

Registration Instructions – Undergraduate, Graduate & Doctoral

Undergraduate Students

1. Login to Porches at <https://porches.udayton.edu> with your LDAP/Novell username and password, go to the **Flyer Student Services** tab and select **Search and Register for Classes** in the “My Resources > Registration” channel.
2. Determine the classes you want your Advisor to approve. To determine the courses you need to take, view your degree audit located under **Records** on the **Flyer Student Services** tab and select **DegreeWorks** in the “My Resources” channel. Meet with your advisor to discuss your course selections. Once in DegreeWorks select **Run Audit** button to view current information.
3. Meet with your Advisor to discuss your course selections. **Your advisor will give you an “Advisor Approval Code” which you will need to complete your registration.**
4. Once your courses have been approved by your advisor, Return to the **Search and Register for Classes** link indicated in step 1 to register on your assigned date and time.
Note: Registration Status will display your registration date and show any outstanding holds. Unresolved holds will prohibit you from registering.
5. There are two registration methods:
 - a. Add all courses to a worksheet (similar to a shopping cart): Locate your preferred course/section and click the box next to the preferred CRN (course registration number) to add it to your worksheet. Once you’ve selected all of the courses you want to take, submit your schedule. You will be prompted to enter your “Advisor Approval Code” once you submit your schedule.

This method allows you to build an entire schedule at once; only after submission do you see potential registration errors and closed classes.

- b. Search and register for courses one at a time: Click the “register” button each time you select a course. You will be prompted to enter your “Advisor Approval Code” the first time you register for a class or if you exit and re-authenticate to Porches.

This method of registering ensures that you will have a seat in the class if no other errors or section closings prevent you from registering. This method is recommended when you are aware that space in a particular course is limited or close to being full.

Students may change their classes online prior to the first day of the term by selecting the **Add or Drop Classes** link under the Registration section of “My Resources” channel.

More details about registering online are available on the **Flyer Student Services** tab at <http://porches.udayton.edu>.

STUDENTS ARE RESPONSIBLE FOR MONITORING THEIR OWN PROGRESS IN COMPLETING REQUIREMENTS FOR GRADUATION. DROP/ADDS MADE WITHOUT DISCUSSION WITH YOUR ADVISOR WHICH MAY RESULT IN NON-FULFILLMENT OF REQUIREMENTS WILL **NOT** BE CORRECTED BY SUBSTITUTIONS AND WAIVERS.

Graduate/Doctoral Students

1. Login to Porches at <https://porches.udayton.edu> with your LDAP/Novell username and password, go to the **Flyer Student Services** tab and select **Search and Register for Classes** in the “My Resources > Registration” channel.
2. Determine the courses you want to take.
3. It is recommended – though not required – that you meet with your advisor to ensure you are scheduled for the correct courses. Advisor Approval Codes are not required for registration of graduate/doctoral students.
4. Return to the **Search and Register for Classes** link indicated in step 1 to register on your assigned date and time. Note: The **Registration Status** link will display your registration date and show any outstanding holds. Unresolved holds will prohibit you from registering.
5. There are two registration methods:
 - a. Add all courses to a worksheet (similar to a shopping card): Locate your preferred course/section and click the box next to the preferred CRN (course registration number) to add it to your worksheet. Once you’ve selected all of the courses you want to take, submit your schedule.

This method allows you to build an entire schedule at once; only after submission do you see potential registration errors and closed classes.
 - b. Search and register for courses one at a time: Click the “register” button each time you select a course.

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All Undergraduate Students: Online Wait List Process

You may only be added to the waitlist if the class you want is closed.

On porches under Search and Register for Classes next to each class section are the following designations:

CAP - maximum number of students allowed in the class
ACT - number of students currently registered in the class
REM - number of seats remaining in the class
WL Cap - number of students that will be allowed on the wait list
WL Act - number of students on the wait list
WL Rem - number of wait list spots remaining

If you want to be added to the wait list for a class that is closed, do the following:

1. **Make a note of the CRN (course registration number) of the section you want**
2. **From the main registration menu select "Add or Drop classes"**
3. **Enter the CRN number of the section you want**
4. **Click "Submit Changes"**
5. **From the drop down box in the Action column, select " Wait List" and click Submit Changes**

Being on the wait list **does not** mean you will get a seat in the class. It only means that if someone drops the class you may have an opportunity to get that open seat. You should always try to find alternative sections or classes to ensure that you have a full schedule. If other sections of a class you are waiting for are open and fit with your schedule, then you will not be added into a closed class, even if you are on the wait list. The wait list will be prioritized, so just because you take the 1st wait list spot does not mean that you will get the 1st seat that opens. Wait lists are prioritized based upon graduating students, senior standing students, juniors, etc. that need more hours, etc.

If a seat opens in a class and you are on the wait list, you will receive an email with instructions. You will have only 24 hours to register for this seat (THIS INCLUDES WEEKENDS). If you do not take action within 24 hours, the seat will be offered to the next student on the wait list. If you are registered for 18 hours, you will need to drop a course before you will be permitted to add the new class.