



# **Online Registration Application Student Guide**

Revised November 2018

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## The Online Registration Application

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### About the Online Registration Application

Registration is the process of selecting and approving subject selections, providing/updating important contact information, and agreeing to the terms of enrollment each semester. The Online Registration application allows you and your advisor(s) to select subjects and submit your registration.

### What is the Sequence of Online Registration?

The Online Registration Process proceeds through a sequence of steps. At subsequent stages of the process your online registration passes through different status designations. You can follow the process on the Registration Status Timeline.



Pre-Registration takes place before Online Registration begins. If you have pre-registered, a green check will show on the **Registration Status Timeline** at the first step. If you have not pre-registered you may still use Online Registration but you will not see the green check. Freshmen do not pre-register, therefore you will not see the green check icon for Pre-Registration.

#### 1. Edit Subject Selections - Awaiting Approval

Awaiting Approval means the subject selection process is in progress.

When online registration opens for a given term, if you are eligible to register you are assigned the state of Awaiting Approval. In this state, you or your academic advisor may edit your subject selections.

#### 2. Advisor Approval - Approved

Approved means you have met with your Advisor and your subject selections for the upcoming semester have been approved. Once Approved, your selections **may not be altered** in the Registration system. To make changes, use the Add /Drop/Change process.

#### 3. Review and Submit Registration - Submitted

Submitted means you have sent an approved set of subject selections to the Registrar.

Once subjects are approved by your Advisor, you will continue through the Submit process which has a few additional steps. After you complete the additional steps and click the Submit button, your registration state becomes Submitted and registration is complete.

### How Do I Access Online Registration?

You will access the Online Registration System through the WebSIS Home page as long as you are eligible to use the system and the registration period is open. Authentication is handled through Touchstone and DUO where you are asked to use your Certificate or to enter your Kerberos username and password.

Touchstone@MIT

Welcome, please identify yourself to access MIT services.

Have an MIT certificate?

Use Certificate -Go

Always login with this

No certificate? Use Kerberos username

Username:  @mit.edu

Password:  Login

Have Kerberos tickets?

Use existing tickets - Go

Always login with this

After selecting your Certificate or entering your Kerberos username and password and verifying your identity via DUO, you will see the Online Registration Home Page.

**Note:** If you are not eligible to use the Online Registration system you will see a screen similar to the one below. Follow the instructions in the message box to continue the registration process.

MIT OFFICE of the REGISTRAR  
REGISTRATION

Help

Registration for Spring Term 2010-2011

Access Denied

**!** You are not eligible to register online for Spring Term 2010-2011. Please visit your academic department to obtain your registration form. Please contact the [Registrar's Office](#) if you have any questions.

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On

# The Online Registration Home Page

## What's On The Home Page?

On the **Registration Home** page you will see the Registration Status Timeline, Instructions for registering, and your biographical information.

When you arrive at the Registration Home page your screen will look like the screen below. If you have any holds on your record, your screen display additional information ( See information about **Holds** on the next page.).

[1] The **Menu Bar** provides access the WebSIS Home page or to the Subject Selection page. You may also access Help or Log Off.

[2] The **Registration Status Timeline** refers to where you are in the Registration process. You begin at the Edit Subject Selection step where you may add other subjects or change what you have already selected.

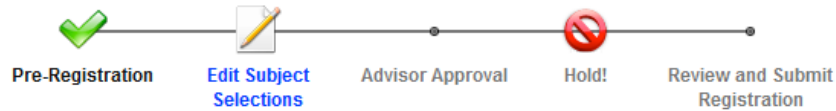
[3] It is critical that you read the **Instructions** which contain important information about the Registration process such as the effects of falling below full-time status, resolving holds and meeting deadlines.


[4] On the Information panels you can edit your home and local addresses and emergency contact information. Be sure they are up to date.

### What if There's a Hold on My Registration?

If you have a Hold on your registration you will see a yellow box at the top of the Home page screen with information.

#### REGISTRATION STATUS



 You have a **Financial Hold** on your registration. Please contact [Student Financial Services](#) to clear your hold.

Subjects can be selected and approved by your Academic Advisor. However, you cannot complete the registration process until the hold is resolved.

Each hold warning will explain what you need to do next. You may select your subjects and your advisor may approve your subject selections while you still have a hold but you will not be allowed to submit your registration until all holds are cleared.

