**Online Registration Using Campus Web**

*Campus Web* will allow you to view specific data that Dominican University has pertaining to your student records, including a history of the courses you have taken. Most importantly, it will allow you to register online using the Internet. Please note that you do not have to use online registration. You may still register in person at the Registrar's Office if you choose to.

**What You Need for Online Registration**

- Students who wish to register online must have registered through the Registrar's Office at least once in order to use Campus Web. The ID number you were given was based on information already in the campus database.
- You need a PIN number. At the undergraduate level, this is obtained from your advisor. At the graduate level, please check with the office of the School you are attending.
- You need access to the Internet, using a web browser such as *Internet Explorer*. This is already available to you on campus within the Technology Center. You may also register from home and access your course information from home or anywhere there is Internet access.

**Forgot Your PIN?**

If you are an undergraduate, check with your advisor. If you are a graduate student send an email to: `helpme@dom.edu`. It will speed things up considerably if you provide your ID number in your email message. (Your ID number appears on virtually every billing statement or transcript you receive from Dominican.) Please allow at least 24 hours for a response.

**Logging in to Campus Web**

To access Dominican University's Campus Web from either on- or off-campus, open your web browser and type in the following address:

```
http://cmdsweb.dom.edu/campusweb
```

Once you have done this, you will see the following screen:
Most screens in Campus Web have a HELP button near the top. Click it to open a separate window listing what is available on the screen you are viewing along with further options. The FAQ button to its left brings up a listing of (what else?) frequently asked questions, though unlike the HELP button it is not context-sensitive, so it always displays the same information regardless of which screen you are viewing.

Type in the ID# and PIN number supplied to you. After doing this, click the Login button, and you will see a screen similar to the one below:

In Campus Web, there are several ways to get to the same place. The Student Registration link circled above will lead to the same screen as clicking the My Schedule menu choice under the selected Academics tab. This Student Registration link, despite its name, actually brings you to a list of classes for which you are currently registered for the term shown when logging in. Although you may Drop classes from the list of classes, you will not be able to actually register for new ones. For that, you will want to click the Course Search link seen above.
Before venturing into how to register for classes, we first want to give you a "navigation" tip.

**General Campus Web Navigation Tips**

Avoid clicking the **BACK** button in your web browser. You generally want to use whatever tabs, links, or other navigation aids are available within *Campus Web*. If you click the **BACK** button in error, you may see this screen:

**Warning: Page has Expired**

The page you requested was created using information you submitted in a form. This page is no longer available. As a security precaution, Internet Explorer does not automatically resubmit your information for you.

To resubmit your information and view this Web page, click the **Refresh** button.

If this happens, go ahead and click the **Refresh** button on your browser. You will then see the following dialog box:

Click the **Retry** button, and you should be able to get back to the screen you wanted to get to.

**Registering for Classes**

To register for a class, you must first bring up a list of classes to choose from. To do this, you want to click the **Course Search** link just under the **Academics** tab:

**Course Search**

The Course Search screen makes it easy to find the Dominican class of your choice by discipline, day of class, and even meeting time, as seen on the next page. **First**, however, you want to make sure you select the term for which you want to register:
When you want to register for a course, make sure you select the term for which you want to register first! Click the drop-down menu next to Selected term:, then click on the term you want. You absolutely, positively have to click the Change button (circled to the right) after doing this to make this change; unlike some other online drop-down menus, the change will not occur automatically!

You will know you have done this correctly when the Academic Year messages on the screen (which are in two places!) change to the term selected--not to mention the reassuring Registration is open for you message on the screen:

Now that you've got the proper semester selected, you can conduct a search and, more importantly, register! Oddly, the first thing you see on the ensuing Course Search screen should be completely ignored. That is the Fast Search: box:

Use the Fast Search to quickly locate courses with a request number.

Fast Search: Enter the section's Request Number and press Go!

Ignore this box! Yes, we know it's the first input box you see on the Course Search screen, but it does NOT search by course number, but rather a specific database index number that you will likely never see. Some things even we can't control with this software, and this is one of them.
What's below the **Fast Search** box, however, is of importance. Here's the entire screen with information about each part you can fill in when searching for a course:

Selected term:  **Fall 2003-2004 Academic Year**

You **DID** select the correct term, right? If not, check the section above.

Use the **Fast Search** to quickly locate courses with a request number.

**Fast Search:** Enter the section’s Request Number and press **Go!**

As stated on the previous page, **ignore** the **Fast Search:** box!

Otherwise, you may choose from any of the **Detailed Search** options listed below to narrow your search, and then click on the Search button below.

Detailed Search for Courses: Fall 2003-2004 Academic Year

- **Meeting days:**
  - Mon
  - Tue
  - Wed
  - Thu
  - Fri
  - Sat
  - Sun

- **Division** drop-down menu:
  - College of Arts & Sciences

- **Department** drop-down menu:
  - HIST - History

- **Part of the course name**:
  - Beginning class time
  - Ending class time

**DO NOT** try searching by Part of the course name, tempting though it may be. Many course names are heavily abbreviated due to database specifications.

