your privacy during registration. You'll need your Andrew User Name to do so.

3. Type in your Andrew User Name and Password and click **OK**.

Your **password** is the first 8 digits of your Social Security Number or Student ID.



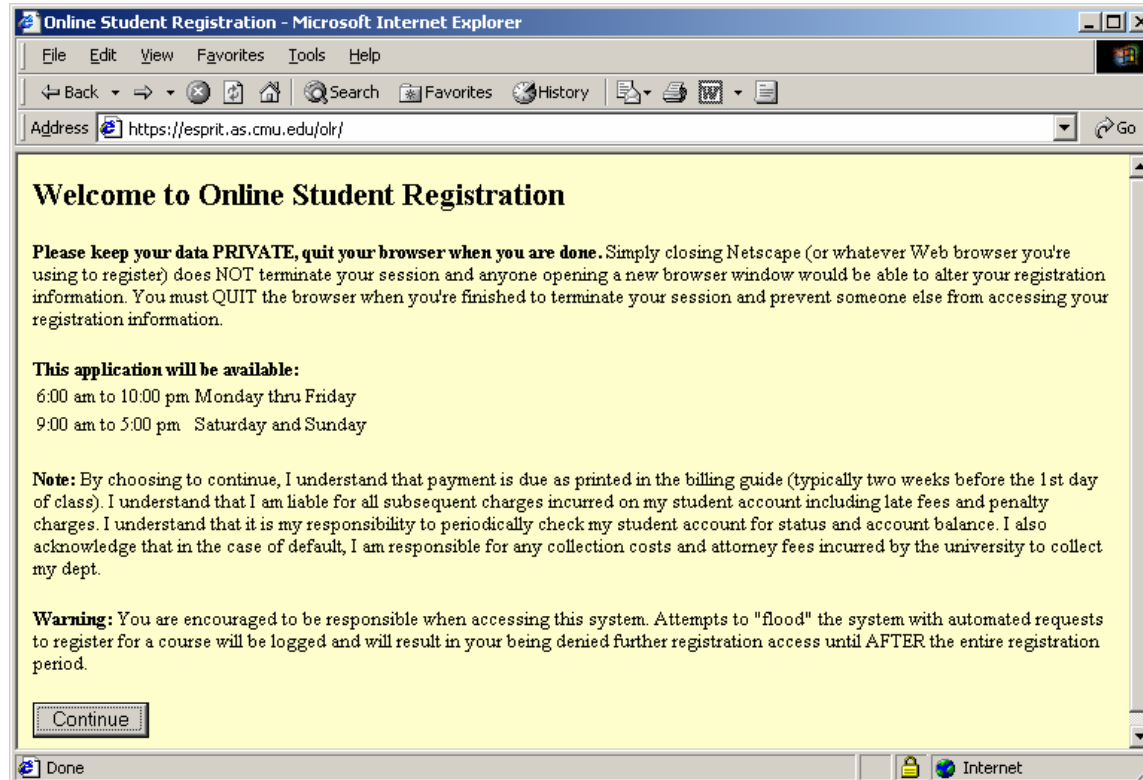
Don't know your login User Name?
Go to the CMU directory
www.cmu.edu/directory
and type in your name to find it.

What's Next?:
After you type in your User Name and Password and click OK, the SIO screen will appear.

Review the Welcome Screen

The following welcome screen will appear. Please read this *carefully*. This statement explains your privacy, the availability of the OLR system, and tuition assessment.

Once you read the welcome screen, Click **Continue**.



What's Next?:

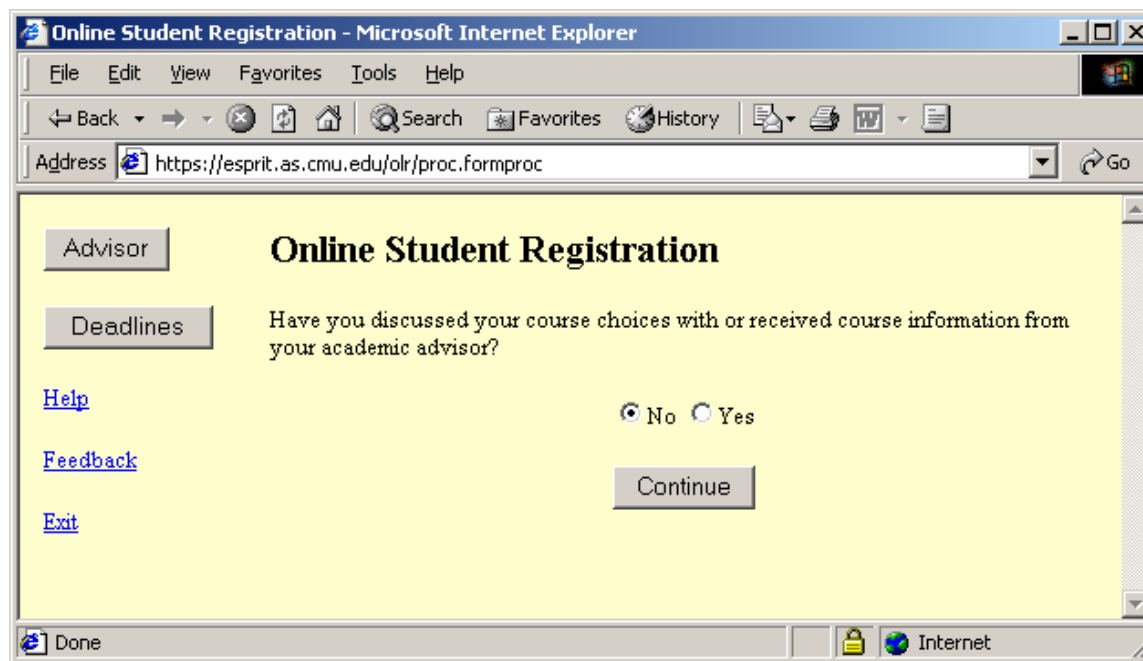
After you have read this information and clicked Continue, the next screen asks if you have spoken with your advisor.

