

ACADEMIC ADVISING:

HOW TO REGISTER FOR CLASSES

The Academic Advising Center

*All Freshmen & Sophomores

0 – 60 earned credit hours

- ❑ The Sturgis Academic Advising Center (AAC) is staffed by a team of professional advisors located in Rothwell Hall, Suite 107.
- ❑ If you are an entering freshman and have declared a major (excluding eTech students), you will be assigned to a professional advisor in the AAC.
 - ❑ If you are undecided, you will be assigned to an advisor in the AAC.
- ❑ At approximately 60 credit hours, you will be aided by the AAC to transition to a faculty advisor within your academic department.
- ❑ Call the AAC at (479) 964-0843 to make an appointment in advance of your registration date.
 - ❑ AAC appointments cannot be scheduled via email.

*Juniors & Seniors

60+ earned credit hours

- ❑ Your advisor is a faculty member in the department of your major.
- ❑ To find your advisor, access your Academic Profile on the Academics tab in OneTech. You must select a term to view your advisor.
- ❑ Check with your department for their policies on early advising.
- ❑ Go to your advisor's office to sign up for an advising appointment.

Early Registration

- ❑ Early Registration is for currently enrolled students.
- ❑ Current students will enroll based on the number of earned credit hours (hours earned before the current semester).
 - ❑ See OneTech for your transcript to view earned hours.
- ❑ Registration dates are posted online
 - ❑ <http://www.atu.edu/registrar/registrationinfo.php>

The Undergraduate Catalog

❑ Major Requirements

- ❑ Students with a declared major should refer to their college/major section of the catalog.

- ❑ <http://www.atu.edu/catalog/>

- ❑ Click on the course numbers to see course titles, descriptions, and pre-requisites.

❑ Degree Maps

- ❑ The AAC provides term-by-term sample course schedules based on the undergraduate catalog designed to keep students on track to graduate in four years.

- ❑ Students can use Degree Maps as a guide when building their schedules.

- ❑ <http://www.atu.edu/advising/>

Find Your Advisor

To find your advisor, access your Academic Profile on the Academics tab on OneTech. You must select a term to view your advisor.

The screenshot displays the OneTech Academics interface. On the left is a navigation sidebar with the following items: Home, Registration, Academics (highlighted in yellow), Tuition & Aid, Student Life, Faculty, Advising, and Employee. The main content area is titled 'Academics' and includes a breadcrumb 'Arkansas Tech University / Academics'. Below this is the 'Academic Profile' section, which features a dropdown menu currently set to 'Fall Term 2018' with the text 'Select Another Term' and a downward arrow. A red box with the text 'You must select a term.' points to this dropdown. The profile details include: Class Standing: Graduate Level; Degree: Master of Liberal Arts; Level: Graduate; Program: MLA Communications; Admit Term: Summer Term 2017; Catalog Term: Summer Term 2017; College: Arts and Humanities; Campus: Main; Major and Department: Communication, History and Political Sci. Below these details is the 'Advisors' section, which lists 'Deborah Wilson (Primary) Graduate Advisor'. A red box with the text 'Your advisor's name will be here.' points to this entry. To the right of the profile are three panels: 'My Courses' with links for 'View/Print Schedule' and 'View My Week At A Glance'; 'Degree Planning' with links for 'Degree Audit', 'Change Major/Minor', and 'Apply for Graduation'; and 'Verification' with links for 'Enrollment Verification' and 'Attendance Verification'. At the bottom right, there are sections for 'Transcripts' (with links for 'View Unofficial Transcript' and 'Request Official Transcript') and 'Student Grades'.

Academics Tab

You must select a term.

Your advisor's name will be here.

Find Your Earned Hours

Also within the Academics Tab, you can access your transcript in the Transcripts block to the right to view your Earned Hours.

