INTERIM OFF-CAMPUS PROGRAMS: STEP-BY-STEP REGISTRATION INSTRUCTIONS

In order to successfully register for an off-campus interim program, you will need to know the CRN for the course for which you are registering. The CRNs are the 5-digit numbers listed on this page.

Winter 2019:

<table>
<thead>
<tr>
<th>Sub</th>
<th>Course</th>
<th>Sec</th>
<th>Course Title</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDS</td>
<td>191</td>
<td>01</td>
<td>The Cuban Revolution/Cuba: It’s complicated</td>
<td>20001</td>
</tr>
<tr>
<td>GEOL</td>
<td>170</td>
<td>02</td>
<td>The Geological Evolution of Ecuador</td>
<td>20003</td>
</tr>
<tr>
<td>GEOL Majors</td>
<td>170</td>
<td>01</td>
<td>The Geological Evolution of Ecuador (majors only)</td>
<td>20002</td>
</tr>
<tr>
<td>INDS</td>
<td>174</td>
<td>01</td>
<td>Global Senegal: Alternative Modernities</td>
<td>20005</td>
</tr>
<tr>
<td>INDS</td>
<td>128</td>
<td>01</td>
<td>South China Development</td>
<td>20004</td>
</tr>
<tr>
<td>INDS</td>
<td>214</td>
<td>01</td>
<td>Journey to Rome</td>
<td>20006</td>
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</table>

May/Summer 2019:

<table>
<thead>
<tr>
<th>Sub</th>
<th>Course</th>
<th>Sec</th>
<th>Course Title</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERM</td>
<td>101</td>
<td>01</td>
<td>German Intensive*</td>
<td>40005</td>
</tr>
<tr>
<td>INDS</td>
<td>245 &amp; 380</td>
<td>01</td>
<td>Social and Ethical Issues of Health Care in the US and UK</td>
<td>Health Care Internship**</td>
</tr>
<tr>
<td>INDS</td>
<td>105</td>
<td>01</td>
<td>Lang&amp;History: Renaissance Italy</td>
<td>40006</td>
</tr>
</tbody>
</table>

* ALL levels of German should enroll in GERM 101. We will assign you to the appropriate level after registration.
** Students who register in INDS 245 will have INDS 380 after registration.

ON REGISTRATION DAY:

- Login to Banner Self-Service by entering your Network ID and Network Password. (Off-campus Interim registration does not require a registration PIN from your adviser.)
- Follow the link “Student Services & Financial Aid,” then click the “Registration” link.
- Click “Select Term” and select “Interim 2019” (for January courses) or “Summer I 2019” (for May/Summer courses), then click “Submit Term.”
- Click “Add/Drop Classes.”
- Scroll down to the Add Classes box and enter the CRN.
- When you have finished, select the “Submit Changes” button.
- You will be returned to the Add/Drop page when your request is finished processing.
The page returns a list of successfully registered courses.
Follow the link at the bottom of the page to “Check Your Registration Status.”
Please note: If you have any holds, you need to contact the appropriate office to clear the hold before registering.
In addition, you will be notified of any problems with your registration request with a “Registration Error” message. The attached list shows the types of error messages and the appropriate action for each type.
If you receive an error message, you are not registered for that particular course. Error messages are not retained when you resubmit your CRN.
Verify your schedule. Follow the link “Student Detail Schedule” at the bottom of the Add/Drop Classes page to verify that your registration has processed correctly.
Exit the Browser. To insure that your account is not tampered with, you should exit the browser and reboot the computer if you are at a public site.

PLEASE NOTE: The online registration merely “holds” a space for you on the chosen interim off-campus program, but is not a confirmation of enrollment. To finalize the registration, applicants must complete the tasks that will be deployed to them on the study abroad portal after their registration has been processed (typically, by the day after registration) and pay the NON-REFUNDABLE $500 deposit by Monday, September 24, 2018.

Marquis Scholars and Financial Aid must confirm their registration as well as submit the $500 deposit as proof of commitment to the program. Please contact keeslerr@lafayette.edu with any concerns.

REGISTRATION ERRORS YOU MIGHT ENCOUNTER

- “CLOSED”: Course is closed. Open and COMPLETE a Wait List application.
- “OPEN”: Although the course indicates openings, students will be placed on a Wait list until openings are confirmed. Open and COMPLETE a Wait List application.
- “Status rules not defined for part of term”: System error generated for OPEN-WAITLISTED courses—you can ignore this message.
- “Duplicate CRN”: You have entered a duplicate CRN. Re-enter the correct CRN.
- “CRN does not exist”: An invalid CRN was entered. Enter the correct CRN.

PUBLIC COMPUTER LABS
There are several computer labs available on campus at the following locations: Farinon Center 208, and Pardee Hall 104 (but please make sure you check the opening time of these labs if you want to use them early in the morning because they may still be closed at 7:30am!).

If you have a problem accessing the web, please call the Student Help Desk at x5506.

Problems with your log-in credentials or restricted access must be handled in person at the Registrar’s Office during regular office hours.