

HOW TO REGISTER FOR GRADUATE CLASSES



1. Check your Academic Requirements (AR) Report to see your requirements that have not been fulfilled.
2. Start by searching for the classes you wish to enroll in next semester based on the AR Report. Log on to PAWS and click the student center. Click the **Search** link under the Academics category.
3. Your screen should look like this. Here, you can choose the search criteria you wish to see.



Search for Classes

Enter Search Criteria

Search for Classes

Institution The College of New Jersey

Term 2016 Fall

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject Elementary Education (ELEM)

Course Number is exactly

Course Career

Show Open Classes Only

Additional Search Criteria

Meeting Start Time greater than or equal to

Meeting End Time less than or equal to

Days of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name begins with

Class Nbr

Course Keyword

Minimum Units greater than or equal to

Maximum Units less than or equal to

Course Component

Session

Mode of Instruction

Campus

Location

Course Attribute

Course Attribute Value

4. Once you have chosen a search category, in this example Political Science, you will be brought to a list of classes offered for the selected semester/term under your search category. Here, you will see a list of Elementary Education (ELEM) graduate classes offered this semester. Graduate class subject codes have 4 letters.

[Search](#) [Plan](#) [Enroll](#) [Advising Tools](#)

Search for Classes

Search Results

The College of New Jersey | 2016 Fall

[My Class Schedule](#) [Shopping Cart](#)
 You are not registered for classes in this term. Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Elementary Education (ELEM)**. Show Open Classes Only: **Yes**

Open Closed

21 class section(s) found

▼ ELEM 520 - MULTICULT SOC STUD METHODS									
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Requirements	Reserved Seats	Status	
81064	01-LDI 1-REG ACAD	Fr 1:30PM - 3:30PM	Education Building 206	Staff	08/30/2016 - 12/20/2016		0	●	<input type="button" value="select"/>
▼ ELEM 521 - METH TEACH SCIENCE IN INCL CLSRM									
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Requirements	Reserved Seats	Status	
81065	01-LDI 1-REG ACAD	Tu 8:00AM - 10:50AM	Education Building 111	Lauren Madden	08/30/2016 - 12/20/2016		0	●	<input type="button" value="select"/>
▼ ELEM 522 - METH. TEACHING SCIENCE AND MATH IN INCL CLSRM									
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Requirements	Reserved Seats	Status	
81063	01-LDI 1-REG ACAD	Th 5:00PM - 7:30PM	Education Building 111	Vicky Pilitsis	08/30/2016 - 12/20/2016		0	●	<input type="button" value="select"/>
▼ ELEM 555 - ADV ST ELEM CUR CHILD & ADOLESC									
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Requirements	Reserved Seats	Status	
81061	01-LDI 1-REG ACAD	Tu 5:00PM - 7:30PM	Education Building 103	Brenda Leake	08/30/2016 - 12/20/2016		0	●	<input type="button" value="select"/>

Notes: This is a combined section class

5. Once you have chosen which course and section you wish to enroll in, click the green select button on the right hand side for that specific course. Your screen will then look like this. Use this page to confirm the details of this course.

Search Plan Enroll Advising Tools
search for classes browse course catalog

Search for Classes

Add to Shopping Cart - Enrollment Preferences

2016 Fall | Graduate | The College of New Jersey

ELEM 521 - METH TEACH SCIENCE IN INCL CLS

Class Preferences


ELEM 521-01	DisLec	 Open	Grading	Graded
Session	Regular Academic Session		Units	2.00
Career	Graduate			

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	DisLec	Tu 8:00AM - 10:50AM	Education Building 111	Lauren Madden	08/30/2016 - 12/20/2016

6. Continue by clicking the green Next button. You should see this green box on your screen. **NOTE: When you have completed this step, you are not enrolled.** These courses are held in your **Shopping Cart**.

 **ELEM 521 has been added to your Shopping Cart.**

7. Once you have selected the courses you wish to register for, and placed them into your shopping cart, it is time to enroll. Click on the Plan tab. Then click on the Shopping Cart tab below followed by the semester you are enrolling for. Click Continue.



Shopping Cart

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2016 Spring	Graduate	The College of New Jersey
<input type="radio"/>	2016 Summer	Graduate	The College of New Jersey
<input checked="" type="radio"/>	2016 Fall	Graduate	The College of New Jersey
<input type="radio"/>	2017 Winter	Graduate	The College of New Jersey

CONTINUE

8. This will bring you to your shopping cart. Here is where all of your classes you have selected will be held before enrollment. First, you must check to see if certain classes have prerequisites that must be met before enrolling in a particular course. To check for this, you must check the boxes of each course and click validate.

2016 Fall | Graduate | The College of New Jersey

change term

Open Closed

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search

My Requirements

My Planner

search

2016 Fall Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Available Seats	Status
<input checked="" type="checkbox"/>	ELEM 521-01 (81065)	Tu 8:00AM - 10:50AM	Education Building 111	L. Madden	2.00	24	●

for selected: delete validate enroll

When you click validate, a green arrow means you meet the requirements to take the class. A red x means that you do not meet the requirements to enroll in the course or there is a time conflict. In this case, this student has met the requisites for the class.

Search Plan Enroll Advising Tools
 my planner shopping cart course history

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

OK to Add
 Potential Problem

Description	Message	Status
ELEM 521	Enrollment Requisites are met.	<input checked="" type="checkbox"/>

SHOPPING CART

9. Once you have validated your courses, return to your shopping cart. In order to enroll, you must **check the boxes** next to each course. Once they are selected, you can click the green enroll button.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

2016 Fall | Graduate | The College of New Jersey

change term

Open
 Closed

2016 Fall Shopping Cart							
Select	Class	Days/Times	Room	Instructor	Units	Available Seats	Status
<input checked="" type="checkbox"/>	ELEM 521-01 (81065)	Tu 8:00AM - 10:50AM	Education Building 111	L. Madden	2.00	24	<input checked="" type="checkbox"/>

for selected: **delete** **validate** **enroll**

(A red arrow points to the 'enroll' button.)

10. You will be given this confirmation screen to review your course selections. Next, click the Finish Enrolling button.

Shopping Cart



2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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Class	Description	Days/Times	Room	Instructor	Units	Status
ELEM 521-01 (81065)	METH TEACH SCIENCE IN INCL CLS (DisLec)	Tu 8:00AM - 10:50AM	Education Building 111	L. Madden	2.00	

11. Next, you will be brought to a review page. All classes should have a green check mark under the success column as seen below, indicating you have successfully enrolled in that course. A red x will indicate there is a conflict with enrollment.

Shopping Cart



3. View results

View the following status report for enrollment confirmations and errors:

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Class	Message	Status
ELEM 521	Success: This class has been added to your schedule.	

12. You can then click My Class Schedule to view your entire schedule for next semester.

My Class Schedule

Select Display Option List View Weekly Calendar View

[Order Books](#)

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[change term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

ELEM 521 - METH TEACH SCIENCE IN INCL CLS						
Status		Units	Grading	Grade		
Enrolled		2.00	Graded			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
81065	01	DisLec	Tu 8:00AM - 10:50AM	Education Building 111	Lauren Madden	08/30/2016 - 12/20/2016

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