

OFFICE OF THE REGISTRAR
PRISM REGISTRATION INSTRUCTIONS

LOGIN TO PRISM

- Select the following menus:
 - *Student*
 - *Registration*
 - *Register, Add or Drop Classes*
- Select appropriate term in the *Select a Term* drop down menu. **SUBMIT.**
- Enter 6 character Alternate PIN. **Submit.**
 - The Alternate PIN is available from your advisor. To see the name of your advisor in **PRISM** go to *Student Records, View Student Information.*

ADD CLASSES

- In the *Add Classes Worksheet*, enter the CRNs for the classes for which you wish to register. **SUBMIT CHANGES.**
- If there are no registration errors, your *Current Schedule* will appear with “Web Registered on [Date]” in the *Status* column.

TO DROP A CLASS

- In the *Register, Add or Drop Classes* menu, locate the class you wish to drop under *Current Schedule*.
- Use the drop down menu in the Action column to select “Drop a Course (Web)”. **SUBMIT CHANGES.**
- The class is now dropped and no longer appears on your schedule.
- Students may drop a class in PRISM through the 8th class day of the semester. After that a paper form must be processed.

ADJUSTING CREDIT HOURS IN A VARIABLE CREDIT COURSE (PE, Independent Study, Internships, etc.)

- Add the course using the Add Classes instructions.
- Variable credit classes will default to the minimum credit hour value
- Click on the hyperlinked credit hours.
- All courses will appear in the Update Hours in Variable Credit Courses page. Enter the number of credit hours in the appropriate course. **SUBMIT CHANGES.** (click here only once or registration errors may occur).
- Click on *Return to Previous* at the bottom of the page to take you back to the *Add or Drop Courses* page.
- Your changes **will not appear now**, you must click on *Return to Menu* at the top of the page, then go back into the *Register, Add or Drop* menu. Your changes should now appear.

CLASS SEARCH

- Class Search is available from the Add or Drop Courses page. Click on Class Search.
- A facsimile of the printed Schedule of Classes is available by clicking on the fall/spring or summer link at the top of the page.
- To use the on-line class search, use the drop down boxes to select your search criteria. Click on **CLASS SEARCH.**
- Search results are displayed as a list of classes with all relevant information including enrollment and waitlist information.
- Clicking on the CRN will display additional information on that class.
- Students may select classes to add to the registration worksheet by placing a check in the box in the first column.
- Click *Add to Worksheet* at the bottom of the page, then continue with instructions to Add Classes.

NOTE:

- Do not drop and add at the same time, registration errors will occur. Be sure to add a class first to assure its availability, then drop. **Exception:** you may not add a course at the same time as the one you are dropping—in this case drop the course first, then add.
- **OVERLOAD:** Students may register for only 19 credit hours. Permission for additional hours must be approved by Academic Affairs and First Year Studies.

- **PASS/FAIL AND AUDIT:** Students should be registered for any course they wish to take as Pass/Fail or Audit. A paper approval form must be signed and returned to the registrar for processing by the end of the business day Friday of the 2nd week of classes.
- **INDEPENDENT STUDY/INTERNSHIP:** Students must submit a Learning Contract by mid-semester for all independent study and internship courses. This form is available in the Directory of Forms on the registrar homepage.

REGISTRATION ADD ERRORS

- When a student attempts to register for a class that is either closed or for which she is not eligible, a *Registration Add Error* will appear in the area above the *Registration Worksheet*. The class can not be added via PRISM unless electronic permission is granted by the instructor, registrar, department chair/secretary or academic affairs. (The course can be added with proof of permission submitted to the registrar or department.) Listed below are the possible errors that will be listed in the *Status* column and the meanings.

REGISTRATION ADD ERROR MESSAGE	WHAT IT MEANS...
Class restriction	Student does not meet the classification (by credit hour) restriction
Closed Section	All seats in this section are taken; no wait list.
Closed Section-X	All seats in the cross-listed section are taken; no wait list.
Closed Section – Reserved	All seats in the class are taken that match the students qualifications (i.e. major)
Department Approval Required	Student may not register for this class without permission from the academic department offering the class.
Duplicate CRN	Course with that CRN is already on student's schedule
Dupl Crse with Sec XXXXX	Trying to add another section with the same course number
Maximum Hours Exceeded	Trying to register for more than 19 credit hours
ML Coord Perm Required	Permission must be obtained from the coordinator of that language
Permission of Instr Required	Permission must be obtained from the instructor of the course
Prereq and Test Score Error	Course pre-requisite has not been met
Rpt Hrs Exceed X	Course has been taken in a previous semester and cannot be taken again for credit
Time Conflict with XXXXX	Trying to register for two classes that meet at the same time or have overlapping times.

If you have any questions regarding these procedures, please contact the Office of the Registrar during normal business hours at 284-4560 or email registrar@saintmarys.edu.

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