SOAR REGISTRATION

Displaying Advisees, Class Searches, Registration
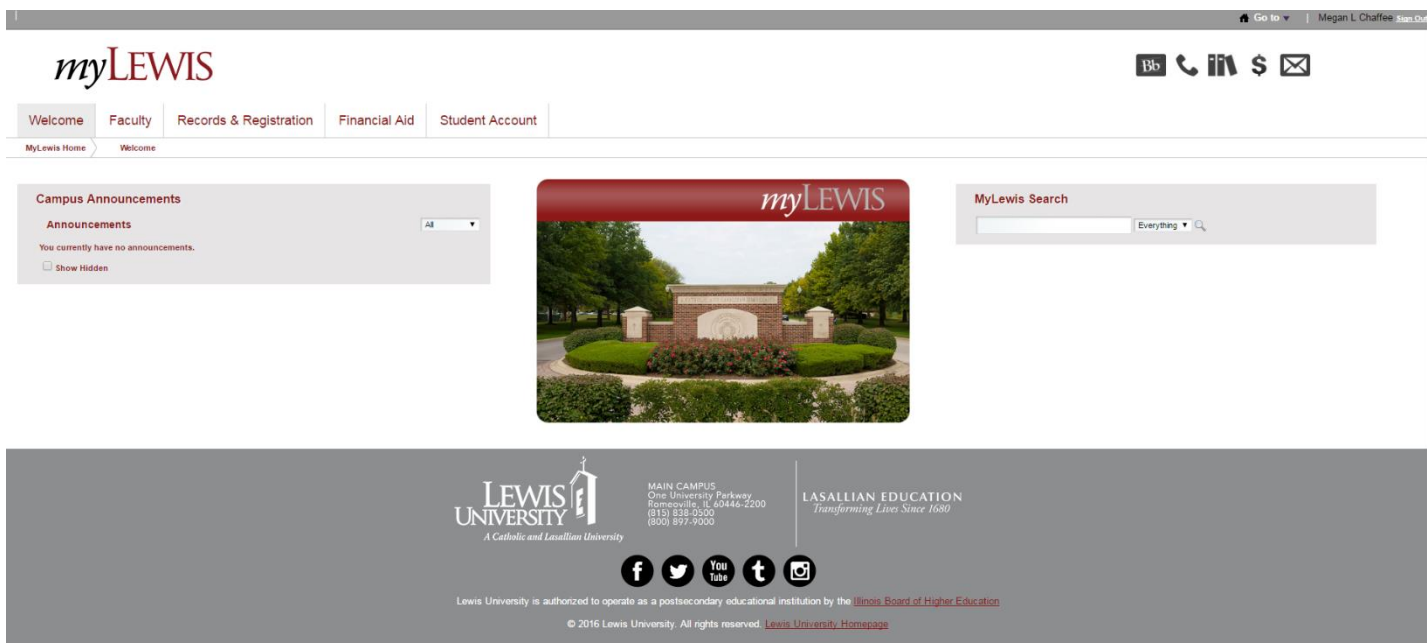
WELCOME TO MYLEWIS:

Logging into the myLewis Portal:

- Open any browser and go to

mylewis.lewisu.edu

- Type in your user name and password (the

same you use for Lewis email) and click Login.

Once you sign into myLewis, you will find yourself

at the **homepage** seen below.

FYI – the portal is currently set to log you out after 15 minutes of inactivity. A green bar will appear at the top giving a warning and allow you to extend your time of inactivity by 3 minutes. If you click that and then do some look ups, the time-out clock starts over.

