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The Online Registration Application

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.

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.
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.

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 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 [-].

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.

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

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

[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.
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.

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**[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.

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**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.
2. Review/Edit Your Addresses
If necessary, click the WebSIS button to edit your address information.

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.
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.
Registration Summary

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.

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