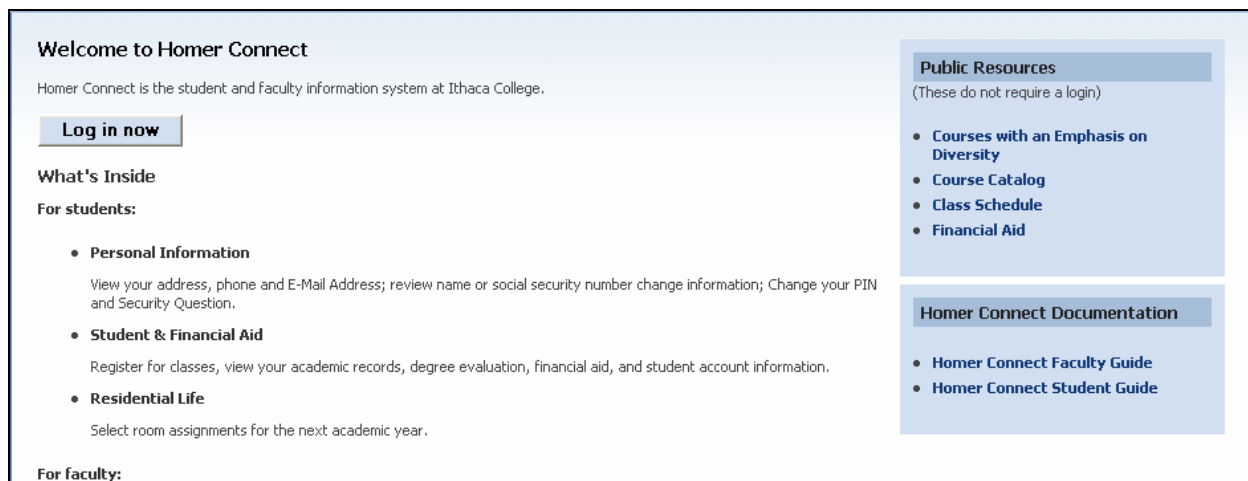


STEP-BY-STEP REGISTRATION PROCEDURES

On the day **BEFORE** you are scheduled to Register:

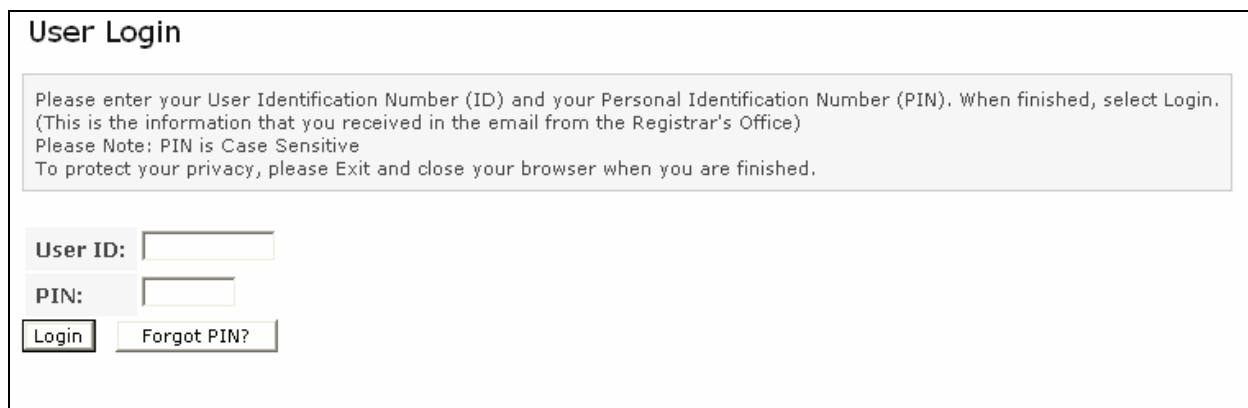
- Login to HomerConnect and check your Registration Status under the Registration Menu.
- If you have any holds that prevent registration, you will not be able to register until they are resolved. Many Ithaca College offices are open Monday through Friday from 8am to 5pm, some do not open until 9am. College offices will not be open at 7:00 am if you have a problem. You may e-mail HOMER@ITHACA.EDU if you have a problem, but it likely cannot be resolved until the appropriate office is open.
- Make sure you have your Registration Access Code for registration if your major requires one, or if you have been notified that you must have one.
- Be sure that you know which day your registration access begins, according to your academic record and earned credits.

HomerConnect Registration



The screenshot shows the Homer Connect homepage. At the top left, it says "Welcome to Homer Connect" and "Homer Connect is the student and faculty information system at Ithaca College." Below this is a "Log in now" button. To the right, there are two boxes: "Public Resources" with links to "Courses with an Emphasis on Diversity", "Course Catalog", "Class Schedule", and "Financial Aid"; and "Homer Connect Documentation" with links to "Homer Connect Faculty Guide" and "Homer Connect Student Guide". Under "What's Inside", there are sections for "For students:" and "For faculty:". The "For students:" section includes "Personal Information", "Student & Financial Aid", and "Residential Life".

Click on the Login in Now button.



The screenshot shows the "User Login" form. It includes a text box with instructions: "Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login. (This is the information that you received in the email from the Registrar's Office) Please Note: PIN is Case Sensitive To protect your privacy, please Exit and close your browser when you are finished." Below the text box are two input fields: "User ID:" and "PIN:". At the bottom, there are two buttons: "Login" and "Forgot PIN?".

