

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.

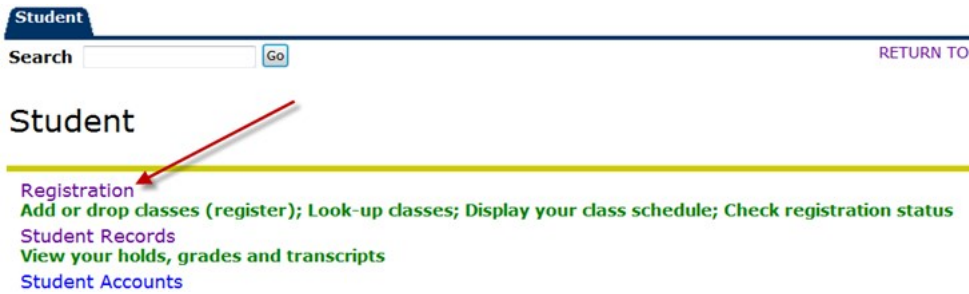
Class Schedule Listing



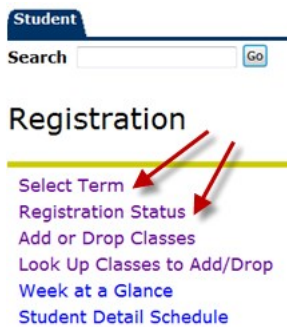
REGISTER FOR CLASSES

1. Enter the Secure Area by Logging on to [E-Z Arts](#)
2. Click on Student Main Menu

A screenshot of a web interface showing a "Student Main Menu". A yellow horizontal line is at the top. Below it, the text "Welcome" is displayed. Underneath, there is a row of text: "Student View Student information; H". A red arrow points from the top right towards the word "Student".
3. Click on Registration



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

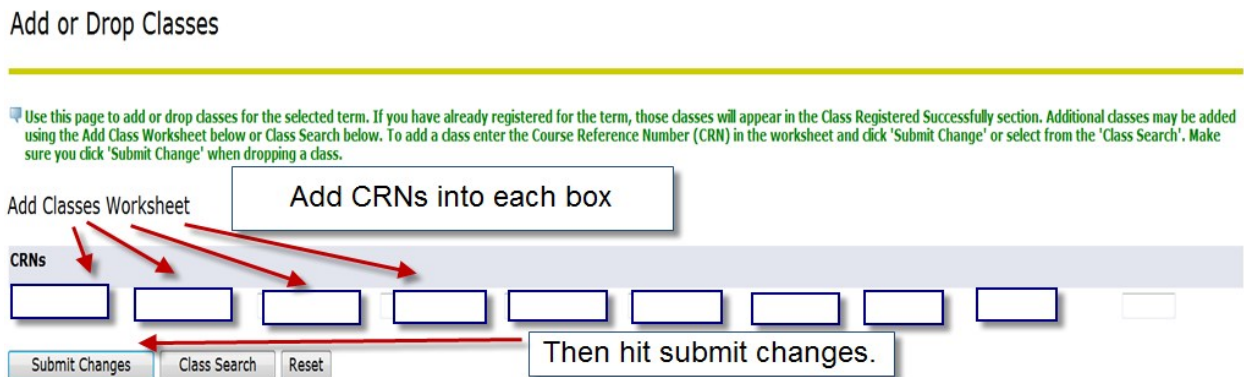


This is how your registration status should look:



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.



6. Once you've submit your changes, you are registered and your schedule will appear along with your total credit hours.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 08, 2013	None	80315	FIM	2201	01	Undergraduate	2.000	Standard	Letter	Directing Workshop I
Web Registered on Mar 08, 2013	None	80287	FIM	1401	02	Undergraduate	1.000	Standard	Letter	Fundamentals of Producing I
Web Registered on Mar 08, 2013	None	80313	FIM	2101	01	Undergraduate	2.000	Standard	Letter	Screenwriting Workshop I

Total Credit Hours: 5.000
 Billing Hours: 5.000
 Minimum Hours: 0.000
 Maximum Hours: 22.000
 Date: Mar 08, 2013 09:56 am

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.

Course Offerings

Sections Found

Filmmaking

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location	Attribute
													Cap	Act	Rem	Cap	Act	Rem		(MM/DD)		
<input type="checkbox"/>	80321	FIM	2601	01	M	2.000	Developing the Editor's Eye I	T	02:00 pm-05:00 pm	25	0	25	0	0	0	0	0	0	Ronald F Roose (P)	08/26-12/21	FILM 2101	
<input checked="" type="checkbox"/>	80322	FIM	2601	02	M	2.000	Developing the Editor's Eye I	W	02:00 pm-05:00 pm	25	0	25	0	0	0	0	0	0	Ronald F Roose (P)	08/26-12/21	FILM 2101	
<input type="checkbox"/>	81518	FIM	2601	03	M	2.000	Developing the Editor's Eye I	R	02:00 pm-05:00 pm	25	0	25	0	0	0	0	0	0	Ronald F Roose (P)	08/26-12/21	FILM 2101	

Register Add to WorkSheet New Search

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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 08, 2013	None	80287	FIM	1401	02	Undergraduate	1.000	Standard	Letter	Fundamentals of Producing I
Web Registered on Mar 08, 2013	None	80313	FIM	2101	01	Undergraduate	2.000	Standard	Letter	Screenwriting Workshop I
Web Registered on Mar 08, 2013	None	80315	FIM	2201	01	Undergraduate	2.000	Standard	Letter	Directing Workshop I
Web Registered on Mar 08, 2013	None	80322	FIM	2601	02	Undergraduate	2.000	Standard	Letter	Developing the Editor's Eye I

change credits

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 Succ 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 Cl sure you click 'Submit Change' when dropping a class.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 14, 2013	Web Drop	80315	FIM	2201	01	Undergraduate	2.000	Standard	Letter	Directing Workshop I
Web Registered on Mar 15, 2013	Web Drop	80287	FIM	1401	02	Undergraduate	1.000	Standard	Letter	Fundamentals of Producing I
Web Registered on Mar 15, 2013	Web Drop	80322	FIM	2601	02	Undergraduate	2.000	Standard	Letter	Developing the Editor's Eye I
Web Registered on Mar 15, 2013	Web Drop	80313	FIM	2101	01	Undergraduate	2.000	Standard	Letter	Screenwriting Workshop I

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

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

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

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): Submit


Previous Week **Week of Aug 26, 2013** (54 of 70) Next Week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	FIM 2201-01 80315 Class 2:00 pm-5:00 pm BUCK 5106	FIM 2601-02 80322 Class 2:00 pm-5:00 pm FILM 2101	FIM 2101-01 80313 Class 2:00 pm-5:00 pm BUCK 5111			
2pm						
3pm						

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*