TO PERFORM A CLASS SEARCH:

1. Click on the **Records & Registration** tab.
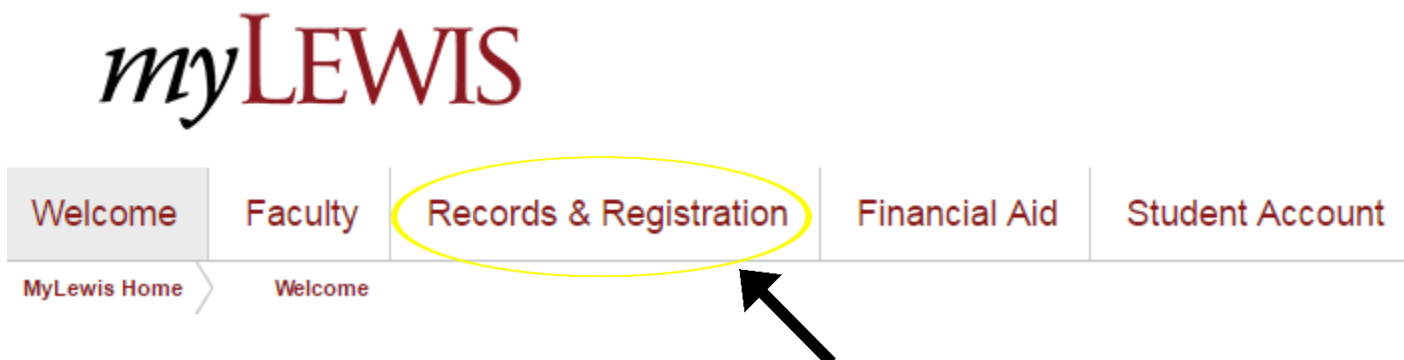
2. In the **Registration Tools portlet**, click on **Look up Classes**.
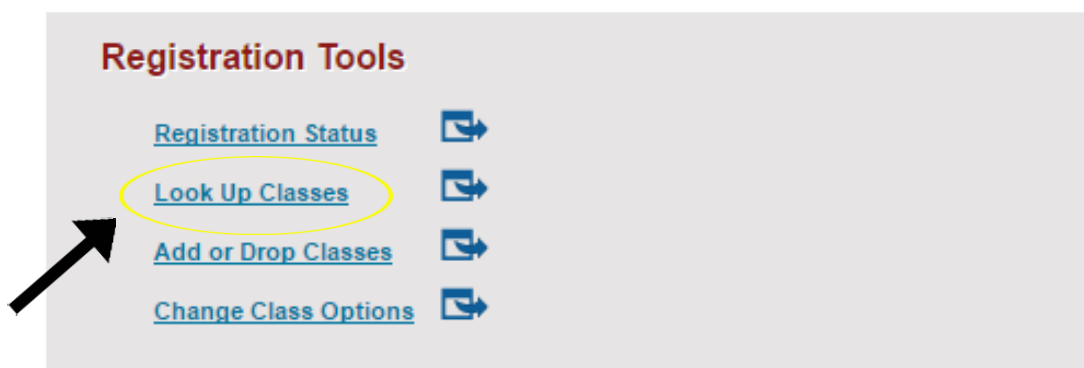
3. Choose the **Fall 2016** term from the drop-down menu, then hit **Submit**.

4. Click on **Advanced Search**.

Subject:
Accounting
Aerospace Studies
Art Design
Aviation Maintenance
Aviation Transportation
Biology
Business Administration
Business General
Chemistry
Communications

Course Number:

Title:

Instructional Method:
All
Blended
Multi-Option

Credit Range: hours to hours

Campus:
All
Albuquerque LUA
College of DuPage

Course Level:
All
Graduate
Undergraduate

Part of Term:
Non-date based courses only
All
First Eight Weeks
Full Term

Instructor:
All
Abdullah, Faisal
Abeh, Humphrey

Attribute Type:
All
African American Studies
Arabic Culture

Start Time: Hour 00 ▼   Minute 00 ▼   am/pm am ▼
End Time: Hour 00 ▼   Minute 00 ▼   am/pm am ▼
Days: ☐ Mon   ☐ Tue   ☐ Wed   ☐ Thur   ☐ Fri   ☐ Sat   ☐ Sun

Section Search   **Reset**

Use the selection options to search the class schedule.

You may choose any combination of fields to narrow your search, but you <u>must</u> select at least one Subject.

Hold 'Ctrl" to select multiple individual subjects or 'Shift' for a range.

Select **Section Search** when your selection is complete.

