

HOW TO REGISTER ONLINE – CentreTerm and Spring Term 2024

Centre College – CentreNet

Log onto CentreNet by pointing any internet browser to <https://centrenet.centre.edu/ics>

REGISTRATION CHECK LIST

- You have reviewed your degree audit to determine what requirements you have completed and what requirements you need to complete.
- You have reviewed the course schedule to determine the classes you need with consideration for section restrictions, prerequisites and other factors that may affect your eligibility to register for the course.
- You have selected alternate courses in the event a course has closed or another course selection is required.
- You have reviewed and resolved any holds on your account that may prevent you from registering. Holds can be accessed on CentreNet in the Student Holds Portlet.
- You have met with your advisor(s) prior to registration and have confirmed that at least one advisor has cleared you to register for both terms in the Faculty Portlet of CentreNet.
- You know the time and day you may begin registration.

TO REGISTER

1. At your appointed time to register and NOT before, log in to CentreNet. The “Student” page should load. If not, hover over the “My Services” tab and select the “Student” link. Next, click on “Course Registration” link located under the Class Info column on the on the right side of the browser window.
2. Make sure you have set your “Term” option to the correct session and year. (WI 2024 and SP 2024)
3. Select the “Add by Course Code” tab.
4. To add a course, start typing in the course number in the Course Code boxes. A dropdown of courses that match what you have typed will appear. Select the course and section you want from the dropdown. It will appear in the Course Code box.
 - You can enter one to six courses at a time.
 - You may look-up and add the course number and section by clicking on the “Course Search” tab.

ADDITIONAL NOTES

1. After you register, PLEASE avoid accessing online registration during the peak hours of registration (7am-2pm). Doing so will slow access to registration for students who need to register then.
2. Registration will close Friday, November 10 at 4:30 p.m. You may change your schedule any time from your appointed time to register until the close of registration.
3. There will be an additional add/drop period in beginning in December (to be announced) when students can change their schedule online for either term. Students may add up to 16 hours during that period for spring term. Students who wish to register for more than 16 hours must obtain the written

permission of Assistant Dean Gulley and come to the Registrar’s Office to add the additional hours.

4. Independent studies will be added to a student’s schedule by the Registrar’s Office AFTER we receive your approved independent study form. See the form for instructions and deadlines. The form is available on the Registrar’s webpage.

5. Check your schedule on CentreNet the night before a new term starts for up-to-date schedule and classroom information.

STUDENTS ABROAD NOW

You will receive detailed instructions via email for sending your course choices to your advisor and to the Registrar PRIOR

- Verify you have entered the course number exactly as it is in the course schedule. Use capital letters with one space between the department code and the number and a dash between the number and section letter; use lower-case letters for the section letter.
 - Verify you added the correct section to match the days and times you prefer.
5. Click on the “Add Course(s)” button. If the course is added successfully it will appear in the bottom portion of the screen under “Your Schedule (Registered).”
 6. After each add, stop and notice the comment in the area above the schedule. This will notify you of important information such as:
 - Time conflicts exist with another course.
 - A course requirement has not been met.
 - This course section is closed. (To be placed on a waiting list for a closed class you must contact the Registrar’s Office.)
 - You have taken this course previously (in most cases, only courses previously graded D or U may be repeated).
 - Your maximum hours have been exceeded. **You may register for a maximum of 14 credit hours during regular registration** (see note below for adding additional hours later).
 7. Continue to add courses if you elected to add one course at a time by entering course numbers and sections and clicking the “Add Course(s)” button.
 8. To drop (remove) a course, select the course and click the “Drop Selected Courses” button. Once dropped the course will no longer appear on the screen.
 9. Once you have finished adding classes you are done; no additional steps are necessary to complete your registration. Close the Portlet window and log out of CentreNet. If you do not close the browser, your registration file and student information will be accessible to the next user, and your connection will slow down access for other students who need to register.

to registration. The Registrar’s Office will enter your registration at the time you are scheduled to register. You WILL NOT have access to online registration during registration week but will have access during the add/drop period in December.

STUDENTS ABROAD IN THE SPRING

Strasbourg, Mexico, and London students should register online. Your course options are in the system. A detailed summary of your course options will be sent to you prior to registration. All other off-campus Students (Germany, Marista, Spain, Northern Ireland, Scotland) will not register online. Your course options will be available later and the Registrar’s Office will register you in courses at the appropriate time.