How cool is this?? You can OMIT certain class meeting days from your search, and even specify that class times begin or end with a certain time frame.

After clicking the **Search** button, the above search will look for Rosary College of Arts and Sciences courses in the History department that meet on Tuesdays or Thursdays.

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Online Registration Using **Campus Web**
Course Search Results

Note in the results screen below that all criteria specified from the previous screen are met. They are all History classes, and all meet on Tuesdays, Thursdays, or both days.

Courses in Academic Year 2003-2004 Academic Year / Fall

Displaying 1 - 10 of 12 course(s) that match(es) your search criteria

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Name</th>
<th>Instructor(s)</th>
<th>Seats Open</th>
<th>Hours</th>
<th>Meets</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 101 01</td>
<td>HIST WEST CIVIL TO 1600</td>
<td>Rosalind How</td>
<td>15005</td>
<td>3.00</td>
<td>TR (1:00 pm-2:15 pm)</td>
<td>Add</td>
</tr>
<tr>
<td>HIST 102 01</td>
<td>HIST WEST CM SINCE 1600</td>
<td>Jeanne G. Bondi</td>
<td>20050</td>
<td>3.00</td>
<td>T (7:00 pm-10:00 pm)</td>
<td>Add</td>
</tr>
<tr>
<td>HIST 102 01</td>
<td>HIST ATLANTIC FROM 1492</td>
<td>Peter Taylor</td>
<td>25050</td>
<td>3.00</td>
<td>TR (9:00 am-12:15 pm)</td>
<td>Add</td>
</tr>
<tr>
<td>HIST 240 01</td>
<td>HIST RELIGION IN AMERICA</td>
<td>St. Janet Webb</td>
<td>32055</td>
<td>4.00</td>
<td>TR (10:00 am-11:15 am)</td>
<td>Add</td>
</tr>
<tr>
<td>HIST 240 02</td>
<td>HIST RELIGION IN AMERICA</td>
<td>St. Janet Webb</td>
<td>32055</td>
<td>3.00</td>
<td>TR (10:00 am-11:15 am)</td>
<td>Add</td>
</tr>
<tr>
<td>HIST 270 01</td>
<td>HIST CONTEMP EUROPE 1617-1989</td>
<td>Peter Taylor</td>
<td>22055</td>
<td>4.00</td>
<td>TR (11:15 am-12:45 pm)</td>
<td>Add</td>
</tr>
<tr>
<td>HIST 270 02</td>
<td>HIST CONTEMP EUROPE 1617-1989</td>
<td>Peter Taylor</td>
<td>22055</td>
<td>2.00</td>
<td>TR (11:15 am-12:45 pm)</td>
<td>Add</td>
</tr>
<tr>
<td>HIST 300 01</td>
<td>HIST NAZISM &amp; HOL HIST PEREP</td>
<td>Peter Taylor</td>
<td>27055</td>
<td>4.00</td>
<td>TR (3:15 pm-4:45 pm)</td>
<td>Add</td>
</tr>
<tr>
<td>HIST 305 02</td>
<td>HIST NAZISM &amp; HOL HIST PEREP</td>
<td>Peter Taylor</td>
<td>27055</td>
<td>3.00</td>
<td>TR (3:15 pm-4:45 pm)</td>
<td>Add</td>
</tr>
<tr>
<td>HIST 400 01</td>
<td>TOPICS FOR SOCIAL SCIENCE TEACHER</td>
<td>Staff</td>
<td>30000</td>
<td>1.00</td>
<td>()</td>
<td>Add</td>
</tr>
</tbody>
</table>

The Action column (circled above) is where you will see active hyperlinks to Add (that is, register for) a class. We will show another example later. There are a few other items, however, to pay attention to on the screen above. Course Name and Meets are pretty self-explanatory, but as for the others, here's a brief description of each:

<table>
<thead>
<tr>
<th>COLUMN HEADING</th>
<th>WHAT IT MEANS OR DOES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Clicking on a hyperlinked course number here gives the catalog description of the course.</td>
</tr>
<tr>
<td>Instructor(s)</td>
<td>Clicking on an instructor's name will show a list of other courses that instructor is teaching during the semester. (The Faculty Roster link under the Academics tab seen on page 2 will also give you this information.)</td>
</tr>
<tr>
<td>Seats Open</td>
<td>Very important! You can immediately see how many seats are available in the class in case you tend to procrastinate about such things!</td>
</tr>
<tr>
<td>Hours</td>
<td>The number of semester hours for the course. Notice that in the screen above HIST 249 (Religion in America) is listed twice? One listing is if you want to register for three semester hours, the other is if you want four semester hours.</td>
</tr>
</tbody>
</table>

Always check to see if there's a Next button for more matches to your search!
Adding a Class

During the Add/Drop period and also during the registration period, the Action column seen above will contain live hyperlinks. Below is part of a results screen showing this column:

Click the Add link--and that's it! You are registered for the class! You will see a confirmation screen such as this:

*HIST 152 01 was successfully added for you.*

See the changes that have been made to your schedule.

You will then go through the above process again for each class you wish to register for, by clicking on the Course Search link.

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ALL Registration Rules Apply!

