The following registration walkthrough is designed to help you get through your first semester of registration here at the University of South Alabama, College of Nursing. Please note that this walkthrough has been designed to show you how to look up your classes and make a list BEFORE registering for your classes. That’s actually quite important. Some of our classes require a co-requisite - a class that must be taken the same semester as another class. Some classes have two co-requisites. If you follow the procedure we outlined for you, then you are far less likely to receive registration errors.

Curriculum Schedule
Please register according to the curriculum schedule that was included in your acceptance packet. It is imperative that you follow the curriculum we sent you to ensure you progress through the program appropriately. Please contact the appropriate department if you have scheduling concerns:
Undergraduate Program – conbsn@usouthal.edu
Graduate Program – congrad@usouthal.edu
DNP Program – condpn@usouthal.edu

Tuition Payment Deadline
Please note that the University of South Alabama does have payment deadlines for every semester. One of those deadlines involved paying 15% of your tuition by a specified date. It’s important that you review these deadlines before you register. You can find them here:
http://www.southalabama.edu/studentaccounting/feepayment.html
You can pay your tuition and fees through PAWS. We will show you how to do this on page 15 of this Walkthrough.

Registration Holds
Occasionally, students will have “holds” placed on their student account that will prevent registration. We will show you how to look for this on page 9 of this Walkthrough.

Let’s get started
The next page has a link to the University of South Alabama home page. If you click on that link, a new internet browser window will open up for you. Then, you can keep this document open and switch back and forth between this walkthrough and PAWS.
We start at the University of South Alabama’s Home Page http://www.usouthal.edu

In the bottom left corner of the screen, click on the PAWS link.
Click on the link for “Enter Secure Area”
You should have already been to this page when you setup your email. If not, please go back and setup your email address. You can do that here:  [http://jagmail.usouthal.edu/](http://jagmail.usouthal.edu/)

Go ahead and Login to PAWS.
Click on “Student Services & Financial Aid”
Click on “Registration”
Click on “Look-up Classes to Add”

Or,

If you are an undergraduate student and were already given your CRN numbers, skip to the instructions on Page 12 when you are ready to register for your classes.
Click on the arrow, select the correct semester, and then click “Submit”
All you really need to do is choose the “Subject” you want and, if you’re an Undergraduate student at Baldwin County, make that selection under “Session.” Once you’re done with that, click “Class Search.”

Some of the possible Subjects are:
AHN - Adult Health Nursing
CMN – Community Mental Health
HSC – Health Sciences
MCN – Maternal/Child Nursing
NU – Nursing

This is also a good time to take a quick look to ensure that you don’t have any “Holds” on your student account. You can do that by clicking on “View Holds.”
Look through and find the specific classes you want and write down the CRN number.

If you need to look for a different “Subject” you can simply hit Back on your browser and choose a different “Subject.”

Once you have all of the CRN numbers you need, then you’re ready to register for class. In future semesters, you will have time to be proactive and select your classes before you’re authorized to register. Then, you can register the first day of registration and be done with it until classes begin.

As soon as you have your complete list of CRN numbers, you’re ready to register for your classes.

Click on the blue tab “Student Services & Financial Aid”
Click on "Registration"
Click on “Register/Drop Classes”

This is an important step to remember. This is also the same method to use if you have to drop a course at a later date. The instructions for dropping a class are on Page 16 of this Walkthrough.
Click on the arrow, select the correct semester, and then click “Submit”
Add/Drop Classes:

- To add a class to your schedule, enter the Course Reference Number (CRN) in the Add Classes squares, and then click Submit Changes.
- To search for CRNs, click Class Search.
- Classes already registered for the term will appear on the Current Schedule section.
- To remove a course from your schedule, change the option in the Action drop-down box shown on your Current Schedule and then click the Submit Changes button.
- See Schedule Adjustment policies for more information.
- Official dates and refund periods are available on the Official University Calendar.
- A schedule of tuition and fees is available from the Office of Student Accounting.
- Click here to view a complete list of possible PAWS Error Messages.
- Please make sure your current mailing and telephone number are correct. Changes can be made at Update Address and Phone Information.

Complete registration instructions and information on University registration policies, dates and deadlines are located at www.southalabama.edu/registrar/registration.htm

IMPORTANT! Click here to view policies regarding canceling your registration and schedule adjustment.

If you are planning to register for MA 110 or MA 112 or MA 113, or MA 120 or MA 125, you must first complete the math placement test. For information on the test go to www.southalabama.edu/mathplacement.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crs Sec Level</th>
<th>Cred Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
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Total Credit Hours: 4.000
Billing Hours: 4.000
Maximum Hours: 19.000
Date: Aug 31, 2009 11:26 am

Add Classes Worksheet

CRNs

Be sure to click the Submit Changes button to finalize changes to your schedule.

Scroll to the bottom of the page.
Enter the CRN numbers in the blocks near the bottom of the page and click “Submit Changes”

If you receive an error message, please copy and paste the message(s) into an email and send them to one of the following:
Undergraduate Program – conbsn@usouthal.edu
Graduate Program – congrad@usouthal.edu
DNP Program – condnp@usouthal.edu
We will help you resolve your problem as quickly as possible.

Registration errors happen, so this is another reason why you should register for your classes as soon as possible. It gives us time to help resolve any problems on our end.

Once you have completed your registration, you can view your total tuition and fees by clicking on the link “Student Account/Payment.”
To drop a class, click on the dropdown arrow under “Action” for the class you need to drop. It will give you several options. One of those options will be “Drop Course.” Simply click on “Drop Course” and that will be the selected option. When you are 100% certain you wish to drop the course, click “Submit Changes” at the bottom of the page. When the page refreshes, the class will be removed from your schedule.

Again, it’s important that you are absolutely certain that you want to drop a class BEFORE you drop it. Some of our courses are taught once a year. Therefore, if you drop a class, you might not be able to take it again for another year. We recommend that you speak with your instructor and/or your academic advisor before dropping a course whenever possible.
We here at the College of Nursing hope you found this Walkthrough useful. If you have any suggestions on how to improve it, please send an email to gdeckard@usouthal.edu with the subject line reading “Registration Walkthrough Suggestions.”