

## How to Register for Courses

1. Log into your student portal and select Registration under the Courses and More section in the left menu

**AULTMAN COLLEGE** zzHarry zzPotter

**Biographic Information** NOVEMBER 02, 2023

**ZZHARRY ZZPOTTER (HARRY)**

**CONTACT INFORMATION**

Email Address : [harry.potter@aultmancollege.edu](mailto:harry.potter@aultmancollege.edu)  
 Phone :  
 Work Phone :  
 Cell Phone : 3301234567  
 Street Address : 4 Privet Drive  
 City : Canton  
 State : OH  
 Zipcode : 44710

**ENROLLMENT INFORMATION**

Campus : Main  
 Department : Bachelor of Science in Nursing  
 Division : Nursing  
 Level : Senior  
 Prog. : Nursing Traditional  
 Major : Nursing  
 ID : ZZ2184299

[TRANSCRIPT](#)  
[ENROLLMENT LETTER](#)

2. The next screen will display the courses that are being offered in the upcoming semester. To register for the course, you will need to click on the course name (i.e. BIO 205). Make sure you are selecting the course section that meets at your preferred day/time.

**COURSE OFFERINGS** (CLICK A COURSE LINK BELOW TO ADD A COURSE TO YOUR CART.)

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
<a href="#">BIO 205</a>	30	0	Anatomy & Physiology I	10		3	C. Russo	<a href="#">WED 9:15am-10:45am,</a> <a href="#">FRI 9:15am-10:45am</a>	Main
<a href="#">BIO 205</a>	30	0	Anatomy & Physiology I	20		3	C. Russo	<a href="#">WED 2:30pm-4:00pm,</a> <a href="#">FRI 2:30pm-4:00pm</a>	Main
<a href="#">BIO 205L</a>	20	0	Anatomy & Physiology Lab I	01		1	C. Russo	<a href="#">WED 11:00am-2:00pm</a>	Main
<a href="#">BIO 205L</a>	20	0	Anatomy & Physiology Lab I	02		1	C. Russo	<a href="#">FRI 11:00am-2:00pm</a>	Main
<a href="#">CHM 103</a>	25	0	Physiological Chemistry	10		3	P. Carpico	<a href="#">WED 4:15pm-5:45pm</a>	Main
<a href="#">CHM 103L</a>	20	0	Physiological Chemistry Lab	01		1	P. Carpico	<a href="#">WED 6:00pm-8:00pm</a>	Main
<a href="#">ENG 105</a>	25	0	College Composition I	10		3	P. Clark	<a href="#">Online</a>	Main
<a href="#">HSC 115</a>	25	0	US Healthcare Systems	10		3	S. Mastran	<a href="#">Online</a>	Main
<a href="#">HSC 119</a>	26	0	Medical Language	10		2	H. Badawy	<a href="#">Online</a>	Main

3. After you have selected all of the courses you want to take, they will display in red in the pending registration section. **NOTE:** the courses will only remain in your pending registration bucket for 10 minutes. Once you have confirmed that the correct courses are in your pending registration bucket, click the **“Continue Registration Process”** button. If there are any courses you do not want in your bucket, click on the course and it will be removed.

PENDING REGISTRATION - TIME OUT AT 1:30 PM.

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus	Pass/Fail
BIO 205L	Anatomy & Physiology Lab I	01		1	C. Russo	WED 11:00am-2:00pm	Main	
CHM 103L	Physiological Chemistry Lab	01		1	P. Carpico	WED 6:00pm-8:00pm	Main	
BIO 205	Anatomy & Physiology I	10		3	C. Russo	WED 9:15am-10:45am, FRI 9:15am-10:45am	Main	
CHM 103	Physiological Chemistry	10		3	P. Carpico	WED 4:15pm-5:45pm	Main	
ENG 105	College Composition I	10		3	P. Clark	Online	Main	
HSC 115	US Healthcare Systems	10		3	S. Mastran	Online	Main	
HSC 119	Medical Language	10		2	H. Badawy	Online	Main	

Pending registration(s) are shown in red above. Click 'Continue Registration Process' when you have finished adding courses to your cart.

Pending Credits: 16    Enrolled Credits: 0    Total Credits: 16



CONTINUE REGISTRATION PROCESS

4. The following screen will now show. You will need to select the **“Continue Registration Process”** button again to continue the registration process.

NOVEMBER 02, 2023

Course	Sect.	Cred	Lead Faculty	Time Desc	Campus	Enroll Code	Pass-Fail
BIO 205L	01	1	C. Russo	WED 11:00am-2:00pm	Main	Credit	No
CHM 103L	01	1	P. Carpico	WED 6:00pm-8:00pm	Main	Credit	No
BIO 205	10	3	C. Russo	WED 9:15am-10:45am, FRI 9:15am-10:45am	Main	Credit	No
CHM 103	10	3	P. Carpico	WED 4:15pm-5:45pm	Main	Credit	No
ENG 105	10	3	P. Clark	Online	Main	Credit	No
HSC 115	10	3	S. Mastran	Online	Main	Credit	No
HSC 119	10	2	H. Badawy	Online	Main	Credit	No



Continue Registration Process

CLEAR PENDING AND RESTART REGISTRATION

5. The next screen to appear will show the tuition and fees that will be charged for the courses you plan to take. You will need to click the **“Complete Registration”** button to finalize your registration.

