REGISTRATION PLANNING GUIDE

CRN Number	Subject	Course	Section Number		Mon.	Tues.	Wed.	Thurs.	Fri.	Sat
Example 12345	ENGL	13100	01		8-9:30 a.m.		8-9:30 a.m.		8-9:30 a.m.	

How to register for classes using GoPFW:

1. Go to go.pfw.edu, Login with username and password. No need to add @pfw.edu
2. Click once on **Enrollment** tab
3. Click once on **Look Up Classes to Add** (under **Registration Tools**)
4. Select the appropriate term using the drop down box and click once on **Submit.**
5. Scroll down and select the course **Subject** from the drop-down box. Click once on **Course Search**.
6. Scroll down and look for the appropriate course and click on **View Sections.**
7. **Click inside the box** next to the class that you want to register for. A check mark will appear in the box. The letter C appearing in the box indicates a closed section. SR indicates that you have a Hold on your account or you're not yet able to register.
8. Scroll down and click once on **Register** to complete your registration.
9. Check for errors. If you successfully registered the course will appear above the little boxes and say "web registered".
10. To add another course, click **New Search**.
11. If you need to make changes, in the drop down menu next to the course, choose DROP Full Refund then hit submit.
12. Review/Print a copy by clicking once on **Detailed Schedule, Summary Schedule, or Week at a Glance on Enrollment Tab.**

FAQ and REGISTRATION ERRORS

- *Pre-req or test score* error: You have not taken the needed pre-requisite or placement test for this course. To find out what the pre-requisite course is, click on the CRN number (in blue) and then click on the course title.
- *Major, Minor, or Concentration Restriction:* You are attempting to register for an upper level business course before you have been admitted into the upper level business program. Before you are able to take these courses you must complete all pre-business classes and consult with an advisor while filling out a Request for Admission to Upper Level Business Program form online at www.pfw.edu/departments/business/resources/
- *Class Standing Restriction* error: You have not earned the appropriate class standing (Sophomore ≥ 30 credits, Junior ≥ 60 credits, Senior ≥ 90 credits) to take this course. If you are only 1 or 2 credits short, contact your advisor to see if an over-ride can be given.
- *Time Conflict* registration error: You are already enrolled in a course that meets at this time.
- *Department Permission* or *Instructor Permission* error: You must receive permission from the department or the instructor of this particular course before enrolling in the class. Ask your advisor for help or call the department secretary to see who to talk to.
- While attempting to register for a certain class, I'm getting an error that I must also take another class, what does this mean?
    - A: The specific section of this course has a co-requisite lab or other course. In order to enroll in this section of this course, you must enroll in all of the course sections that are linked together. To do this, enter the CRN #'s provided in error for each section in the boxes at the bottom of the registration screen and click "submit changes."
- SR instead of Box to Register - What does it mean if I have a hold on my account?
    - A: Holds refer to the restriction of a student's eligibility to enroll in classes and must be removed by the department that placed the hold. To find out why you have a hold, look on the bottom left column of the Enrollment tab in goPFW and click on " View Holds." Call the number listed for help.
- C for Closed - How can I get into a class that is already full?
    - A: Your advisor cannot sign you into a closed class without the instructor's permission. Most classes have a waitlist. If there is a waitlist, you may put yourself on the waitlist. However, if there is no waitlist you must first contact the instructor and ask if he/she would be willing to sign you into the full class. An email granting permission for you to enroll must be sent from the instructor to your advisor before your advisor will enroll you.
- Q: How do I schedule an appointment with my advisor?
    - A: Click on this link to schedule an appointment with an Academic Advisor - http://bit.ly/advisortrac