The screenshot displays the Academics page on the Arkansas Tech University website. The left sidebar contains navigation links: Home, Registration, Academics (highlighted), Tuition & Aid, Student Life, Faculty, Advising, and Employee. The main content area is titled 'Academics' and includes a breadcrumb 'Arkansas Tech University / Academics'. The 'Academic Profile' section shows a dropdown for 'Fall Term 2018' and a 'Primary' tab. Below this, the 'Curriculum' section lists: Class Standing: Graduate Level; Degree: Master of Liberal Arts; Level: Graduate; Program: MLA Communications; Admit Term: Summer Term 2017; Catalog Term: Summer Term 2017; College: Arts and Humanities; Campus: Main; Major and Department: Communication, History and Political Sci. The 'Advisors' section lists Deborah Wilson (Primary) Graduate Advisor. The right sidebar contains several blocks: 'My Courses' with links for 'View/Print Schedule' and 'View My Week At A Glance'; 'Degree Planning' with links for 'Degree Audit', 'Change Major/Minor', and 'Apply for Graduation'; 'Verification' with links for 'Enrollment Verification' and 'Attendance Verification'; 'Transcripts' with links for 'View Unofficial Transcript' and 'Request Official Transcript'; and 'Student Grades'. A red callout box points to the 'Academics Tab' in the sidebar. Another red callout box points to the 'View Unofficial Transcript' link in the Transcripts block, with the text 'View Unofficial Transcript: Check your earned hours.'

Find Your Earned Hours

Simply click Submit on the next screen and then go to Transcript Totals at the top. This will take you to your totals where you will see your overall Earned Hours.

ARKANSAS TECH UNIVERSITY

Browse

Personal Information | Student | Financial Aid | Faculty Services | Employee

Academic Transcript Options

Home > Student > Student Records > Academic Transcript

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Advising

Submit

Click Submit

ARKANSAS TECH UNIVERSITY

Browse

Personal Information | Student | Financial Aid | Faculty Services | Employee

Academic Transcript

Home > Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

[Transfer Credit](#) | [Institution Credit](#) | [Transcript Totals](#)

STUDENT INFORMATION

Transcript Totals

TRANSCRIPT TOTALS (UNDERGRADUATE) -Top-

Level Comments: THIS STUDENT HAS COMPLETED THE ARKANSAS ASSESSMENT OF GENERAL EDUCATION, AS REQUIRED BY STATE LAW.

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	120.000	120.000	120.000	120.000	464.000	3.867
Total Transfer:	7.000	4.000	7.000	0.000	0.000	0.000
Overall:	127.000	124.000	127.000	120.000	464.000	3.867

