



PBC, PSMA Registrar's Office

ADD/DROP INSTRUCTIONS

AUGUST 2009

1. Log onto Prairie Student Portal using Internet Explorer (using other browsers will cause problems).
2. Click on Classes → Registration. If this option doesn't appear, make your financial arrangements with Student Enrollment Services. If you have done so, but the option still doesn't appear, get in touch with us.
3. Choose the Academic Year (= Semester).
4. To **add** a class:
 - Click on 'Edit Registration.'
 - Enter your first course ID (prefix and number, not including the section number [CM 354, not CM 354-1]), and hit Enter.

If you want to search for a class, click on the binoculars. Choose the right School. You can search by Course ID or Course name (ignore Department). You may also search by Year to find all courses open to students in that year, or by Course Type—for example, if your DA says that you need a TH \geq 200 to fulfil a requirement, you can select that Type from the dropdown menu. Once you've searched, click on the Course ID to add it to your schedule. You still need to choose a Section number under Class.

- Click on Class. Using the dropdown menu, select the section number of the right class.
- Click on New and repeat the process for all classes you're adding in that Academic Year.
- If you get an error message or the class doesn't come up, click on the binoculars and search. Make sure you choose the right school!

Choosing the right school is crucial because the new system uses numbers instead of letters to designate sections (SS 120-1 instead of SS 120A), and it does not assign distinctive section identifiers to different schools' courses. Thus, PCAAT's Introduction to Sociology class has the ID SS 120-1; the same class in PBC also has an ID of SS 120-1.

5. To **drop** a class, click on the blue box to the left of the Course ID, thus highlighting the course, and click Delete.

Since your Student Portal session will log out after 20 minutes of inactivity, and simply adding courses to the list may not count as activity, make sure you go through the next three steps frequently. If you run into problems, you can submit the courses you have and log on again later to add more courses.

6. Click on Calculate Conflicts to check for time conflicts.
7. Click on Potential Schedule and double-check your schedule.
8. Click on Submit to enter and save your schedule.
9. Check the Exceptions column. Anything showing in it tells you that you didn't get into that class and explains why. Consult your advisor or our office if you have questions.
10. Note your Total Credits for the Semester. Is it the right number for your abilities? Are you keeping up with your program? Remember that you need permission to take more than 19.5 credits.
11. Repeat the process for any other semesters you're enrolling in.
12. Check your DA again to make sure your classes fit into your program.

Next year's grads: Does every requirement on your DA show as completed or in progress?

13. Log out.
14. Choose a payment plan with SES (Mr Doug Johnson, 403-443-3042, doug.johnson@prairie.edu).

If you have any questions, get in touch with the Registrar's Office (2nd fl., Maxwell Centre, 403-443-3077).