

Online Registration Instructions – November 2016

Before you register

1. Meet with your advisor
 - Review academic progress and course selection.
 - Receive a PIN number that is required to register.
2. Your student account must be up-to-date to register. Holds may include the following (where to clear these is in parentheses):
 - Outstanding tuition/fees/room and board with no payments made this semester (Student Accounts – see above)
 - Unpaid library fines (Library)
 - Incomplete financial aid files (Financial Aid)
 - Unpaid parking tickets (Campus Security)

Registration Times

Registration eligibility times are posted online at www.finlandia.edu/register.

Where/When to Register

1. Online registration may be done from anywhere that you have a computer with reliable Internet access (for example on campus or at home).
2. Assistance with resolving registration issues is available in the University Registrar's office during regular business hours. (Mannerheim 100 or 101)
3. Log in issues can be addressed with IT at the Help Desk in Mannerheim 109, by calling extension 444, or emailing support@finlandia.edu.

Logging In

It is highly recommended that you practice your login prior to attempting registration.

1. Go to the web site <https://finlandia.empower-xl.com> (you do not need to type in the https://) **OR** click on <http://www.finlandia.edu/empower-online-classes-and-student-e-mail.html>
2. Login using your network account Username and Password. If you have not used your network account username and password on campus for some time, test them by logging in to a university computer in a lab or the library prior to registration.

Registering for Classes

1. Roll your mouse over the tab in the upper corner labeled “Course Registration.”
2. Click on the Course Registration link that appears underneath it.
3. Enter the 10 digit PIN number provided by your advisor in the “Advisor PIN” field.
4. Select the correct term that you are registering for from the drop-down menu labeled “Select a Term” (Spring 2017), then click the “Register” button.
5. To add courses, begin by clicking the “Add Courses” button. In the selection window that appears, **click only the “Search” button to view the entire catalog**. Putting in too much information in other fields will limit your search.
6. The course catalog will appear showing course numbers and sections, a description, the number of credit hours, the location, and time and dates for each course. Courses are listed alphabetically by course prefix and number.
7. The “Detail” link (to the right side of each course listed) provides additional information from the printed catalog describing the course, any necessary prerequisites or co-requisites, the number of course seats offered, and the number of seats still available. **These detail boxes are separate windows that must be closed after viewing to return to the course catalog.**
8. Scroll through the list of courses to find the course(s) you wish to add; then, click in the check box to the left of that course. You may check one or more courses (or you may check all of the courses you wish to add at one time). **If your course has a lab component, be sure to select the lab section as well; for example, BIO 172 requires you to sign up for BIO 172L.** When you are finished selecting courses, click the “Register” button at the top (or the bottom) of this screen. You will see a message saying your request is processing, and to please wait.
9. The catalog screen will disappear and a message will appear listing the number of **successful** registrations and the number of **pending (unsuccessful)** registrations. **Clicking the “See Detail” button returns you to the main registration screen and shows the detailed results for the courses you selected.**
10. Courses appearing in the **Successful Registration** section are now on the schedule for the selected semester. **Courses appearing under Pending Registration – see detail below were not added successfully.** Each of these courses will be listed in red type along with a reason code. Typical reason codes are “Class full,” “Course requisites not met,” or “Time conflict” (conflicting with another course you already added under Successful Registrations).
11. If you are currently enrolled in a pre-requisite course or have registered for a co-requisite course for the coming semester, an **“Acknowledge”** button appears below the Pending Course Registration. Clicking this button moves the course into the Successful Registrations section. By clicking the **“Acknowledge”** button, you are acknowledging that you are currently taking the prerequisite or have registered for a co-requisite. If you do not successfully complete the prerequisite course or drop the co-requisite course, you will be dropped from the course that requires them. **If you do not click the “Acknowledge” button, you are not registered for the class.**

Removing a Course

If, for some reason, you wish to remove a course that you had successfully added, click the blue “DROP” link to the left of the course number in Successful Registrations. Remember, this removes you from the course, and the course may be full (if there was an existing wait list), if you try to add it again.

Waitlists

1. If a course appears in the Pending Registration section and the reason shown is “course is full,” you may add yourself to a Waitlist by clicking the “Waitlist” button. If the course section was full and someone drops it, this is your way of being “in line” for seats that may open up (there is never any guarantee that seats will become available in a course you are wait-listed for). You may manage the priority of your wait-listed classes by selecting a value (1-9, one being the highest priority) from the “Select One” drop-down menu for each wait-listed course, then clicking the “Submit Preferred Order” button.
2. **DO NOT depend on wait-listing as a way to get into a course, especially if it will affect the number of credits you have for financial aid or athletic eligibility purposes.** If you are having difficulty filling your schedule, see your advisor or stop in the University Registrar’s office for help. **Wait-listing cannot get you into a class for which you don’t have the necessary prerequisites, have time conflicts, or don’t have the necessary class standing.**
3. To remove courses from the Pending Registration area, click the blue “DELETE” link to the left of a course number. Clicking the DELETE link also removes you from any wait-listing for a course, so if you are hopeful that a closed course may have a seat open up, deleting the course from your pending registrations would also move you to the back of the wait list line if you attempted to add it again.
4. Credit hours will appear in the box in the upper right-hand corner of the main registration screen for successful registrations (Undergrad/Registered) and unsuccessful registration (Undergrad/elected). **Pending and Elected mean the same thing – you have NOT successfully registered for those courses and credit hours.**

Printing and Logging Out

1. When you are done adding classes, you may print your schedule by clicking the “Print Schedule” button on the right side of the Successful Registrations. This produces a printer-friendly document similar to what you would receive from the University Registrar’s office.
2. When you are done, leave the online system by clicking the blue LOG OUT link in the upper right corner of your screen.

Other Helpful Information

In the upper right-hand corner of the registration screen is a box showing the total number of credit hours you have earned (Undergrad/Earned), the number of credit hours you have successfully registered for (Undergrad/Registered) and the number of credit hours you have **NOT** successfully registered for (Undergrad/Elected).

You will have access to your online registration through 4:00 p.m. on Wednesday, December 7th. After that time, you may log in to see your schedule, but you will not be able to make changes. You will need to use the written drop/add card process with your advisor and submit the drop/add card to the University Registrar's office.