REGISTRATION AND DROP INSTRUCTIONS FOR ALPHA OMEGA ACADEMY

Begin by logging into theROCK at http://therock.unwsp.edu and go to the Academics tab. The Academics tab will be used most often.

Registering for Courses – please follow step by step to ensure accuracy!

1. From the Registration Tools area, click the "**Look Up Classes**" link.

2. Select the appropriate term (e.g., "Fall 2014 **without FOCUS/CGS**). Click "Submit."

3. ONLY select "Advanced Search" at the bottom.

4. ONLY select the **subject** of the course (e.g., "MAT" for mathematics or "ENG" for English) and the **campus** of "UP (Undergraduate Pathways)." Click "Section Search" at the bottom.

5. <mark>**Very important step:** Look in the 5th column from the left labeled "Sec" (Section).</mark>
    <mark>Early College courses: Select a section under the "Sec" column that begins with an "E" (e.g. E01 or E11)</mark>
    - <mark>You will be charged for Early College courses.</mark>

6. Select class by clicking the checkbox on the far left. If there is not a check box, you cannot register for the section. In that case, here is what you may see in place of a check box:
    - **"C"** means the section is already full or not open yet. Look for another section with a checkbox. If there aren't any, try again in a few days to see whether the course capacity has been increased or if an additional section has been added.
    - If you are registering for **CHE1006 Concepts of Chemistry & Lab** and you receive a co-requisite error, it is because you need to register for both CHE1006 and CHE1006L *at the same time* before submission.
    - **"NR"** means registration is not open.
    - **"SR"** means there may be a hold or something else preventing you from registration. For more details, check your registration status by going to the Academics tab > Registration Tools > Registration Status link > select the appropriate term or contact the UP office.

7. Click "Add to Worksheet" to continue searching for classes or click "Register" to stop searching.

8. To finalize, click "Submit Changes" or "Class Search" to continue adding classes.

9. **If you see the **Web Registered** message, you were successfully registered.**
    - If you receive a Registration Add Error message, see the "Status" column for details and ensure that you followed the steps above correctly. You may have tried to register incorrectly.

Dropping Courses

Courses will be removed from your transcript and you will receive 100% tuition refunds. **You may only drop courses through the second week of the semester.**

- Go to the Academics tab > Registration Tools > Registration/Add or Drop Classes link.

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- Select the appropriate term (**without the FOCUS/CGS**) and click "Submit."
- Under the Action column, select "Web-Dropped" for the course you wish to drop.
- Click "Submit Changes."
- If the class is not there anymore, you have dropped it successfully.

Verifying/Viewing Registrations

- Go to the Academics tab > Registration Tools > Active Registrations link. A list of courses for which you are currently registered will display.

Checking Your Personal Information

- On the Academics tab > Personal Information, click "View Addresses."
- If anything is incorrect, update the information through "Update Addresses and Phones" in the Personal Information area.

Checking Your Final Grades

- Go to the Academics tab > Student Grades area
- You may also view your grades on your unofficial transcript via the Academic s tab > Academic Profile > Transcript.

Checking Your Student Account

- Go to the Finances tab > Student Accounts > Explore your account.
- Bills are posted around the 7th day of the month. You will be notified through your UNW email.