When you're ready to move on, click **Edit Subject Selections** on the **Registration Status Timeline**.

# Make Your Subject Selections

## How Do I Use the Subject Selections Page?

When you click Subject Selections in the menu you will see the Subject Selections page which shows information about all the subjects selected through pre-registration or during the Online Registration process.

The screenshot shows the MIT Office of the Registrar Registration Subject Selections page. At the top, there is a navigation bar with links for WebSIS Home, Registration Home, Subject Selections, Help, and Log Off. Below this, the user's name and the current term are displayed: Henry G. Suprenant: Fall Term 2011-2012 Subject Selections. A yellow message box (labeled 1) contains the following text: "The following subjects have been removed from your selections because they are not offered this term: (A subject can be re-added if its status has been changed to 'offered' in the online subject listing) — MAS.111 Introduction to Doing Research in Media Arts & Sciences (removed from Pre-Registration selections) Your total units have exceeded your credit limit: Academic Warning." Below the message box, there is a section for "Generated from Pre-Registration on 07/16/2012 at 12:03 PM | View Changes" (labeled 2). This section includes a search bar for a subject, an "Add" button, and links for "View Schedules of Entered Subjects", "View Undergraduate Degree Audit", "Reset to Pre-Registration", "View Online Subject Listing", and "View Pre-Registration Schedule" (labeled 3). The main content is a table of selected subjects with columns for #, Subject Title, HASS Category & CIH Status, Units, Grading Option, and Remove. The subjects listed are: 4.114 Architecture Design Studio I (21 units, Regular), 4.121 Workshop in Making and Designing Space (9 units, Regular), 4.140 How to Make (Almost) Anything (12 units, Regular), 4.411 Building Technology Laboratory (12 units, Regular), 4.500 Introduction to Design Computing (12 units, Regular), 8.021 Physics II (12 units, Regular), and CMS.100 Introduction to Media Studies (12 units, Regular). A summary bar at the bottom of the table shows "Total Units: 90 / Credit Limit: 48" (labeled 4). At the bottom of the page, there are three buttons: "Save Selections" (labeled 5), "Reset to Last Save", and "Print to PDF".

### [1] Messages

The Messages area will show information directed individually to you. It is critical that you read and attend to these messages. You May open or close this message window by clicking next to the word Messages [+] or [-].

Messages [-]

The message box contains the following text: "There is a hold on your record. Subjects can be selected and approved by your Academic Advisor. However, you must clear the hold to complete the registration process. FAILURE TO REGISTER MAY RESULT IN LOSS OF STUDENT PRIVILEGES SUCH AS THE RIGHT TO ATTEND CLASS AND UTILIZE MIT STUDENT SERVICES." Below this, there is a list of removed subjects: "The following subjects have been removed from your selections because they are not offered this term: (A subject can be re-added if its status has been changed to 'offered' in the online subject listing.) -1.018J Ecology I:The Earth System (removed on 01/21/2011) -1.036 Structural and Geotechnical Engineering Design (removed from Pre-Registration selections) Outstanding OX in 1.035 Mechanics of Structures and Soils Fall 2008-2009 Credit limit of 60 units".

The example image above shows several possible messages about holds, subjects not being offered, outstanding work from previous terms and credit limits. Additional examples of messages and their explanations appear on the next page.


There are several potential messages unique to freshmen. Some examples are shown below.

**Messages**

- o Your current selections total less than 32 units. Be advised that this could impact financial aid and/or result in other financial implications.
- o Based on the results of your Freshman Essay Evaluation (FEE), you may take any CI-H or CI-HW in either semester of your freshman year. [A full list of CI-H subjects](#) is available online. Please note, some CI-H subjects may be listed as HASS-D. Because enrollment in these subjects is managed by a lottery, they cannot be added to this registration form. To enroll in a CI-H subject that is also listed as a HASS-D, please review the procedures at <http://shass.mit.edu/undergraduate/hass/lottery/open>. To enroll in any other CI-H or CI-HW subject not listed as HASS-D, you register as you do for other MIT subjects. You may view your FEE results in your [Freshman Folder](#). Please email [commreq@mit.edu](mailto:commreq@mit.edu) if you need additional information.
- o Advanced placement scores and advanced standing exam results are available in your Freshman Folder. You may view these results in your [Freshman Folder](#).
- o You will be awarded transfer credit. You may view the pending credit in your [Freshman Folder](#).
- o Math Diagnostics Recommendation: As judged by your performance on this Diagnostic, your preparation in high school math is adequate to enroll either in 8.012 or in 8.01. If your score is between 71 and 75 the Physics Department recommends 8.01 but you may take 8.012 if you wish. If your score is 76 or higher, the Physics Department recommends 8.012 but you may take 8.01 if you wish. Please discuss your choices with your freshman advisor.