Enter The On-Line Registration System

It's very important to communicate your schedule with your advisor(s) through out your academic career. This will help to ensure that you are taking the appropriate courses to meet your academic goals.

On the following screen, you can click on the **Advisor** button to find out who your advisor is. For your first year, it will be Kurt Larsen. If you have questions, please be sure to contact the CIT Undergraduate Studies Office at x2479. In subsequent years, you will have an advisor who is a professor within your major.

The **Deadlines** button displays the Add/Drop/Withdrawal deadlines for the upcoming semester.



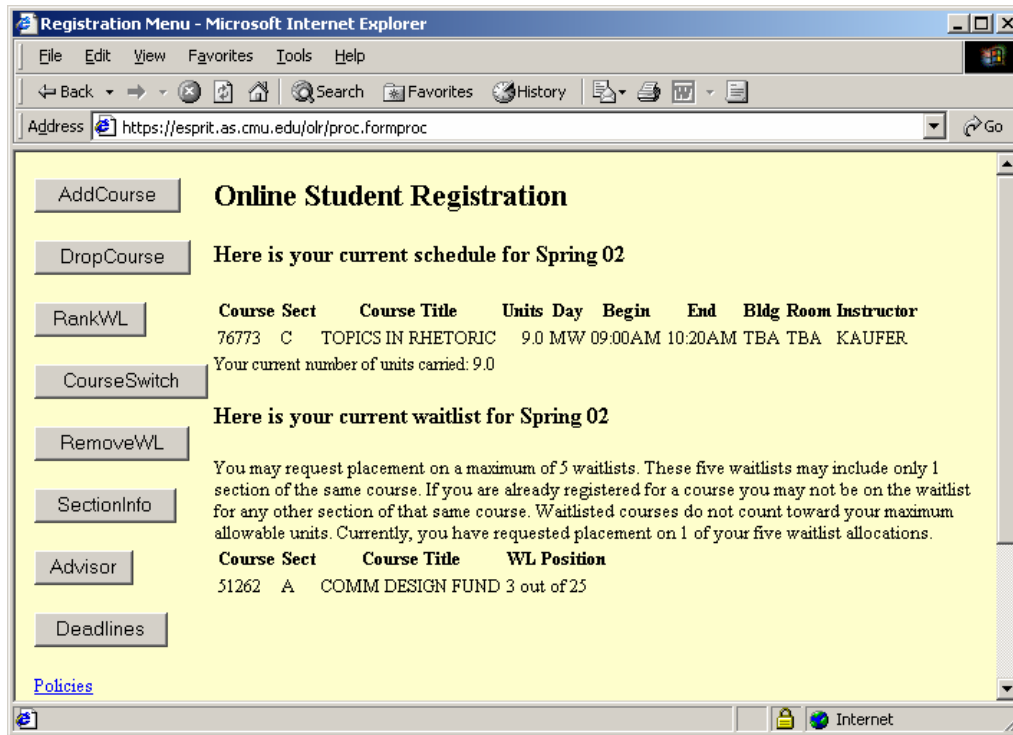
Select your answer and click **Continue**.

What's Next?:

The next screen you will see will give you the various options and tools for adding and dropping classes to modify your schedule as you see fit.

Register Courses

Below is the screen for registering courses. There are eight buttons on the left side of the screen that can help you in this process. Each of these buttons and their functions are described in the following chart.



What's Next?:
The next page contains descriptive instructions for adding and dropping courses.

