

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 **Academics** tab and select **Search and Register for Classes** in the “Registration Tools” channel.
2. Determine the classes you want your Advisor to approve. To determine the courses you need to take, view your degree audit located on the **Academics** tab and select **DegreeWorks** in the “Registration Tools” 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 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. 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 Tools” channel.

More details about registering online are available on the **Academics** 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 <http://porches.udayton.edu> with your LDAP/Novell username and password, go to the **Academics** tab and select **Search and Register for Classes** in the “Registration Tools” 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.

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.

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