**[2] View Change Log**

The user and date/timestamp of the last changes are displayed. If the changes were made by someone other than you, an orange icon will appear. You can also view an audit of changes by clicking the View Changes link. This will display a list of changes made to your subject selections by an advisor, department administrator or Registrar’s Office administrator.

 Last saved by Stewart Dent on 05/05/2011 at 09:25 PM | [View Changes](#)

The display will list the subject information, the action taken, who made the change and the date the change was made. Click the name in the User column to send an email to that person.

**MIT OFFICE of the REGISTRAR**  
REGISTRATION

WebSIS Home   Registration Home   Subject Selections   Help   Log Off


Henry G. Shugart@mit.edu Fall Term 2011-2012 Subject Selections - View Changes

8 items found, displaying all items. 1

#	Subject Title	Units	Grading Option	Action	User	Date ▾
MAS.111	Introduction to Doing Research in Media Arts & Sciences		Regular	Subject not offered - not imported from Pre-registration		07/16/2012 12:03 PM
CMS.100	Introduction to Media Studies	12	Regular	Imported from Pre-registration		07/16/2012 12:03 PM
8.021	Physics II	12	Regular	Imported from Pre-registration		07/16/2012 12:03 PM
4.500	Introduction to Design Computing	12	Regular	Imported from Pre-registration		07/16/2012 12:03 PM
4.411	Building Technology Laboratory	12	Regular	Imported from Pre-registration		07/16/2012 12:03 PM
4.140	How to Make (Almost) Anything	12	Regular	Imported from Pre-registration		07/16/2012 12:03 PM
4.121	Workshop in Making and Designing Space	9	Regular	Imported from Pre-registration		07/16/2012 12:03 PM
4.114	Architecture Design Studio I	21	Regular	Imported from Pre-registration		07/16/2012 12:03 PM

[Back to Subject Selections](#)

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[Contact Information](#)  
© 2012  
Online Reg Version: 1.5.21

The View Changes list will show several types of actions including:

Action	Description
Added	For subjects added during the Edit Subject Selections step
Modified	For example if the units were increased or decreased or the grading option was changed
Imported from Pre-registration	These subjects are pulled into the system after the pre-registration process
Subject not offered – removed from selection	These subjects are removed from the pre-registration list of subjects because they are not offered this term

### [3] Info Area

The following links may be displayed depending on a student’s status:

**View Schedule of Entered Subjects:** generates a graphical view of each subject’s schedule.

**View Undergraduate Degree Audit:** opens a new browser tab which points to the student’s Undergraduate Degree Audit from WEBSIS.

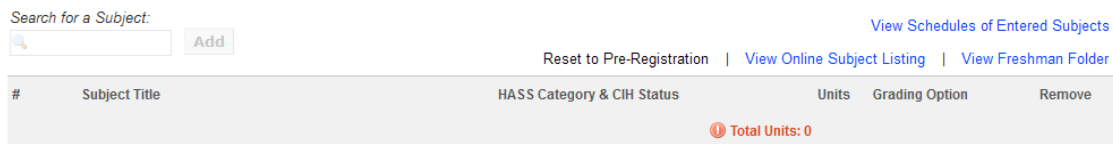
**Reset to Pre-Registration:** resets subjects list back to its Pre-Registration state, not available for first-year students.

**View Online Subject Listing:** shows subjects catalog.

**View Pre-Registration Schedule:** opens a new browser tab which points to the student’s pre-registration schedule from WEBSIS.

**View First-Year Folder:** opens a new browser tab which points to the student’s first-year folder from WEBSIS.

**Waitlists:** opens a new browser tab which displays CI-H, CI-HW, and other limited enrollment waitlists.



### [4] Subject Selections

In the **Subject Selections** area you will see your list of subjects which you may edit. For those subjects which permit changes to **Units** and **Grading Options** you will have access to make those changes. You will receive a warning if you enter invalid data. Graduate students only will show a column for **HGN**.

To Remove a subject from the list check the **Remove** box and click **Save Selections**.

