Online Registration Instructions

E-Z Arts Link

PRIOR TO REGISTERING FOR CLASSES
Although you will not be able to see the registration screens until they are turned on, you may wish to take these steps in preparation for registration day.

1. Meet with your advisors (this includes your Liberal Arts advisor, if applicable).

   Check the class offerings by clicking on the class schedule button on the home page of E-Z Arts:

2. Make sure to choose the correct term from the drop down box. Check in E-Z Arts to see if you have any holds on your account. All holds must be satisfied before you can register. Receiving a hold message will prevent you from going any further.

3. It may be helpful to write down the classes you would like to register for in advance. Each class section has a unique identifier called a Course Reference Number (CRN). You will be able to “speed register” once registration is open simply by plugging the CRNs into the boxes. The CRNs can be found in the Class Schedule Listing. You may log in and out multiple times over the registration period. You will need to be registered for at least 12 credits (9 for grad students) by the end of the registration period unless you have special permission to attend part-time.

Class Schedule Listing

REGISTER FOR CLASSES

1. Enter the Secure Area by Logging on to E-Z Arts

2. Click on Student

   Main Menu

   Welcome

   Student
   View Student information

3. Click on Registration
4. Select Term (Fall 2016)  
   Note: If you did not check for holds, you should do so now.

This is how your registration status should look:

Registration Status

- You have no Registration Time Ticket. You may register at any time.
- You have no Holds which prevent registration.
- Your Academic Standing is Good Standing which permits registration.
- Your Student Status permits registration.
- Your Class for registration purposes is First Year Undergraduate.

5. Click on Add or Drop Classes
Add classes by CRN (course reference number) in the boxes going across, and hit “Submit Changes.” You may go in and out of the registration area multiple times to add or drop classes.

Add or Drop Classes

Use this page to add or drop classes for the selected term. If you have already registered for the term, the classes will appear in the Class Registered Successfully section. Additional classes may be added using the Add Class Worksheet below or Class Search below. To add a class enter the Course Reference Number (CRN) in the worksheet and click ‘Submit Changes’ or select from the ‘Class Search’, Make sure you click ‘Submit Change’ when dropping a class.
6. Once you’ve submit your changes, you are registered and your schedule will appear along with your total credit hours.

Hint: If you don’t know the CRN of a class once you are in the registration area, you can click on “Advanced Search.” From there, you can either write down the CRN number, or, if you know you want a particular class, just click the box and hit “Register” to add the class to your schedule.

REGISTERING FOR VARIABLE CREDIT CLASSES
Variable credit classes require prior authorization from your advisor. These courses are usually Independent Study courses. Once you know how many credits you may register for, you will need to enter the credits manually.

TO ADD OR DROP CLASSES
Once you’ve submitted a registration for the term, you may go back to add or drop classes.

Important: Make sure to click the Submit Changes box after making any changes.
1. Return to the main menu and choose Add or Drop Classes.

Add or Drop Classes

Use this page to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Success using the Add Class Worksheet below or Class Search below. To add a class enter the Course Reference Number (CRN) in the worksheet and click 'Submit Change' when you click 'Submit Change' when dropping a class.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crs</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Registered on Mar 14, 2013</td>
<td>Web Drop</td>
<td>80315</td>
<td>FIM</td>
<td>2201</td>
<td>01</td>
<td>Undergraduate 2.000 Standard Letter Directing Workshop I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Registered on Mar 16, 2013</td>
<td>None</td>
<td>80287</td>
<td>FIM</td>
<td>1401</td>
<td>02</td>
<td>Undergraduate 1.000 Standard Letter Fundamentals of Producing I</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Web Registered on Mar 15, 2013</td>
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<td>80322</td>
<td>FIM</td>
<td>2601</td>
<td>02</td>
<td>Undergraduate 2.000 Standard Letter Developing the Editor's Eye I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Registered on Mar 15, 2013</td>
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<td>80313</td>
<td>FIM</td>
<td>2101</td>
<td>01</td>
<td>Undergraduate 2.000 Standard Letter Screenwriting Workshop I</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 22.000
Date: Mar 15, 2013 12:25 pm

Add Classes Worksheet

CRNs

<table>
<thead>
<tr>
<th>CRN 1</th>
<th>CRN 2</th>
<th>CRN 3</th>
</tr>
</thead>
</table>

Submit Changes | Class Search | Reset

Drop down boxes will appear next to your courses. To drop a class, simply chose the Web Drop Box

To add another class, enter the CRN in the box. Make sure to hit submit or your changes will not be saved.

VIEW YOUR SCHEDULE

Choose “Week at a Glance” for a detailed view of classes you are registered for.

Week at a Glance

The following is your class schedule by day and time. Classes that do not have scheduled meeting times are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY):

Previous Week

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>2pm</td>
<td>FIM 2201-01</td>
<td>B053 Class</td>
<td>3:00 pm-5:00 pm</td>
<td>B053 Class</td>
<td>FIM 2101</td>
<td>B053 Class</td>
<td>B053 Class</td>
</tr>
<tr>
<td>3pm</td>
<td>BOCK 5106</td>
<td>BOCK 5106</td>
<td>FIM 2101</td>
<td>BOCK 5111</td>
<td>BOCK 5111</td>
<td>BOCK 5111</td>
<td></td>
</tr>
</tbody>
</table>

Next Week

COMMON ERROR MESSAGES

Common error messages are listed below. If you encounter a problem and you are unable to register for a class, contact your Art School or the Registrar’s Office at 336-770-3289.

“C” Closed Section – Class has reached its enrollment capacity

Class is Open

CRN does not exist – Usually means you accidentally made an error when entering CRN

“NR” Course is not available for Registration at this time – Certain courses may not registered for during online registration
Prerequisite Error – There are prerequisites that have to be met to enroll in this class. If you believe that you meet the prerequisite and you are not being allowed to enroll, contact the Registrar’s Office.

Time Conflict – Class you are trying to register for is overlapping with another class you are already registered for. The CRN of the class causing the conflict will appear.

Maximum Hours exceeded – Students should only register for a maximum of 18 credits; however, the system will allow you to register for up to 20 credits before you receive this message.

Duplicate CRSE – You are trying to register for a class you are already registered for.

CONTACT US WITH ANY QUESTIONS

University of North Carolina School of the Arts
Office of the Registrar

1533 S. Main Street
Winston-Salem, North Carolina 27127-2188 phone 336.770.3289  www.uncsa.edu