Unofficial Transcript

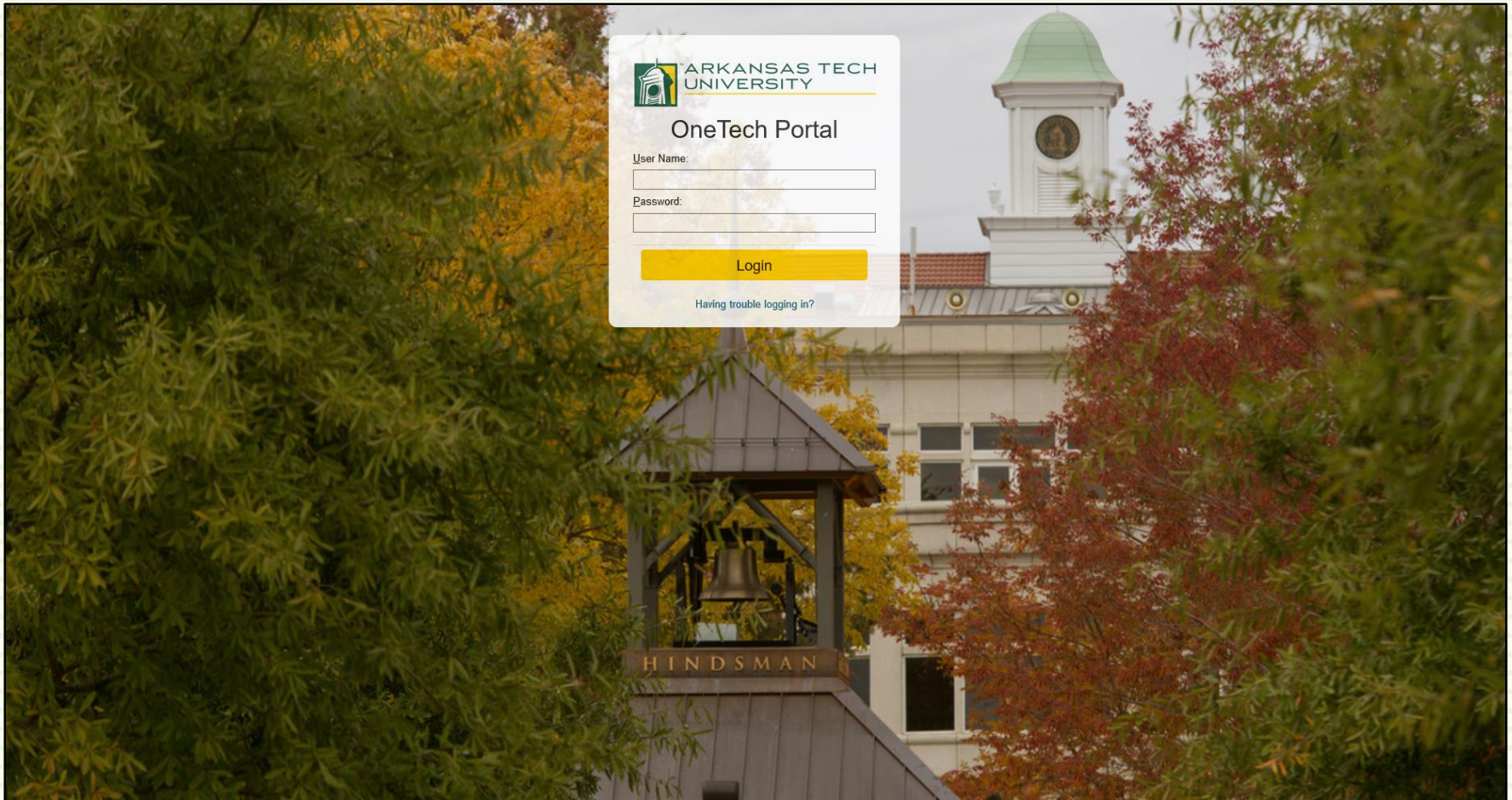
Overall Earned Hours

Registering Online

- ❑ Your advisor may register you during your advising session, or your advisor will give you a Student Registration Code for you to register yourself online.
- ❑ You can register yourself online beginning at 12 a.m. on your specific registration date.
- ❑ You will register yourself through OneTech following the steps in the following slides.

How to Register Online

Sign in to your OneTech: <http://www.onetech.atu.edu>



How to Register Online

Step 1: Prior to your approved registration date, log in to your OneTech, and click the Registration tab on the left of the page.

Go to the block named Are You Eligible To Register and click Check Holds. All registration holds must be removed through the appropriate office before you will be allowed to proceed.

The screenshot shows the OneTech Registration page. On the left is a navigation menu with the following items: Home, Registration (highlighted in yellow), Academics, Tuition & Aid, Student Life, Faculty, Advising, and Employee. A red box labeled "Registration Tab" points to the "Registration" item in the menu. The main content area is titled "Registration" and includes sections for "When Can You Register", "Are You Eligible To Register", and "Plan Your Registration". A red box labeled "Check Holds**" points to the "Check Holds" link under the "Are You Eligible To Register" section. On the right side of the page, there is a "Registration" sidebar with links: Look Up Classes, Register and Add/Drop Classes, Student Detail Schedule, View My Week At A Glance, Find Text Books, and Enrollment Verification. Below that is an "Academic Profile" section with a dropdown menu for "Primary" and "Curriculum". The "Curriculum" section displays the following information: Class Standing: Graduate Level, Degree: Master of Liberal Arts, Level: Graduate, Program: MLA Communications, Admit Term: Summer Term 2017, Catalog Term: Summer Term 2017, and College: Arts and Humanities. A yellow box on the right contains the text: "**Common holds preventing registration include:" followed by a list of four items with checkmarks: Student Accounts, ResLife, Missing Admissions Documents, and Graduation Checkout.