This will return all of the courses that match your criteria. To get more information about a course click on the CRN, and for even more detailed information click on the CRN then the title.

LEWISUNIVERSITY

◁▷ Personal Information | Student | Financial Aid | Faculty Services

Look Up Classes

🔙 | Home > Look Up Classes

L10975872 Megan L. Chaffee
Fall 2016
May 26, 2016 11:13 am

🔲 Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Note: While a course may be returned in a search that was submitted, it doesn't guarantee the student meets the criteria needed to register for the course. Click on the CRN and then the course title to see specific course restrictions.

Sections Found

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	80298	ENGL	11100	001	ROM	3.000	College Writing 1	MWF	08:00 am-08:50 am	18	1	17	5	0	5	0	0	0	Susan G Mitchell (P)	08/29-12/17	DL 209	
☐	80289	ENGL	11100	002	ROM	3.000	College Writing 1	MWF	08:00 am-08:50 am	18	2	16	5	0	5	0	0	0	Matthew W. Byrne (P)	08/29-12/17	DL 233	
☐	80290	ENGL	11100	003	ROM	3.000	College Writing 1	MWF	08:00 am-08:50 am	18	0	18	5	0	5	0	0	0	Michael Kyburz (P)	08/29-12/17	DL 112	
☐	80291	ENGL	11100	004	ROM	3.000	College Writing 1	MWF	09:00 am-09:50 am	18	3	15	5	0	5	0	0	0	Mark E Letcher (P)	08/29-12/17	DL 232	
☐	80292	ENGL	11100	005	ROM	3.000	College Writing 1	MWF	09:00 am-09:50 am	18	6	12	5	0	5	0	0	0	Matthew W. Byrne (P)	08/29-12/17	DL 233	
☐	80294	ENGL	11100	006	ROM	3.000	College Writing 1	MWF	10:00 am-10:50 am	18	6	12	5	0	5	0	0	0	Pramod Mishra (P)	08/29-12/17	DL 112	
☐	80295	ENGL	11100	007	ROM	3.000	College Writing 1	MWF	10:00 am-10:50 am	18	2	16	5	0	5	0	0	0	Susan G Mitchell (P)	08/29-12/17	DL 209	
☐	80296	ENGL	11100	008	ROM	3.000	College Writing 1	MWF	11:00 am-11:50 am	18	6	12	5	0	5	0	0	0	Michael Kyburz (P)	08/29-12/17	DL 112	
☐	80297	ENGL	11100	009	ROM	3.000	College Writing 1	MWF	11:00 am-11:50 am	18	0	18	5	0	5	0	0	0	Susan G Mitchell (P)	08/29-12/17	DL 209	
☐	80298	ENGL	11100	010	ROM	3.000	College Writing 1	MWF	12:00 pm-12:50 pm	18	1	17	5	0	5	0	0	0	TBA	08/29-12/17	DL 209	
☐	80299	ENGL	11100	011	ROM	3.000	College Writing 1	MWF	12:00 pm-12:50 pm	18	2	16	5	0	5	0	0	0	Donna C. Robertson (P)	08/29-12/17	DL	
☐	80300	ENGL	11100	012	ROM	3.000	College Writing 1	MWF	01:00 pm-01:50 pm	18	1	17	5	0	5	0	0	0	TBA	08/29-12/17	TBA	
☐	80301	ENGL	11100	013	ROM	3.000	College Writing 1	MWF	01:00 pm-01:50 pm	18	3	15	5	0	5	0	0	0	Mark E Letcher (P)	08/29-12/17	DL 209	
☐	80302	ENGL	11100	014	ROM	3.000	College Writing 1	MWF	01:00 pm-01:50 pm	18	0	18	0	0	0	0	0	0	Pramod Mishra (P)	08/29-12/17	DL 230	Scholar's Academy

Across the top of the list, you will notice some abbreviations with columns of numbers below:

Cap – Capacity – Total number of seats available

Act – Actual – Actual number of seats taken

Rem – Remaining – Total number of seats available

WL Cap – Wait List Capacity – Total number of wait list seats available

**WL Act** – Wait List Actual – Actual number of wait list seats taken

WL Rem – Wait List Remaining – Total number of wait list seats available

> *NOTE:* Courses may show remaining seats, but check wait list column as well. If there are students on the wait list (WL Act) but it also shows a seat remaining (Rem), then this means that a seat has opened up but it is on hold for the first student on the wait list.

