GSOM Online Registration Directions

Important Notes:

- Visit the GSOM web page to view the GSOM schedule: [http://www.clarku.edu/gsom/current/academics/courses.cfm](http://www.clarku.edu/gsom/current/academics/courses.cfm) or visit the Registrar’s page to see the schedule grid [http://www.clarku.edu/offices/src/courses/index.cfm](http://www.clarku.edu/offices/src/courses/index.cfm).

- Choose the courses you plan to register for and have the list of courses and CRN numbers in front of you at the time you register. **Make sure you have COMPLETED AND RECEIVED a grade for ALL prerequisites or you will not be able to register (if not, you will receive a preq and test score error).** If you wish to request permission from a faculty member to override a prerequisite, you should send an email (not the last day of registration) to the professor. If they are willing to grant an override, they can do so online and allow you to register (only if they give permission and override).

- All GSOM students are encouraged to submit payment at the time they register. Acceptable payment methods are: personal check, credit card, cash, bank or Travelers check. Credit card and personal check payments are submitted electronically (instructions below). Cash payments are submitted to the Cashier’s Office at 20 Downing Street, 2nd floor. **PAYMENT in full must be received no later than the Friday of the first week of classes. Failure to pay GSOM in full will result in registration cancellation.** Students who have coverage by a 3rd party MUST have a promissory note and 3rd party information on file in the GSOM office.

- Make sure you can login to your CU Web account [https://prodssb.clarku.edu](https://prodssb.clarku.edu). If you have any problems with your username and password, please contact the helpdesk: helpdesk@clarku.edu or check your registration status to verify you do not have any holds.

You are ready to register! In order to register for courses online, you must log into CU Web [https://prodssb.clarku.edu](https://prodssb.clarku.edu).

1. Log into CU Web using your Clark network username and password. Select the Student Services & Financial Aid tab towards the top of the page.

2. Select Registration from the menu options.

3. Select Add/Drop classes from the next menu option.

4. Select the appropriate term/semester that you wish to register for, and click Submit.

Add/Drop Classes

When registering for the first time, a blank registration form will appear. After that, when adding/dropping classes, you will see your Current Schedule on top and the Add Classes area below. To view Course Offerings, click that link at the BOTTOM of the page.

In the Add Classes table, enter the CRN number for each course. Use a separate box for each CRN. Click **Submit Changes** after you have made all your entries.

1. Use the Add Classes section of this screen to add other CRNs. Click **Submit Changes** to register.

2. Continue to register until all of the classes you are interested in have been successfully registered and appear in the Current Schedule section. Remember to look at the **Total Credit Hours** section below the Current Schedule to keep track of the current amount of Credit Hours you have scheduled.
3. To drop classes, view your Current Schedule. Use the drop-down arrow in the Action field next to the class you want to remove from your schedule. Choose Drop Course on Web and then click Submit Changes. When your Current Schedule reappears, the course you dropped should no longer be there.

### Common Errors

Classes for which you have NOT been successfully registered will appear under the Registration Errors section as seen in Add/Drop Classes. You must scroll to the right to view the Status column of that table to determine the reason for the error.

Some of the most common errors are listed here:

<table>
<thead>
<tr>
<th>STATUS MESSAGE</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed Section</td>
<td>Course capacity has been reached. Select another class.</td>
</tr>
<tr>
<td>Linked Course Required</td>
<td>Course requires a lab and/or discussion. Check the course offerings for the required section and add the class again with the required lab/discussion CRN.</td>
</tr>
<tr>
<td>Prerequisite and Test Score Error</td>
<td>One or more prerequisites, corequisites, or placement level information are not in the database. Select another class.</td>
</tr>
<tr>
<td>Instructor Signature</td>
<td>Obtain instructor's permission or select another class.</td>
</tr>
<tr>
<td>Time Conflict with CRN</td>
<td>Conflict in scheduling. Select another class.</td>
</tr>
<tr>
<td>Class Restriction</td>
<td>Enrollment based on class year (e.g., JR/SR only). Select another class.</td>
</tr>
<tr>
<td>Invalid Level for Course</td>
<td>Restricted to either undergraduate or graduate students only. Select another class.</td>
</tr>
<tr>
<td>Duplicate CRN</td>
<td>CRN has been entered twice.</td>
</tr>
<tr>
<td>CRN Does Not Exist</td>
<td>Incorrect CRN. Check course offerings to verify CRN and re-enter.</td>
</tr>
<tr>
<td>Maximum Hours Exceeded</td>
<td>Undergraduates maximum of 4.50 units; graduate students maximum of 6.0 units. You must drop a course first before adding another to your schedule.</td>
</tr>
</tbody>
</table>

### Perform a Class Search

You may search the schedule to determine class availability and register for a class directly from the results window.

1. Below the Add Classes section, click the Class Search Button.
2. In the Class Search dialog box, enter the chosen parameters for your search. For example, you could search for all Art History classes that meet on M/W/F.

*Please note: you must select a subject; other criteria are optional. Click Class Search at the bottom of the dialog box when ready to search.*
3. In the results window you will see the classes available for registration.

- The checkbox in the "Select" column indicates that you may register for the class.
- To register for a class, click the box to select the class, then click the Register button at the bottom of the table. Click Class Search to begin a new search.

Revising Your Schedule

To make changes to your schedule online after you have already registered, go to the Add/Drop Classes section. If you have already registered for your maximum number of units, you must drop a course before you can add another to your schedule. Make sure to click on Submit Changes to process. Check the Current Schedule section to be sure your changes were successfully processed. All class restrictions, enrollment cap, etc., are in effect during schedule revision.

Payment Information – Finish Registration Process

All GSOM students must remit payment at the time they register. For ease and simplicity, students may pay by credit card or electronic check (over a secured network), or remit payment to the GSOM office no later than the first Friday of the first week of classes. Failure to pay GSOM in full will result in registration cancellation. Any student registering after the posted registration deadlines will be charged a $50.00 late fee. Students who have coverage by a 3rd party MUST have a promissory note and 3rd party information on file in the GSOM office.

1. At the Student Services and Financial Aid page, click on Student Account Information. Then click on Account Summary by Term. You will see all current charges for the semester you just finished selecting courses for. View the balance.

2. At the bottom of the page (in small print) is a link to pay by electronic check or by credit card. This process is done over a secure server. Please make sure your payment matches your balance to ensure your registration process is complete.

*As of October 1, 2010, all credit card transactions will be charged a 2.75% service fee, which is a University policy. GSOM strongly recommends payment by ACH (electronic check) through CU Web to avoid additional fees and for convenience.

Important Notes:

All GSOM students enrolled in 2.75 or more units are enrolled in and charged for the University Health Insurance. Students must either enroll in this insurance program or complete a health insurance waiver form online

(Domestic students: https://www.universityhealthplans.com/secure/waiver.cgi?school_id=18 /
International students: http://www.clarku.edu/offices/business/businessmanager/docs/insurance_international_students.pdf)

stating their coverage under a different program. If the waiver form is completed in the fall it does not have to be resubmitted in the spring. The waiver is required each year and for NEW full-time students in the spring.

If you have a student loan and completed the process with the Financial Aid Office, you can view that information under the Financial Aid section off of the Student Services and Financial Aid page (please note: if awarded by year, the yearly total is what is posted).

If you have a scholarship, please deduct that from the balance due.