To Add subjects you can enter the subject number in the **Search for Subject** box, then click Add or click the link to **View Online Subject Listing**.

Search for a Subject:

[View Schedules of Entered Subjects](#) | [View Undergraduate Degree Audit](#)  
[Reset to Pre-Registration](#) | [View Online Subject Listing](#) | [View Pre-Registration Schedule](#)

#	Subject Title	HASS Category & CIH Status	Units	Grading Option	Remove
4.114	Architecture Design Studio I Prereq: 4.113, 4.302, 4.401, 4.500, 4.605		21	Regular	<input type="checkbox"/>
4.121	Workshop in Making and Designing Space Prereq: 4.123 or permission of instructor		9	Regular	<input type="checkbox"/>
4.140	How to Make (Almost) Anything Prereq: Permission of instructor		12	Regular	<input type="checkbox"/>
4.411	Building Technology Laboratory Prereq: Physics II (GIR), Calculus II (GIR)		12	Regular	<input type="checkbox"/>
4.500	Introduction to Design Computing Prereq: None		12	Regular	<input type="checkbox"/>
8.021	Physics II Prereq: Physics I (GIR), Calculus I (GIR), permission of instructor		12	Regular	<input type="checkbox"/>
CMS.100	Introduction to Media Studies Prereq: None	HASS-D 4, CI-H	12	Regular	<input type="checkbox"/>

⚠ Total Units: 90 / Credit Limit: 48

Note: First-Year Advising Seminars are assigned by the Office of the First Year, and cannot be changed through this Online Registration application.

After you add a subject and click the **Save Selections** button, take note of the Total Units and Credit Limit. Many factors affect the way credit limits are calculated. For example, subjects with a grading mode of Listener are not included in credit limit calculations.

When credit limits are exceeded, a warning icon is displayed showing Total Units of subjects selected and the Credit Limit. Some subjects, such as 8.01L, extend into a second term. In those cases, half of the subject's units are applied to one term for the purpose of determining if a credit limit is exceeded. In these cases, the term "Units Applied to Credit Limit" will appear.

6.00	Introduction to Computer Science and Programming Prereq: None		12	Regular	<input type="checkbox"/>
8.01L	Physics I Prereq: None		12	Regular	<input type="checkbox"/>
12.000	Solving Complex Problems Prereq: None		9	Regular	<input type="checkbox"/>

⚠ Total Units: 69 / Units Applied to Credit Limit: 63 / Credit Limit: 57

### [5] Bottom Button Row

Click **Save Selections** to keep changes you have made, although they will be autosaved. To undo any changes you have made during the current session click **Reset to Last Save** below the subjects list. You can also **Print to PDF** for a paper copy.

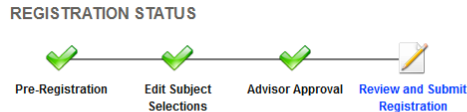
Click **Registration Home** when you are ready to return to the Home page.

# Submit Your Registration

## What's Left to Do After I Make My Subject Selections?

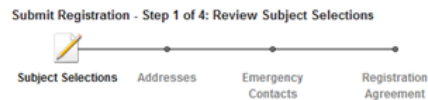
After you have adjusted your subject selections, you and your advisor will meet. Once your Advisor approves your selections you may continue with the final steps in the Registration process. You will receive an email message when your advisor approves your subject selections in the Online Registration system.

From the Home page click **Review and Submit Registration**. You will have **four steps** to follow to complete your registration.



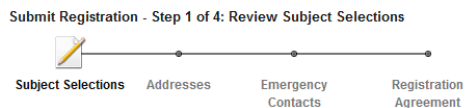
You may proceed through these steps by clicking the Next button. The **Registration Status Timeline** will mark your progress through the steps.

1. Review your subject selections
2. Review/Edit your addresses
3. Review/Edit your Emergency Contacts
4. Acknowledge the Registration Agreement



### 1. Review Your Subject Selections

A green message bar will indicate that your Advisor has approved your subject selections. Review your subject selections before proceeding. Click the Next button to move to the next step.



Approved by Sally Trainer on 05/03/2011 at 10:54 AM

[View Changes](#)

#	Subject Title	HASS & CIH Category	Units	Grading option
18.405	<a href="#">Advanced Complexity Theory</a>		12	Regular
18.726	<a href="#">Algebraic Geometry II</a>		12	Regular
18.966	<a href="#">Geometry of Manifolds</a>		12	Regular

## 2. Review/Edit Your Addresses

If necessary, click the WebSIS button to edit your address information.

