CatCourse Instructions- Text Only

1. Consult with your Advisor and DegreeWorks Plan(s) to identify the courses that you will register for in the upcoming term(s).
2. From your MyInfo menu, click on “Student Services”.
3. Choose “Registration”.
4. Select “CatCourse”.
5. If prompted, select the term for which you intend to register. Then click “Save and Continue”. Note: you may not be prompted to select a term if there is only one term available.
6. You will now be on the CatCourse homepage. It is recommended to NOT change the settings in “Campuses” or “Instruction Modes”. These are defaults set for optimum and accurate course selection.
7. Click “Add Course” to add the courses you wish to take for the upcoming term. Courses can be added by Subject, CORE category, or from a DegreeWorks Plan that has been locked and activated by an advisor.
   a. Note: if a desired course is not listed, it is likely either not offered for the selected term, or is closed. To search for closed courses, go back to the main CatCourse screen and change the default “Course Status” mode to Open & Full.
   b. After all courses are listed, click “Save and Close”.
8. Click on “Add Break” to enter times during the day that you do not wish to take classes.
   a. Note: if you intend to end a break at the same time you intend to start a class, you must use a five minute time lapse. For example, if you intend to begin classes at 9:00, set your break to end at 8:55.
9. Back on the CatCourse homepage, if a blue bar appears under one of the courses on your list, this is an indication that this course has section-specific notes related to it. Click on “Options” to see the section-specific note and de-select or select certain sections of this course based on the notes. Examples to be aware of: sections of courses with subtopics, courses restricted for certain subsets of students, sections that are online only, etc.
10. Back on the CatCourse homepage, if a gold bar or a turquoise bar appears under one of the courses on your list, this is an indication that this course has a pre-requisite and/or co-requisite. Click on the “i” symbol for information. If you do not have the pre- or co-requisite, it is unlikely that you will be able to register for this course.
11. After viewing any section-specific notes and pre- or co-requisites, you are ready to generate schedules. Click on “Generate Schedules”. This provides all the possible schedule options from your list of courses and breaks.
12. To view and select schedules that are generated, you can:
   a. Hover over the magnifying glass to see a color-coded view of schedules.
   b. Check up to four boxes to “Compare” schedules side by side.
   c. Click on “View” to see your detailed schedule options. Note: you must open a “View” of a schedule in order to “Send to Registration Cart”.
   d. “Shuffle” allows you to shuffle your schedule results after generating schedules. Clicking the shuffle button will randomize the order that the schedule results are shown. Clicking the shuffle button again will revert the schedules back to their original order.
   e. Lock a specific section of a course using the padlock icon. To lock a course, you must view a schedule. Once a course is locked the schedule results are automatically changed to be compatible with the locked selection(s).
13. Upon selecting a schedule, “Send to Registration Cart”. Then click “Register”.
   a. Note: CatCourse will not let you register for more than 10 sections of courses or more than 21 credits of courses. An attempt at registering for more than 10 sections of courses or more than 21 credits will prevent your selected schedule from importing to your Registration Cart.
14. Successful registration will result in a confirmation of course and credit total under “Current Schedule”.
15. To edit your course schedule via CatCourse, see separate instructions for Adding and Dropping a course after you have registered.

December 29, 2015