If you have forgotten your PIN, enter your User ID (ICID number) and then click Forgot PIN? Answer the security question you set up, and the system will allow you to reset your PIN.

Homer Connect Main Menu

Welcome, Vincent H. VanDusen, to Homer Connect! Last web access on Sep 27, 2007 at 02:35 pm

Personal Information
View your address, phone and E-Mail Address; review name or social security number change information; Change your PIN Number and Security Question.

Student, Financial Aid, and Residential Life
Register for classes, view your academic records, financial aid, student account information and select new housing.

Class Schedule
View the current schedule of classes.

Course Catalog
View course information and course descriptions.

Click on Student, Financial Aid, and Residential Life link.

Student, Financial Aid and Residential Life

Registration
Check your registration status, class schedule and add or drop classes.

Student Records & Billing Information
View your holds, grades, transcripts and account summary.

Financial Aid
View your financial aid status, awards, loans, missing information, special messages and other useful links.

Residential Life
Select new housing, squat your current room/apartment, view and change your housing selection.

Meal Plan Selection
Change, Add or Delete meal plan

Health Services
You will be redirected to the student group insurance online waiver site. This online waiver system will accept only one decision. If the Student Health Insurance Plan after using this system to waive, you must contact Ithaca College Student Health Services (607)

Click on Registration link.

Registration

Select Term
Add or Drop Classes
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Status
Active Registration
Registration History


Click on Add or Drop Classes link.

Registration Term

Select a Term: ▼

Make sure the correct term is displayed and click Submit.

Registration Access Code Verification

 Please enter your Registration Access Code below. This is the code you received from your advisor


Registration Access Code:

If your major is in the School of Humanities & Sciences or the Division of Interdisciplinary & International Studies; or if you've been contacted by your Dean's Office or Department, you will need this REGISTRATION ACCESS CODE for registration.

Your adviser can supply this to you. This is NOT the same as the PIN you used to login to HomerConnect and cannot be reset or disclosed by a Registrar Staff member.

Enter your REGISTRATION ACCESS CODE and click Submit.

If you get the message "Not your time for Registration", please re-check your access time & date using the Schedule for Registration Access on the Registrar's website.

 **Registration Add Errors:** You will need to complete a Permission to Enroll form and take it to the Department or Dean's Office of the course when you receive one of the following error messages.

PREQ and TEST SCORE – You do not meet the listed prerequisites or placement exam scores for this course. You will need to request an override from the instructor, department, or Dean's Office to register.

LEVEL RESTRICTION – Your level (Undergraduate, Graduate) does not allow registration for this section. Please refer to course description.

CLOSED SECTION – This section is full.

RESERVE CLOSED – The remaining seats in this section are reserved for specific populations.

CLASS RESTRICTION – Your class (Freshman, Sophomore, Junior, Senior) does not allow registration for this section. Please refer to course description.

LINK ERROR: 'XX' Required – You are attempting to register for only one section of a two-section linked course. You must register for both the lecture and a required lab, discussion or drill section also.

INSTRUCTOR/DEPARTMENT/DEAN – You must get permission of the instructor, department, or dean to register for this class.

To drop a class, click on the arrow next to that class in the Action column, and select ****Drop Web****

The RESET button clears all entered CRNs before they have been submitted.

The Class Search button will take you to a search screen to enter parameters to narrow the Class Schedule to what you're looking for.

CRN = Course Reference Number - a unique 5-digit number assigned to every section of a course offered for a semester. You can find these CRNs in the Class Schedule immediately following each course title listed. Entering these 5-digit numbers in the boxes below and clicking the Submit Changes button will immediately register you for each course provided there are no Registration Errors.

Please take note of the Registration Add Errors you may receive during your registration. These are the messages you must put on a "Permission to Enroll" or "Override" form if you are unable to register yourself for a class. In order to receive approval to override the error, we recommend that you copy the exact wording of the error you receive. This will aid in the approval process.

Add Classes Worksheet

CRNs

You may add courses all at one time by entering the CRNs in the above boxes. To look up information about a course, you may use the Class Search button to search for courses by subject, faculty member, day, time, etc.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Sep 27, 2007	None None **Drop Web**	40703	ANTH	10700	02	Undergraduate	3.000	Standard	World Prehistory

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Maximum Hours: 18.000
 Date: Sep 27, 2007 03:06 pm

Add Classes Worksheet

CRNs

If you wish to drop a class, click on the arrow to the right of the word "None" and select ****Drop Web****. Then, click Submit Changes at the bottom of the page.

	Previous Week	Week of Feb 11, 2008 (77 of 90)						Next Week
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
10am								
11am	ANTH 10700-02 40703 Class 11:00 am-11:50 am TBA	HLTH 22800-01 41903 Class 10:50 am-12:05 pm TBA	ANTH 10700-02 40703 Class 11:00 am-11:50 am TBA	HLTH 22800-01 41903 Class 10:50 am-12:05 pm TBA	ANTH 10700-02 40703 Class 11:00 am-11:50 am TBA			
12pm								
1pm	ARTH 16000-01 43512 Class 1:00 pm-1:50 pm TBA		ARTH 16000-01 43512 Class 1:00 pm-1:50 pm TBA		ARTH 16000-01 43512 Class 1:00 pm-1:50 pm TBA			
2pm								

From the Registration Menu, choose Week at a Glance to see the schedule you've created for yourself.

Be sure to remember to check your schedule frequently just before and during the first week of classes every semester. Classes are often moved to different classrooms for various reasons at the last minute.