Student Instructions: Advising and Registration

This document will provide step by step instructions and screen shots to help students review your Academic Requirements, put courses in your Shopping Cart, and enroll using MyKU. Please keep in mind that the programmers are constantly working on the system, so there may be changes between the time it was written and the time you read it. It was written specifically for the student in the College of Business, but the instructions are probably applicable to any program at Kutztown University.

Student Advising Background

Every semester, you are expected to confer with your advisor prior to actually choosing your courses. The benefits are that you get help choosing courses that not only will fulfill your degree requirements in the least amount of time & credits, but also to help you choose electives that add value to your education given your own career goals. Your advisor will let you know specifically what you should do.

Many advisors will ask you to "sign up" for advising on a signup sheet on their office door. Most advising should take place prior to when you register. You will register online, but the registration window is only open to you at a particular time. Registering as soon as the registration opens is important because classes fill up quickly. Students who delay or procrastinate may find that they are unable to get courses they need to progress in a timely manner in their program.

In order to register, your advisor must "clear" the hold that was put on your account that would prevent you from registering at your appointed time.

Reviewing the Requirements

The Academic Requirements for the program you are currently enrolled in (also called Program Requirements or KU Degree Audit) is available under the Student Center.
Figure 1. Getting into Student Center on MyKU

Then you must click on the option box for **other academic**… and you will see **Academic Requirements**.

Figure 2. Looking at Academic Requirements
Once you've chosen academic requirements, you can click the Go button.

Figure 3. The Go Button

It takes a long time for the academic requirements to come up, so be patient. It won't look like anything is happening, but it is. Don't click the Go button again. Eventually the academic requirements will appear.

Figure 4. Academic Requirements (KU Degree Audit)

Notice that it is possible to view the entire report as a PDF rather than viewing it on the screen. Note that the PDF is rather lengthy, so you may want to review the section in this document on printing to multiple pages per sheet.

On the screen, the online academic requirements can be collapsed or expanded. When collapsed, the little green triangles are pointing to the right. When expanded, the little green triangles are pointing downward.

Each section will have a top level Satisfied or Not Satisfied.
*Notice in this particular student there is an **Override to Old General Education Program**, which means this student is on a **Hybrid** program. For hybrid programs, students are asked to use the green checksheet and NOT use the MyKU Academic Requirements for advising or to determine academic requirements.

If there is no override, then the **Satisfied** and **Not Satisfied** should be correct for each academic requirement. If you have already chosen your major, the Academic Requirements document will list all of the courses required for that major, and show whether or not the courses have been taken.
Putting Courses in your Planner

Before you can choose specific courses for your schedule in your planner, you must browse the course catalog and put any course you might want to take into your planner. Once the course name is in your planner, you can then choose from the list of all the sections of that course to put into your shopping cart.

First, choose Academic Planner from your student center.

Then choose to Browse the Course Catalog. The list of the course prefixes starting with "A" appear.
**Figure 8. Choose Browse Course Catalog**

Choose the letter of the course prefix you'd like to add to your planner. In the Figure 9, we chose M and then Management.

**Figure 9. Choose Prefix of desired course**

**Figure 10. Courses in a single prefix**
Check the select box for all the courses for which you wish to see the specific sections. Go through and do that for all the prefixes of all the courses from which you might select.

![Figure 11. Adding courses to planner.](image1)

Once you've added the courses, you will get a notification at the top of the screen that the course has been added to your planner. You will now be able to add any sections of any of those courses to your shopping cart.

![Figure 12. Notification that course has been added to planner.](image2)

Click on the **shopping cart** tab so that you can select specific sections.

![Figure 13. Select the term for the shopping cart.](image3)

You can then choose from the courses you put into your planner.
Figure 14. Choosing courses from My Planner.

You will then see all the courses that you placed in My Planner. Select the course you wish to see the sections for.

Figure 15. Courses that appear in My Planner
Figure 16. Sections from which to choose from course list.

When you select the specific course, the description will appear. Click **Next** to put it in your shopping cart.

Figure 17. Selecting class to put in shopping cart.
Go through this process for each course you wish to place into your shopping cart.

Figure 19. A full slate of courses in shopping cart.
You may notice the **Enroll** button at the bottom right corner of your shopping cart. Once your registration is open during your registration window, you click that button to reserve your seat and register for the course.

Your advisor is able to see the courses in your shopping cart, but it may also be helpful to print the screen for your advisor so that they can see the courses in your shopping cart without having to access a computer.