Registration Tab

****Common holds preventing registration include:**

- ✓ Student Accounts
- ✓ ResLife
- ✓ Missing Admissions Documents
- ✓ Graduation Checkout

Check Holds**

How to Register Online

Step 2: On your approved registration date, log in to your OneTech, and click the Registration tab on the left of the page. In the Registration block, click Register and Add/Drop Classes.

- ****Note: College Scheduler Users:** If you have planned your schedule using College Scheduler, and have sent your schedule to your cart, you will go to the Plan Your Registration block and select Submit Schedule (College Scheduler). You'll go to Step 3 (skip Step 4).

The screenshot shows the OneTech registration page for Arkansas Tech University. The page is divided into several sections:

- Left Navigation Menu:** Includes Home, Registration (highlighted in yellow), Academics, Tuition & Aid, Student Life, Faculty, Advising, and Employee.
- Registration Section:** Contains sub-sections for "When Can You Register" (with links for Registration Calendars and Add/Drop Calendars), "Are You Eligible To Register" (with links for Check Holds and Registration Status), and "Plan Your Registration" (with links for Make Academic Advisor Appointment, Course Catalog, Degree Maps, Degree Works, Plan Schedule (College Scheduler), Submit Schedule (College Scheduler), Schedule of Courses, and Math Placement).
- Registration Block:** Contains links for Look Up Classes, Register and Add/Drop Classes (highlighted with a red box), Student Detail Schedule, View My Week At A Glance, Find Text Books, and Enrollment Verification.
- Academic Profile Section:** Includes a "Select Another Term" dropdown and a table of student information:

Primary	
Curriculum	
Class Standing:	Graduate Level
Degree:	Master of Liberal Arts
Level:	Graduate
Program:	MLA Communications
Admit Term:	Summer Term 2017
Catalog Term:	Summer Term 2017
College:	Arts and Humanities

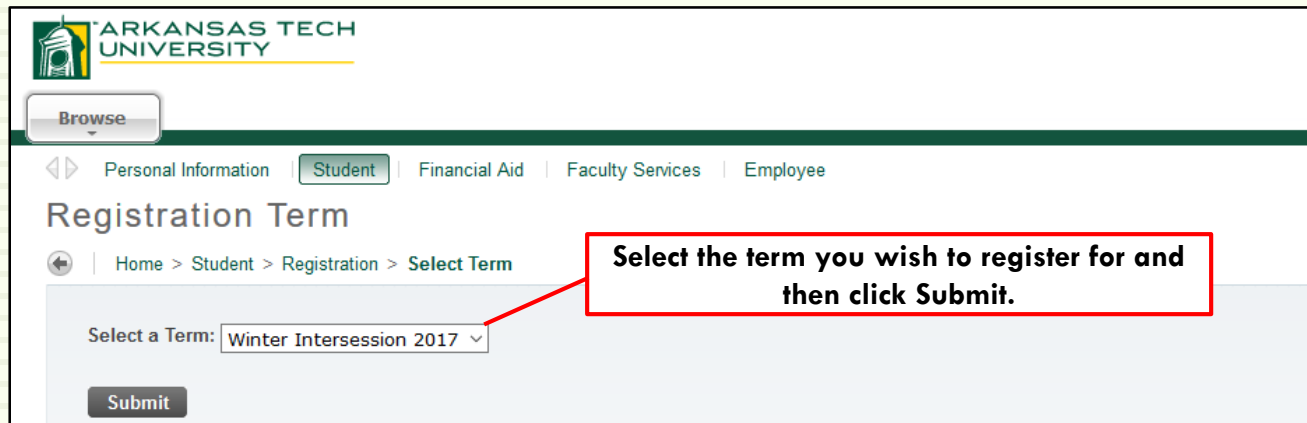
Callouts in the image include:

- A red box labeled "Registration Tab" pointing to the "Registration" link in the left navigation menu.
- A red box labeled "Register and Add/Drop Classes" pointing to the "Register and Add/Drop Classes" link in the Registration block.
- A red box labeled "**College Scheduler Users: Submit your schedule here." pointing to the "Submit Schedule (College Scheduler)" link in the Plan Your Registration section.

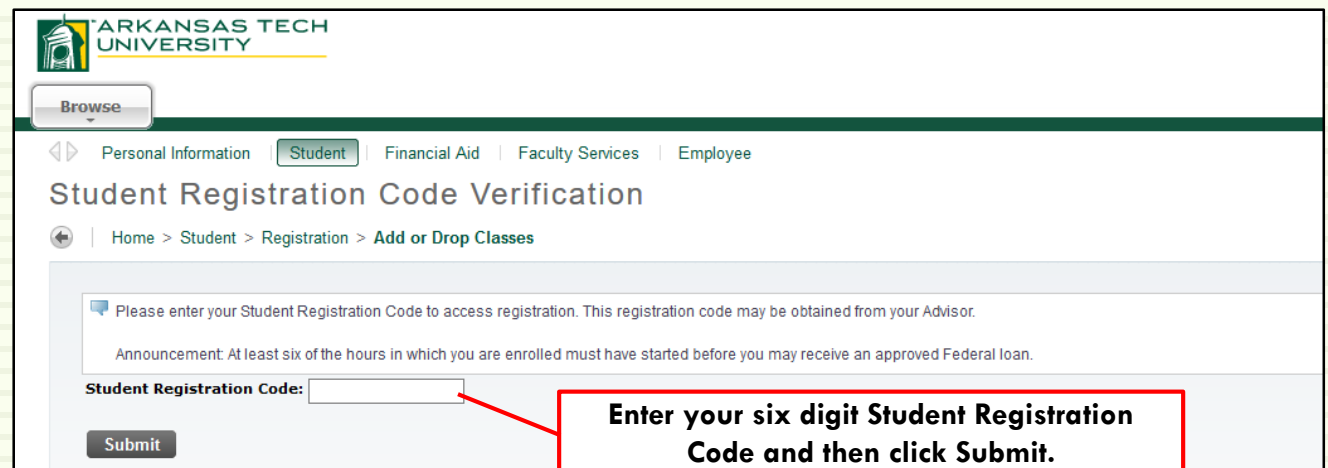
How to Register Online

Step 3: Follow the on-screen instructions to select the term you wish to register for and to enter your Student Registration Code (SRC) given to you by your academic advisor.

No student will have access to register for classes without their SRC.



The screenshot shows the top navigation bar with the Arkansas Tech University logo and a 'Browse' button. Below the navigation bar, there are links for 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. The main heading is 'Registration Term'. A breadcrumb trail reads 'Home > Student > Registration > Select Term'. A dropdown menu is labeled 'Select a Term:' and currently shows 'Winter Intersession 2017'. A 'Submit' button is located below the dropdown. A red box highlights the dropdown menu with the text: 'Select the term you wish to register for and then click Submit.'



