



# Student Registration Guide

# Summer & Fall 2020

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### Registration Dates

Veterans & ADA .....	Monday, April 6
All Students .....	Thursday, April 9

### Connect With Us!

Webpage .....	<a href="http://www.pierpont.edu">www.pierpont.edu</a>
Phone .....	(304) 367-4907
Fax .....	(304) 367-4881
Email .....	studentservices@pierpont.edu

## REGISTRATION PROCEDURES

All students register through their ROAR account. Prior to registering, students should meet with their academic advisor to ensure progress toward degree completion.

To register:

1. Activate your ROAR account (if not already completed). For assistance, go to <https://my.pierpont.edu>, select 'First Time User,' and then follow instructions.
2. Make an appointment with your academic advisor, preferably prior to the start of preregistration. To determine your advisor:
  - Go to <https://my.pierpont.edu>
  - Select the 'ROAR' icon
  - Select 'Current Academic Advisor'
  - Select current term and click 'Submit'
  - If you do not see an advisor listed, please contact your academic department for assistance.
3. After choosing classes with advisor guidance, register your classes. This can be accomplished through College Scheduler or directly through ROAR.

To register through ROAR:

- Go to <https://my.pierpont.edu>
- Select the 'ROAR' icon
- Select the 'Student' tab
- Select 'Class Scheduling'
- Select 'Add/Drop Classes'
- Select appropriate term and click 'Submit'
- Enter your CRN's (or perform 'Class Search' to find your courses) and click 'Submit'

To register with College Scheduler:

- Go to <https://my.pierpont.edu>
- Select the 'ROAR' icon
- Select 'College Scheduler Schedule Planner'
- Once you are in Schedule Planner, select 'Add Courses'

- Select appropriate campuses
  - Select appropriate courses
  - Once you've added your courses, click the 'Back' button. This should bring you back to the homepage.
  - Click 'Generate Schedules' towards the bottom of the page. This will generate all possible schedule combinations with the classes you have selected. You can view each schedule in detail by clicking on them.
  - Once you have found the schedule that works best for you, click 'Send to Shopping Cart' at the top of the schedule and then 'Register.'
  - Be sure to scroll down to ensure that each class was successfully registered without any errors. You can also view your finalized schedule by clicking 'Student' at the top, then 'Class scheduling' and 'Concise Student Schedule.'
4. Please note that if you have any holds on your account, including financial holds and credential holds, you will not be able to register for future semesters. All holds must be resolved prior to registration.

## **REGISTRATION NOTES**

- **Incomplete Grades**  
If you received an 'Incomplete' from a previous semester and are finishing the work for that class, DO NOT register for the class again. Once you complete the work, the professor will submit a grade modification form, changing your grade from an 'I' to the appropriate letter grade.
- **Repeated Courses**  
Please check your academic history online and verify that you are not signing up for a class you have already completed, especially if you have transfer work. You are responsible for the classes for which you register.
- **Account Balance**  
If you have an unpaid financial obligation on your account, you will not be able to add/drop classes. Account balances can be paid online through EPay.
- **Registration Issues**  
If you have any problems adding and/or dropping classes, please contact Student Services.
- **Creating Your Schedule**

You are responsible for your schedule. Every time you add and/or drop a class, review your schedule online and make sure you are registered appropriately.

- **Overrides**

If you have been granted permission to be overridden into a course, it is your responsibility to register for the course once your department completes the override process.

- **Arranged Classes**

Students taking arranged classes should contact the instructor prior to the end of the first week of class.

- **College Rights**

The college reserves the right to make changes to the class schedule, including, but not limited to, days, times, and instructors.

## **REGISTRATION RESTRICTIONS**

While registering for classes, you may encounter some restrictions that will block your registration. Listed below are some of those restrictions, along with the correct way to resolve them. All overrides are completed through the academic department of the course. Once the override has been completed by the academic department, you must register for the course in ROAR. If you have any additional issues, please contact Student Services.