- Select the course you wish to register for by clicking the **Select** box in the first column.
- If a **C** appears, the course is **Closed** (filled).
- After the **Select** box is checked, click **Register**. The **CRN** will become part of your schedule if no errors were encountered.
- Add more classes with **Class Search**.
- Register by clicking **Submit Change**.
- Classes will appear in your **Current Schedule** and **Credit Hours** will be calculated. **Web Registered** indicates a successful registration.

REGISTRATION:

1. Click on the **Records & Registration** tab.
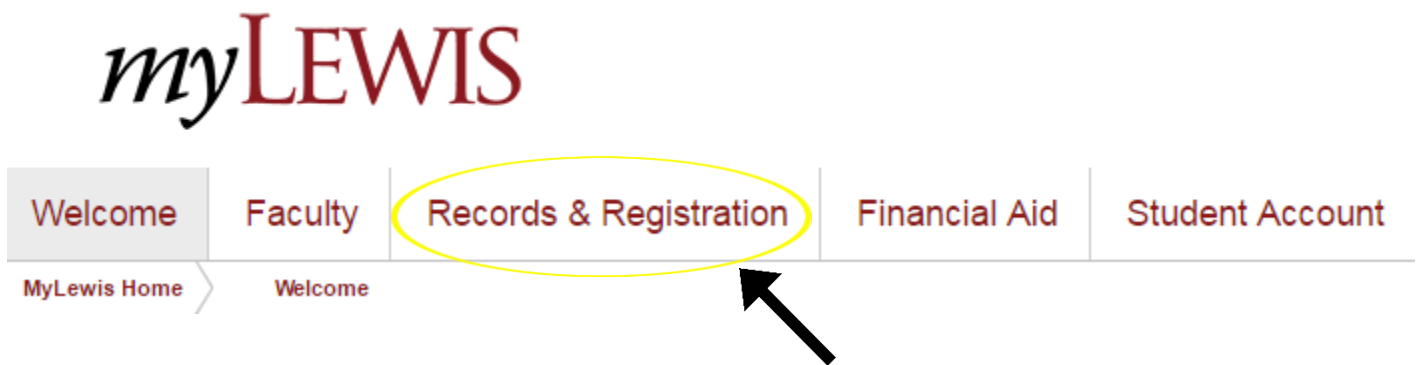
2. In the **Registration Tools portlet**, click on **Add or Drop Classes**.
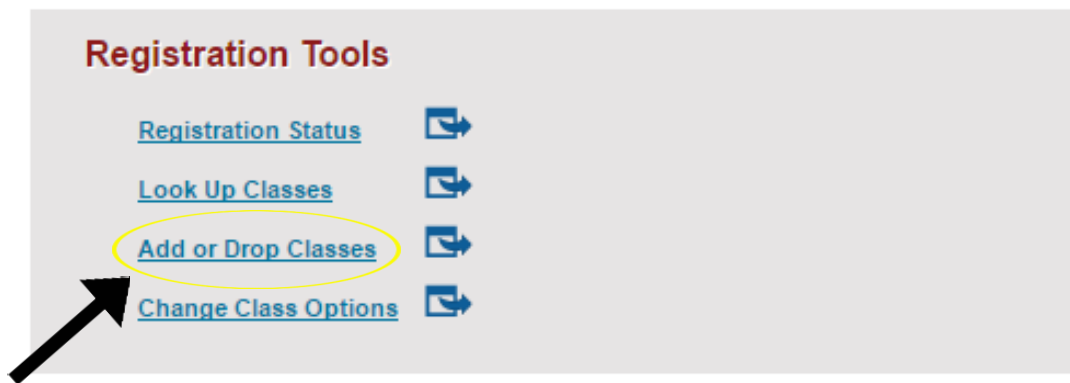
3. This will open a new tab in your browser, taking you to a separate system called **Self-Service Banner (SSB)**. SSB is identified by the red banner across the top of the webpages.