WebSIS Term: Fall Term 2011-2012 Registration

Submit Registration - Step 2 of 4: Verify Addresses



Please verify your term and home addresses as well as your phone numbers. Edit or correct information in [WebSIS](#). (Note: after making changes in WebSIS, this page will need to be refreshed to display any updated information)

TERM	HOME
No Address Available	250 Central Parkway Cambridge, MA 02139 617-495-2800

« Back   Next »

## 3. Review/Edit Your Emergency Contact Information

Click the Edit link to update this information. Click the Next button to proceed. You are also encouraged to click the MIT Alert link to edit the information used to contact you in the event of a campus emergency.

Submit Registration - Step 3 of 4: Verify Emergency Contacts



Please verify your primary and secondary emergency contacts. The information you provide is confidential, will not be published, and will be used only for emergencies to identify the person MIT would contact if you are involved in an accident or other personal emergency.

You are also encouraged to provide contact information for [MIT Alert](#) in case of a campus emergency.

\* Required Field

PRIMARY CONTACT

Address Type:  Domestic  International

First Name:

Middle Initial:

\* Last Name:

Relationship:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

\* A Phone Number or Email is required

\* Home Phone:

\* Other Phone:  Ext.

\* Email:

SECONDARY CONTACT

Address Type:  Domestic  International

First Name:

Middle Initial:

\* Last Name:

Relationship:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

\* A Phone Number or Email is required

\* Home Phone:

\* Other Phone:  Ext.

\* Email:

RELIGIOUS PREFERENCE

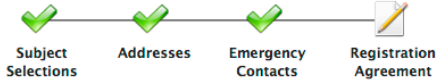
Religion:

« Back   Next »

#### 4. Accept the Registration Agreement

The final step in the Online Registration process is the Registration Agreement. You must read the agreement text and check the box next to ***I agree and accept the terms of payment.*** You can then click the **Submit Registration** button.

##### Submit Registration – Step 4 of 4: Accept Registration Agreement



I understand that when I register for any class at The Massachusetts Institute of Technology (MIT) I agree to the [MIT Student Financial Responsibility Agreement](#) in which I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I acknowledge that MIT may assess late charges, suspend my registration and access to various student services (libraries, dining, computing resources, Institute housing, etc.), withhold my degree and charge collection costs if all charges are not paid. I further authorize MIT and its agents and contractors to contact me using my current directory or future contact information, including any cellular phone number(s), email address(es), or wireless device(s), regarding my student account(s) and/or my student loan(s).

I further understand that I am responsible for reading and being familiar with the Institute's policies and expectations, which are published in the [Mind and Hand Book](#) and the [Academic Integrity Handbook](#). Moreover, I understand that as a condition of registering and being enrolled at MIT, I am required to comply with the standards of performance and behavior that are described in the *Mind and Hand Book*, the *Academic Integrity Handbook*, and other published Institute policies.

I agree and accept the terms of registration

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[« Back](#)   [✔ Submit Registration](#)

## Registration Summary

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### How Do I Know My Registration Has Been Submitted?

When the registration process is completed you will receive an email confirmation. You will also see a summary noting the day and time your subjects were approved by your advisor and day and time you submitted them to the registrar and the Registration Agreement you agreed to. It is recommended that you print this page to a PDF and save it.


#### Robert Jackson: Spring Term 2010-2011 Registration Summary

✦ It is recommended that you save a copy of your registration by selecting "Print to PDF" below.

✓ Approved by Sally Trainer on 05/03/2011 at 10:54 AM  
Submitted by Robert Jackson on 05/03/2011 at 11:05 AM

#	Subject Title	HASS & CIH Category	Units	Grading option
18.405	<a href="#">Advanced Complexity Theory</a>		12	Regular
18.726	<a href="#">Algebraic Geometry II</a>		12	Regular
18.966	<a href="#">Geometry of Manifolds</a>		12	Regular
			<b>Total Units:36</b>	

*By registering as a student at MIT, I agree to pay all charges on my student account when due. I acknowledge that MIT may assess late charges, suspend my registration and access to various student services (libraries, dining, computing resources, institute housing, etc.), withhold my degree and charge collection costs if all charges are not paid.*

 Print to PDF

At this point you may log off from the Online Registration System.