- **You Are Not Permitted to Register**

You are attempting to register for classes prior to your date. If you are a priority student and are not able to register during priority registration, please contact Student Services.

- **Student Status Prohibits Registration**

You do not have an active application on file. If you are an active student and receive this error, please contact Student Services.

- **You May Not Add or Drop Due to Holds on Your Record**

You have a hold that prevents registration. Select the 'View Holds' link under 'Student Records' from the main 'Student and Financial Aid' menu for more information regarding the type of hold and the office to contact.

- **Pre-Requisite Error**

You have not completed the pre-requisite for the course. The pre-requisite for all classes can be found in the current college catalog under each course description. In order to get

registered for the course, you must obtain an override by contacting the instructor of the course.

- **Closed Section**

The class is full. You can choose to be waitlisted, meaning that if a seat becomes available, you can register for the open seat. It is advised that if you choose the waitlist option, you should register for a different course in case the original course doesn't come available.

- **Time Conflict**

You are attempting to register for two or more classes that overlap in time. You need to register for a different course.

- **Field of Study Restriction**

You are attempting to register for a course that is restricted to a specific major(s) which does not include your major. If your declared major isn't correct, you should complete the change of major form from Student Services. If your major is correct and you'd like to request permission to take the course, please contact the instructor for permission.

- **Instructor Approval**

You are attempting to register for a class that requires instructor approval. You must contact the instructor for permission.

- **Link Error**

You are attempting to register for a course that is linked with another course (i.e. lecture and lab). You must register for all linked courses together in the same transaction.

- **Duplicate Course Error**

You are attempting to register for two different sections of the same course. The system will register you for only one of the sections and list the error with the other section.

- **Maximum Hours Exceeded**

You are attempting to register for more than your allowable hours. Students in good standing can register for up to 18 hours, while students on probation can register for up to 15 hours. If you are wanting to take more than 18 hours, you must have Dean approval for up to 21 hours, and Provost approval for more than 21 hours.

## **HOW TO ADD/DROP A CLASS(ES)**

- Go to <https://my.pierpont.edu>

- Select 'ROAR'
- Select 'Student'
- Select 'Class Scheduling'
- Select 'Add or Drop Classes'
- Select the appropriate term
- Add/Drop
  - To add, enter appropriate CRN(s) and click 'Submit'
    - ✦ Enter the appropriate CRN(s)
    - ✦ Click 'Submit'
  - To drop, select the drop down menu of the course you wish to drop,
    - ✦ Select the drop down menu of the course you wish to drop
    - ✦ Click 'Submit'
- Before signing out, review your class schedule to ensure accuracy of the registration changes.

## **HOW TO WITHDRAW FROM THE INSTITUTION**

To withdraw from the institution, from your Pierpont email account, email the Office of the Registrar at [registrar@pierpont.edu](mailto:registrar@pierpont.edu), and include your full name, student ID, the term in which you are withdrawing, and a request to be withdrawn. Prior to withdrawing, you should speak with any pertinent offices, including, but not limited to, the Office of Financial Aid and the Office of Student Accounts.

## **HOW TO VIEW MIDTERM AND FINAL GRADES**

To view your midterm and/or final grades:

- Go to <https://my.pierpont.edu>
- Select 'ROAR'
- Select 'Student'
- Select 'Student Records'
- Select either 'Midterm Grades' or 'Final Grades'
- Select the appropriate term

If you have a hold on your account, either for a financial obligation or for missing admission credentials, you will not be able to view your grades. Please contact Student Services for assistance.

## **HOW TO VIEW ENROLLMENT VERIFICATION**

Enrollment verifications are available through ROAR. To access your enrollment verification:

- Go to <https://my.pierpont.edu>
- Select 'ROAR'
- Select 'Student'
- Select 'Class Scheduling'
- Select 'Enrollment Verification'
- Select 'Request enrollment verification for...'
- Select 'Obtain an enrollment certificate for either the current enrollment (default) or for all enrollment'