4. Choose the **Fall 2016** term from the drop-down menu, then hit **Submit**.

5. Type in the **PIN** you received from your advisor and click **Submit**

6. For your initial registration for the term, type in the **Course Reference Numbers (CRNs)** for the courses you're selecting and click **Submit Changes**.

◁▷ Personal Information   Student   Financial Aid   Faculty Services

Add or Drop Classes

🔄 | Home > **Add or Drop Classes**

L10975872 Megan L. Chaffee
Fall 2016
May 26, 2016 11:52 am

💬 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.
Please note: Financial Aid Awards are contingent upon continued enrollment and attendance in each class upon which financial aid eligibility was calculated. If a student drops or withdraws from a course before completion, financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

Add Classes Worksheet

CRNs

| 82004 | 62000 | 69600 | | | |

Submit Changes   **Class Search**   **Reset**

Note: In SSB, there is no "shopping cart" for courses. Once you hit 'submit changes' and no errors or restrictions exist, you are immediately registered for the course.

7. Your **Current Schedule** will be shown along with a summary of **Total Credit Hours**.

◁▷ Personal Information   Student   Financial Aid   Faculty Services

Add or Drop Classes

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Please note: Financial Aid Awards are contingent upon continued enrollment and attendance in each class upon which financial aid eligibility was calculated. If a student drops or withdraws from a course before completion, financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Mar 31, 2016	None ▼	82004	INSY	50600	002	Graduate	3.000	Standard Letter	Current Topics in Information Technology
Web Registered on Mar 31, 2016	None ▼	82141	BSAD	62000	003	Graduate	3.000	Standard Letter	Strategic Management in the Global Environment
Web Registered on Mar 31, 2016	None ▼	81979	BGEN	69600	001	Graduate	0.000	Standard Letter	Major Field Test (Non-Credit Business Assessment)

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: May 26, 2016 11:52 am

Add Classes Worksheet

CRNs

| | | | | | | | | | |

Submit Changes   **Class Search**   **Reset**

View Holds ■ Change Class Options ■ Registration Fee Assessment

If there are any schedule conflicts or pre-requisite errors, they will be shown under the credit hour summary in a section titled **Registration Add Errors.**

COMMON RESTRICTIONS:

Level Restriction	This means that an undergraduate student is attempting to register for a graduate-level course, or vice versa. Approval must be received and the student will need to be manually entered to override this error code.
Program Restriction	This means that the course is restricted to students within a certain program (e.g. Nursing students, Criminal Justice students, etc.). If a student is switching their major and will fall into the designated program, they will not be able to register for the course until the new major has been finalized and entered in their record.
College Restriction	This means that the course is restricted to students within a certain college (e.g. Arts & Sciences, Education, Nursing, Business, SPCE). If a student is switching their major and will fall into the designated college, they will not be able to register for the course until the new major has been finalized and entered in their record.
Co-Requisite Error	Most likely, this will occur when a student is registering for a Lab and Lecture combination. In Banner, these courses must be entered at the same time before submitting changes. Ensure that both CRNs are entered into the individual boxes, then hit Submit Changes.

CHANGING YOUR SCHEDULE:

➔ **Adding a course** - type in more CRNs into the boxes under Add Classes Worksheet

➔ **Dropping a course** - click on the dropdown list under **Action** for that course and choose **Drop Via the Web**.

➔ **Note:** You can make both adjustments at the same time if you like.
➔ Click **Submit Changes** when done making adjustments.

Finishing up

1. Print two copies of your schedule – one for you and one for your SOAR advisor

   - Click on Student
   - Click on Registration
   - Click on Concise Student Schedule
   - To print: Hold CTRL + P

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   Personal Information | Student | Financial Aid |

2. Log out of the portal in the upper sign hand corner by clicking 'Sign Out'