Registration

NOVEMBER 02, 2023

Trans. Ref.	School Year	Semester	Invoice	Billable Credits	Amount
General Fee	202324	3	Ma13064	0.00	\$100.00
Lab Fee for BIO 205L	202324	3	Ma13064	0.00	\$50.00
Lab Fee for CHM 103L	202324	3	Ma13064	0.00	\$50.00
Nursing Testing Fee	202324	3	Ma13064	0.00	\$175.00
Parking Fee	202324	3	Ma13064	0.00	\$50.00
Technology Fee	202324	3	Ma13064	0.00	\$175.00
Tuition Nursing Tuition	202324	3	Ma13064	16.00	\$9,377.00

Total unposted credits: 16.00    Total Charges: \$9,977.00



COMPLETE REGISTRATION

Your registration will not be processed until you click the *Complete Registration* button above.)  
Cancel Pending Registration Option Unavailable

- After you complete your registration you will see the courses you selected on the main registration page. The system will automatically take you to this screen. The (u) next to each course name indicates that you are registered for the course.

PENDING REGISTRATION - NONE

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus	Pass/Fail
BIO 205 (u)	Anatomy & Physiology I	10		3	C. Russo	WED 9:15am-10:45am, FRI 9:15am-10:45am	Main	
BIO 205L (u)	Anatomy & Physiology Lab I	01		1	C. Russo	WED 11:00am-2:00pm	Main	
CHM 103 (u)	Physiological Chemistry	10		3	P. Carpico	WED 4:15pm-5:45pm	Main	
CHM 103L (u)	Physiological Chemistry Lab	01		1	P. Carpico	WED 6:00pm-8:00pm	Main	
ENG 105 (u)	College Composition I	10		3	P. Clark	Online	Main	
HSC 115 (u)	US Healthcare Systems	10		3	S. Mastran	Online	Main	
HSC 119 (u)	Medical Language	10		2	H. Badawy	Online	Main	

(u) indicates course not posted to billing.

Pending Credits: 0      Enrolled Credits: 16      Total Credits: 16

- After completing your registration, you will be able to view your future term schedule on the portal by selecting schedule in the Courses and More Section.

**Schedule** NOVEMBER 02, 2023

School Year: 202324      Semester: Spring

Submit

Course	Section	Sess.	Description	Times	Instret. Type	Start Date	End Date	Location	Cred.	Mid-Term Grade	Final Grade
BIO 205	10		Anatomy & Physiology I	1. WED 9:15-10:45am 2. FRI 9:15-10:45am		01/08/2024	04/26/2024	1. ACM CR-1 2. ACM CR-1	3.00	---	(unofficial)
BIO 205L	01		Anatomy & Physiology Lab I	WED 11:00-2:00pm		01/08/2024	04/26/2024	ACM APLab	1.00	---	(unofficial)
CHM 103	10		Physiological Chemistry	WED 4:15-5:45pm		01/08/2024	04/26/2024	ACM CR-9	3.00	---	(unofficial)
CHM 103L	01		Physiological Chemistry Lab	WED 6:00-8:00pm		01/08/2024	04/26/2024	ACM CMLab	1.00	---	(unofficial)

## Adding Your Name to a Waiting List

- If a course you are wanting to take is already full, you have the option to add your name to the waiting list for the course. All full courses will be shown with the course listed in RED instead of blue. To add your name, you will need to click on the number in the wait column.

**COURSE OFFERINGS** (CLICK A COURSE LINK BELOW TO ADD A COURSE TO YOUR CART.)

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
BIO 105	0	0	Structure and Function I	10		3	M. Riley	Online	Main
BIO 205	30	0	Anatomy & Physiology I	10		3	C. Russo	WED 9:15am-10:45am, FRI 9:15am-10:45am	Main
BIO 205	30	0	Anatomy & Physiology I	20		3	C. Russo	WED 2:30pm-4:00pm, FRI 2:30pm-4:00pm	Main
BIO 205L	20	0	Anatomy & Physiology Lab I	01		1	C. Russo	WED 11:00am-2:00pm	Main
BIO 205L	20	0	Anatomy & Physiology Lab I	02		1	C. Russo	FRI 11:00am-2:00pm	Main

8. After you click the number in the wait column, the following screen will pop up. To continue adding your name, select "Add to Waitlist"

NOVEMBER 02, 2023



Add To Waitlist

Cancel and Return

9. All of your waitlisted courses will then display on the main registration page.

WAITLISTED COURSES

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus	Date	Type
BIO 105	Structure and Function I	10CC		3	M. Riley	Online	Main	11/02/2023	Lecture

**NOTE: If you have any questions or issues while registering for courses, please email the Registrar's Office at [registrar@aultmancollege.edu](mailto:registrar@aultmancollege.edu). The Registrar's Office staff will be monitoring the email account each day of registration from 6:30 AM-4:00 PM to answer your questions.**