The screenshot shows the top navigation bar with the Arkansas Tech University logo and a 'Browse' button. Below the navigation bar, there are links for 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. The main heading is 'Student Registration Code Verification'. A breadcrumb trail reads 'Home > Student > Registration > Add or Drop Classes'. A message box contains the text: 'Please enter your Student Registration Code to access registration. This registration code may be obtained from your Advisor.' Below this, an announcement states: 'Announcement: At least six of the hours in which you are enrolled must have started before you may receive an approved Federal loan.' A text input field is labeled 'Student Registration Code:'. A 'Submit' button is located below the input field. A red box highlights the input field with the text: 'Enter your six digit Student Registration Code and then click Submit.'

How to Register Online

Step 4: After your SRC is submitted, you will be forwarded to the Add or Drop Classes screen. Enter the Course Reference Numbers (CRN) for the course(s) you have selected into the provided boxes. Click Submit Changes to enroll.

- ****If you have not already looked up the CRN's, click on Class Search to select classes. After you have selected the course in which you want to enroll, click the box beside the section you have chosen and then click Submit Changes.**

The screenshot shows the 'Add or Drop Classes' page. At the top, there are navigation tabs: 'Personal Information', 'Student' (selected), 'Financial Aid', 'Faculty Services', and 'Employee'. Below this is the page title 'Add or Drop Classes' and a breadcrumb 'Home > Add or Drop Classes'. A message states: 'To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.'

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 01, 2013	None	71232	CSP	6113	TC1	Graduate	3.000	Standard Letter	Research Design and Analysis
Web Registered on Apr 03, 2013	None	72303	CSP	6063	TC2	Graduate	3.000	Standard Letter	Special Topics: College Student Personnel Capstone Seminar

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Jul 22, 2013 04:13 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Buttons: Submit Changes, Class Search, Reset

Annotations:

- A red box points to the 'Action' column in the 'Current Schedule' table, containing the text: 'Classes in which you are enrolled will show up here.'
- A red box points to the 'Add Classes Worksheet' section, containing the text: 'Enter the Course Reference Numbers (CRN) for the course(s) you have selected into the provided boxes. Click Submit Changes to enroll.'
- A red box points to the 'Class Search' button, containing the text: '**You can look up CRN's here if you need to.'

How to Register Online

Step 5: Your registration should now be complete. To view or print your schedule, click Student Detail Schedule in the Registration tab.

If you are registering for more than one semester (summer and fall), return to your Registration tab and repeat Steps 2-5.

The screenshot shows the Arkansas Tech University registration portal. On the left is a navigation sidebar with the following items: Home, Registration (highlighted in yellow), Academics, Tuition & Aid, Student Life, Faculty, Advising, and Employee. A red box labeled "Registration Tab" has an arrow pointing to the "Registration" item. The main content area is titled "Registration" and contains three sections: "When Can You Register" with links for "Registration Calendars" and "Registration (Add/Drop) Calendars for Condensed Courses"; "Are You Eligible To Register" with links for "Check Holds" and "Registration Status"; and "Plan Your Registration" with links for "Make Academic Advisor Appointment", "Course Catalog", "Degree Maps", "Degree Works", "Plan Schedule (College Scheduler)", "Submit Schedule (College Scheduler)", "Schedule of Courses", and "Math Placement". On the right side, there is a "Registration" section with links for "Look Up Classes", "Register and Add/Drop Classes", "Student Detail Schedule" (highlighted with a red box and an arrow from the "Student Detail Schedule" callout), "View My Week At A Glance", "Find Text Books", and "Enrollment Verification". Below this is an "Academic Profile" section with a "Select Another Term" dropdown and a "Curriculum" table. The table contains the following information:

Primary	
Curriculum	
Class Standing:	Graduate Level
Degree:	Master of Liberal Arts
Level:	Graduate
Program:	MLA Communications
Admit Term:	Summer Term 2017
Catalog Term:	Summer Term 2017
College:	Arts and Humanities

Questions? Contact Us!

Roy and Christine Sturgis
Academic Advising Center

Rothwell Hall, Suite 107

Monday-Friday, 8 a.m.-5 p.m.

(479) 964-0850 and (479) 964-0843

advise@atu.edu