AddCourse	Add a course to your schedule
DropCourse	Drop a course from your schedule
RankWL	Find out your rank on a course waitlist
CourseSwitch	Swap one course/section for another
SectionInfo	Get info about the sections of a course (waitlist, times, location)
Advisor	Learn contact information on your advisor
Deadlines	Know when the deadlines are dropping, adding and withdrawing from courses

Add a Course:

1. Click the **AddCourse** button in the screen shown above. The screen shown below will appear.

DropCourse

CourseSwitch

RemoveWL

SectionInfo

MainMenu

Advisor

[Policies](#)

[Help](#)

[Feedback](#)

To Add a course enter Course Number and Section below and Press Add

Course and Section: For example:

03121 b

Add

Note: There is no check for timing conflicts. It is your responsibility to ensure you do not register for courses meeting at the same time.

Here is your current schedule for Spring 02

Course Sect	Course Title	Units	Day	Begin	End	Bldg	Room	Instructor
76773 C	TOPICS IN RHETORIC	9.0	MW	09:00AM	10:20AM	TBA	TBA	KAUFER

Your current number of units carried: 9.0

What's Next?:

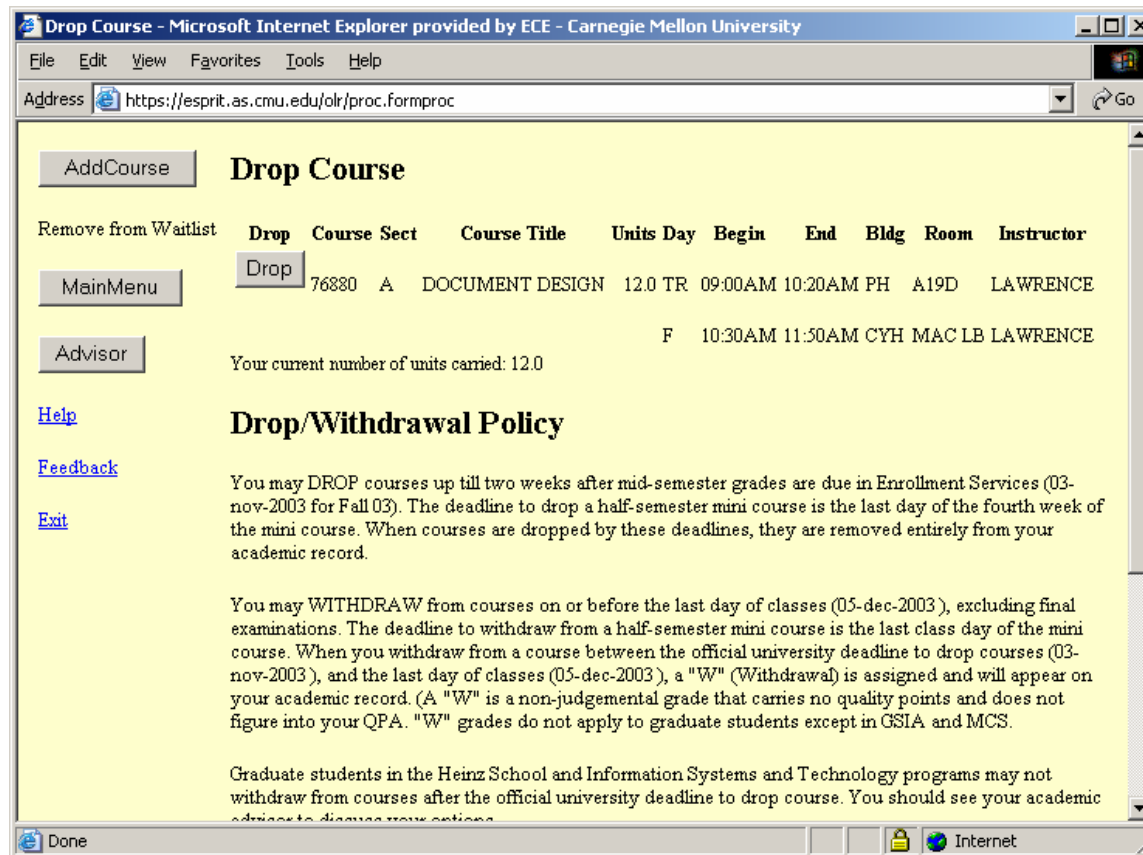
The following page describes how to drop classes from your schedule

2. Enter the course number and section that corresponds to the times you prefer.
3. Click the **Add** button.
4. Click the **Exit** button when you have finished adding courses.

As you drop and add classes, the courses for which you are registered will show at the bottom of this screen.

Drop a Course:

1. Click the **DropCourse** button. The following screen will appear.



2. Click the **Drop** button beside the course you wish to remove from your schedule.
3. Click the **Exit** button when you have finished dropping courses.

NOW YOU KNOW HOW TO REGISTER FOR CLASSES!