The ability to add or drop a class is only enabled during registration periods specified by the Registrar! If you are using Campus Web during a period when registration is not allowed, you will not be able add the class! Which brings us to the next point . . .

Don't Even THINK About Avoiding a Prerequisite!

Any course that requires a prerequisite has the same rules in place in Campus Web. If you try registering for a class where the prerequisites have not been met, Campus Web will not allow you to register for it. You will see a screen such as this:

*Unable to add this course: this course has prerequisites which you have not met yet.*

No changes have been made to your schedule.

When you access Campus Web, it will check against all of your student records.

That's right--we know who you are and where you're "calling" from. And we all know computers have a limited sense of humor when they detect something is amiss.

Seriously, if you spot any discrepancies in your records, contact your advisor or the Registrar's Office.
What If a Class is Full?

A class that is full will look something like this when doing a course search:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Seats Open</th>
<th>Days</th>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAS 261 01</td>
<td>INTO TOLERANCE AND CONFLICT</td>
<td>Hugh McElwain</td>
<td>0/15</td>
<td>TR</td>
<td>3:00</td>
<td>Check</td>
</tr>
<tr>
<td>LAS 264 01</td>
<td>MC NATIVE AMERICAN SPIRITUALITY</td>
<td>Katherine Edwin</td>
<td>0/15</td>
<td>TR</td>
<td>3:00</td>
<td>Check</td>
</tr>
</tbody>
</table>

Note the **Seats Open** column indicates 0/15--zero out of fifteen--seats are available, plus there is a red dot in the column. Depending on the course, there may be a **Check** link in the **Action** column, as seen above, with the ability to go on a "wait list." Clicking on the **Check** link will bring you to the screen below:

- **INTOLERANCE AND CONFLICT**  --  LAS 261 01  (Req #1)

**LAS 261 01 is currently full. However, you may waitlist this class.**

Conflict and tolerance seem to be the currently accepted approaches to individuality, var a free society. How do we learn to celebrate, not just tolerate, diversity? How may confl creative rather than a destructive force? Students in this seminar will wrestle with these c:

Clicking on the **waitlist this class** link, as shown above, will result in the following confirmation screen:

- **LAS 261 01 was successfully waitlisted for you.**

If you are on the "waitlist" for any course, that course is (or has been) full, but you are holding a specific place in line to get into it. These places in line are ordered by date and time of request. As spaces become available in the course, or if additional sections are opened, the Registrar will consider moving waitlisted students into the course. At that time, the Registrar might promote your status automatically, or might first consult with you or your advisor further about your intentions. This promotion process is handled case by case through the Registrar's Office, not through this Web system. If you have any further questions about this waitlist policy, contact the Registrar's Office: send an e-mail message to registrar@dom.edu or call 708-524-6774.

**See the changes that have been made to your schedule.**

If you get on a waitlist, be sure to check with the Registrar's Office for additional information! Do not assume you are free to attend the class until you check with the Registrar's Office.
Dropping a Class

Dropping a class can only be done during the add/drop period of the term. To drop a class, you must first access your schedule for the semester. You can access your schedule either by clicking the Student Registration link when you first login (as seen on page 2), or by clicking the My Schedule link under the Academics tab:

Don't See Your Schedule?
Do you have the correct semester selected? Remember to change the Selected term: at the top of the screen.

Your course schedule will appear as below:

Click the Drop link in the column labeled Action to drop a course from your schedule. WARNING: This action is immediate! No friendly "Are you sure?" type of screen or other such niceties. One click and you're out of the class!

After clicking the Drop link, you will see a confirmation screen:

-HIST 152 01 was successfully dropped for you.

See the changes that have been made to your schedule.
Other Features

My Grades

The My Grades link under the Academics tab will give you a listing of all courses you have taken, arranged in chronological order, including grades earned. Please note that this in no way substitutes for an official credit audit at the Registrar's Office before graduation!

GPA Calculator

The My Grades screen will also have a link to a GPA Calculator. This tool will tell you your current cumulative GPA, plus provide you with the ability to calculate what grades you'll need to earn this semester in order to get a GPA you'll be proud to e-mail to the folks back home.

WARNING: GPA CALCULATOR MAY NOT COMPUTE PRECISELY!
You should be aware that the GPA Calculator may not compute your GPA the same way as Dominican's official GPA! For example, if you repeated a class for which you have already earned a grade, the GPA Calculator will return a value different from that of Dominican's. As always, consult the Registrar's Office if you need to obtain your latest official GPA.

My Profile Tab

My Profile has two links under it: My Personal Info and My Finances. The first will lead you to what Dominican University has on file for you on the far left of the screen. If you spot any discrepancies with your address or email information, click the Update button, shown below, and you will be taken to another screen where you can change the information. The changes will be submitted to the Registrar's Office for review. The My Finances link will bring you tuition statement information or transactions you have had with the University.

My Address Info

| Address: | 1313 Mockingbird Drive Sleepy Hollow, IL |
| County: | Cook |
| Locality: | |
| Country: | |
| Telephone: | |
| Extension: | |

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Dominican University

Online Registration Using Campus Web