**Print Screens**

Knowing how to print the screen is helpful whenever you find yourself in a situation where you can't get to a printer icon and you need to print exactly what's on the screen. This can be especially helpful for the shopping cart because there is no other quick way to print the contents of your shopping cart.

To print screen, you arrange your Window or Windows so that you can see on the screen what you want to print. If you want to print the entire screen, all windows, then you press [Ctrl-PrtScn]. If you want to print just the one active Window you are on, you press [Alt-PrtScn].

The [Ctrl] and [Alt] keys are usually in the lower left corner of your keyboard and the [PrtScn] key is usually on the upper right corner of your keyboard. If you are on a laptop computer you may have to look around, or you may need to press a [Fn] or [function] key at the same time as the [PrtScn] key. (If you are on a Mac there is no print screen key, though you can still do the function. Directions can be found on [http://osxdaily.com/2010/05/13/print-screen-mac/](http://osxdaily.com/2010/05/13/print-screen-mac/))

When you press the keys (both at the same time) it doesn't look like anything has happened. But if you go to Word or Paint or any other program, you can press [Ctrl-V] (or choose Paste from the menu or ribbon) and a picture of the screen will be pasted into the document. Then you can save or print.

**Looking at Holds and/or Registration Times**

You can see on the first page of the student center if there are any holds that would prevent you from registering. In the upper right corner is the hold section. If it says **Advisor Registration Block** your advisor has not yet cleared the hold, and you will not be able to register even if your registration time has commenced. You may also see **Bursar Seal** or some other item which means that there is another hold that would prevent your registration, typically unpaid parking tickets or course fees.
Figure 20. Looking at holds and registration time.

You can see the **day** that your registration begins in the **Enrollment Dates** area, but you can't see the specific time unless you choose to expand the **details**.

Figure 21. Expand details to see time of registration window.
Transfer Credits

If you are a transfer student, you may also find it helpful to review the transfer credit report which will let you see which courses you tried to transfer in were accepted (posted) and to which course they were determined to be equivalent, as well as which courses were rejected. Remember that it is possible to appeal the decision regarding course transfer credits, which generally requires you to provide some description or syllabus of the course to your advisor or to the registrar so that they can see that the course should have been transferred in as a different course.

![Course Credits Table]

Figure 22. Transfer Report

Course History

Another helpful screen is the Course History screen that simply gives you a list of all the courses for which you have credit, and whether you have taken them, or if they were transfer courses. You can also see the courses you are currently taking on this list.
Figure 23. Course History

Advisement Notes

You may also wish to review any advisement notes your advisor may have left for you. To see this you go to Advisement Notes.
There is also a place for students to write private notes to themselves, but they are not able to make the note public so that the advisor or anyone else can see it.

**Print Multiple Pages Per Sheet**

In order to save paper, it is generally helpful to know how to print multiple pages per sheet. Printing 2 or 4 pages per sheet will enable students to provide the advisor with the information necessary without wasting a lot of paper.

Generally, there are several ways to choose to print multiple pages per sheet depending on what program you are in and what printer you are using. (Not all programs and not all printers can print multiple pages per sheet.)

The easiest way is to set the printer itself to print to multiple pages per sheet. If you set the program (Acrobat Reader, for example) to print 4 pages per sheet and then set the printer to 4 pages per sheet, then you will get sixteen pages per sheet (and they will be so tiny you won't be able to read them).

Unfortunately, every printer is different, so it is difficult to provide step by step directions to print multiple pages per sheet. Generally, after you've chosen the printer you want to send the document to, look for a **Print Preferences**, or a **Print Options** or a **Preferences** button or menu choice. Then look for a **Finishing** or **Features** or **Advanced** tab where you will eventually find something that says **Pages Per Sheet** or **Multipage Options**. Below is the example for one printer.
In summary, in order to register for courses next semester, students must check their academic requirements for their major, put the courses they'd like to register for in their shopping cart, and meet with their advisor so that the advisor can clear the hold on their account. Then, when it is time to register, they can enroll the courses they chose in their shopping cart.

To put courses in the shopping cart is a several step process; first browse the course catalog and put the courses in your planner. Then go into your shopping cart for the semester you want to register and choose the sections from the list of courses you put into your planner. You are not actually enrolled until after you click enroll, which can't happen until all holds are cleared AND your registration window is open. If you need further help with the technology, contact the IT help desk. If you need further help with choosing courses, contact your advisor.