



HOW TO REGISTER FOR SECTION

To Register For Courses

Check the notifications area to ensure that you have no error messages regarding possible restrictions or course requirements

Registration through Self-Service is available to all students except those who:

- have completed 45 credit hours or less,
- Or are on academic probation.

Once courses planned, a request to have plan reviewed by Advisor is needed (Review Complete) and required (Advisement Complete) before term registration can occur.

To finish registering, click on plan & schedule to be taken back to the following screen:

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > FA 20 Semester 16 Wk - + Remove Planned Courses Register Now

Filter Sections Save to iCal Print Planned: 3 Credits

AGR-101-01: Introduction to Animal Science ×

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Cash, K
8/24/2020 to 12/19/2020
Seats Available: 23

Meeting Information

Register

	Sun	Mon	Tue	Wed
9am				
10am		AGR-101-01 ×		AGR-101-01 ×
11am				
12pm				
1pm				
2pm				

Option 1:

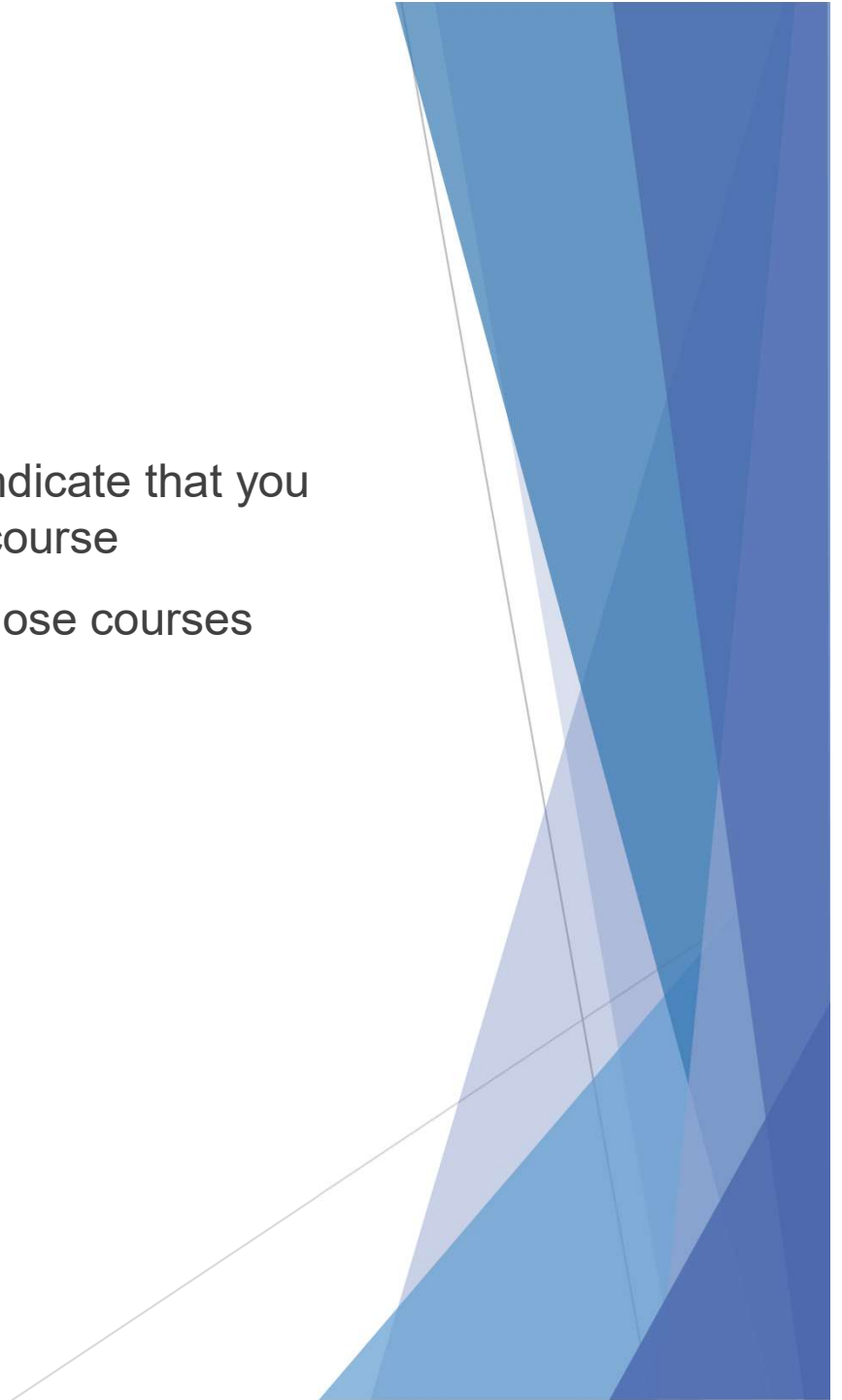
Click on “Register” in each individual section to register course by course

Option 2:

Click “Register Now” located in the upper left hand corner to register for all of the planned courses at the same time

Registration Success

- ▶ Each course will illuminate in green to indicate that you have been successfully enrolled in the course
- ▶ Drop buttons will also be available for those courses



COURSE NOW STATES REGISTERED, BUT NOT STARTED:

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > FA 20 Semester 16 Wk +

Filter Sections Save to iCal Print

[AGR-101-01: Introduction to Animal Science](#)

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Cash, K
8/24/2020 to 12/19/2020

Meeting Information

Drop

View other sections

	Sun
9am	
10am	AG
11am	
12pm	
1pm	
2pm	

EMAIL CORRESPONDENCE AFTER REGISTRATION COMPLETE:

 Reply  Reply All  Forward




registrar@lincolnu.edu

[REDACTED]

5:48 PM

Registration Acknowledgement

 We removed extra line breaks from this message.

This is an automatic reply.

Dear [REDACTED]

You are receiving this email because you have registered for classes, or have made changes to your existing class schedule.

If you have questions regarding your schedule, please contact the Office of the Registrar at (573) 681-5011, B-4 Young Hall, or registrar@lincolnu.edu.

If you have questions about your degree requirements, please contact your advisor.

If you have technical questions, please contact the Helpdesk at (573) 681-5888 or helpdesk@lincolnu.edu.

To Drop From A Course

- ▶ Locate and click on “Drop”

The screenshot shows a web interface titled "Plan your Degree and Schedule your courses". It has tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active, showing a calendar for "FA 20 Semester 16 Wk". There are buttons for "Filter Sections", "Save to iCal", and "Print". A course entry for "AGR-101-01: Introduction to Animal Science" is shown, with a status of "Registered, but not started". Below the course details, there is a blue button labeled "Drop" which is highlighted by a large blue arrow pointing from the left. Other options include "Meeting Information" and "View other sections".

*If you have less than 45 credit hours, are not in good academic standing, or have restrictions, you will need to complete a Change Course Schedule Form and turn it in with signatures to the Office of the Registrar, B-4 Young Hall.

WITHDRAW FROM TERM:

- ▶ If you wish to drop/withdraw from ALL course sections you are registered for in a term, you will need to pick up a Withdrawal form from the Office of the Registrar and gather the appropriate signatures and return it to their office in B-4 Young Hall.
- ▶ This can not be done through Self-Service or your Advisor's Office.