

Introduction to Web Registration

Welcome to Naropa! Web registration is a way for you to register for your classes, as well as obtain important information about your grades, your status at Naropa, classes or your bill. Following is a description of web registration, some helpful tips, directions on how to register and a directory of services for registration, financial aid and tuition.

Some features of web registration

After you log in, (see “Some Easy Web Registration Instructions”) look along the left side of the screen. There are a number of options that help you stay connected to Naropa and get the information you need.

Through web registration you can:

- **Monitor your biographical information**
 - Check and change your address
 - Check your phone number, advisor name etc.
- **Register and manage your schedule**
 - Register for your classes.
 - Check what classes you are currently registered for
 - See what place you are in on the waitlist (view through “Registration.”)
 - See all courses that are currently open for the semester.
 - View all classes for a semester with their restrictions, meeting days, times, course descriptions.
 - Search for courses by faculty, days meeting etc.
- **Manage your finances**
 - Check to see if you have an account hold (view through Biographical Information)
 - View your current estimated bill.
- **Manage your academic records**
 - See your grades.
 - See your transcript & GPA
 - Order a transcript
 - Order an enrollment verification
- **Manage your web reg account**
 - Change your web reg password

Getting Ready To Register

- First, you need to be cleared by your advisor before you can register for any semester.
- Then, check the courses you want to take. Is there room in them? Do you meet all of the requirements? If you don't, you should speak to the department administrating the course. Check the drop/add dates of the course. **If the course starts late or ends early, it will have an alternate drop/add date. It is your responsibility to drop and add classes by the deadlines.**
- Once you are ready, log in and register according to “Some Easy Web Registration Instructions” in this document.

- For distance learning classes, register through web registration, then create an account through www.naropa.edu/distance, if you haven't already.

Picking out Courses

- 1) **Choose a class:** For information about where and when a class meets, who teaches it and how many people are in the class, go to the catalog by clicking on “search catalog.
- 2) **Check to be sure you are permitted to take the class:** When viewing a class, be sure to click on the “requirements” button (“reqmts”). It is important to check on these before you sign up for a class. If it has a restriction or a prerequisite, you want to be sure you meet those requirements before you try to register. Prereqs taken outside Naropa will not be picked up by the computer so you will have to get an authorization for those.
- 3) **Get an Authorization, if needed:** If there is a restriction on a class that you do not meet but would like to try to take the course anyway, you have to see the department first, to get authorized.

What you need to know about the Waitlist

Occasionally you may get the message that a course you wish to take is full. When that happens, you see a button on the screen that says “waitlist.” If you wish to be on the waitlist, click on it.

The waitlist is a list of students who are waiting to get into a full class. The list is in order in which the students registered.

If you are on the waitlist, you are responsible for the following important information:

- You're responsible to know what courses you're registered in and which you are waitlisted for.
- If a space opens in a class, you will be *automatically registered* in the class. You will be informed by email. You may be registered in the class as late as the last day of drop/add for the class. ***If you no longer wish to be in the class, regardless of your place on the waitlist, you must drop the class.*** If you are registered on the last day and do not want the class, you may not have time to drop it.
- Check your Naropa email regularly. Be sure that Naropa has your correct address and phone number. ***If you aren't aware that you were registered in a waitlisted class because you failed to check email, you will be held financially and academically responsible for the class.***
- Attend a waitlisted class until you are registered in the class or the last day of drop/add for the class has passed. If you do not get into the class before the last day of drop/add, you must stop attending
- Inform the instructor of the class that you are on the waitlist.
- Your waitlisted classes do *not* count toward the minimum credits you need to receive financial aid. Contact the Financial Aid department for more information.

Adding, dropping, and withdrawing

- Pay careful attention to the drop/add dates for your courses. *Not all courses are on the standard drop/add schedule.* It is your responsibility to know when the last day to drop/add a class is for classes that meet on an alternate schedule. If a course is not on an alternate schedule, it follows the standard drop/add schedule posted at <http://www.naropa.edu/registrar/index.html>.
- After the last day to drop, you would be withdrawing. If you are withdrawing, you will only receive a partial refund (if at all) and will have a “W” on your transcript. If you need to withdraw from a course, it is advisable to speak with your advisor and/or Student Administrative Services to determine the financial and academic penalties of withdrawing from a specific course.
- You may change your schedule at any time. However, you are responsible to be sure the changes you make do not affect your graduation or financial aid.

Finishing Registration

- Always completely close your browser when you are finished. If you do not, others will be able to access your account.
- A variety of information on registration – including important forms and web registration tips -- are available at <http://www.naropa.edu/registrar/index.html>.
- **Know Naropa Policy:** *consult your Naropa Catalog or your advisor for current policy. You are responsible to know Naropa’s policies. Policy may change from year to year, you are responsible for these changes regardless of what year you began.*

Getting Help

If your registration questions are not answered here or by your advisor, email webreg@naropa.edu or call 303-546-3500.

For questions about your email account, please contact the Arapahoe Computer lab. It is located in the basement of the administration building. You can also call 303.546.3587 or e-mail support@students.naropa.edu.

SOME EASY WEB REGISTRATION INSTRUCTIONS

Important for students wishing to take an online class: If you are registering for an online course or courses, you must register through web registration, just as you would with any other course. However, you should set up an account with Online Education if you haven't already. Go to <http://www.naropa.edu/distance/> to set up an account.

GETTING INTO WEB REGISTRATION:

1. Go to <http://webreg.naropa.edu>
2. Click on “**Student Login**”
3. **Your User Name is your Naropa Student ID Number**
Password = A set of letters or numbers that was emailed to your Naropa email account or handed to you at orientation. You will only receive this password once during your time at Naropa. Please change the password to whatever you like to keep your web reg account secure and to make the password easy to remember.

Lost your password? Click on “lost my password” on the web reg log in screen. A new password will be mailed to your Naropa email account. *(If you do not know how to access your Naropa email, please contact the Arapahoe Computer lab. It is located in the basement of the administration building. You can also call 303.546.3587 or e-mail support@students.naropa.edu.)*

ONCE YOU ARE LOGGED INTO WEB REGISTRATION:

1. Make sure that “*Current Option Settings*” is set to the appropriate semester and year for the semester you are going to register. For example, for registering for courses in the fall semester of 2010, you would select the option settings to be “**FA 2010**” and your appropriate program “**GRAD**” or “**UNDG**”. If it is not, choose “**Set Options**” button to change current settings.
2. Click on “**Registration**” on left side of the screen.
3. Type in course title (no spaces between letters and numbers).
4. Type in a section (if you do not know the section, click on the “?” and *select* appropriate section).
5. Click “**Add**” button.
6. Once your class is listed on your web reg screen, you are officially registered in the class.
7. Print by right-clicking on your schedule and choosing “print.” (in FireFox, just choose “Print” from the menu)
8. Once finished, **close the browser**. If you do not close the browser, your information will appear to anyone else who uses the computer.

Have questions about the waitlist, got a strange message from webreg, or other problems? Go to Web Reg Frequently Asked Questions at: <http://www.naropa.edu/registrar/> or email us at webreg@naropa.edu. For immediate assistance, call 303-546-3500 during normal business hours.

Getting Cleared for Registration: Remember that you always need your advisor's clearance before you register for any semester. After that, you do not need your advisor's permission to make changes. However, we strongly encourage you to see your advisor before you do. You are responsible to be sure you are meeting the requirements of your major and program.

The Student's Guide to Student Administrative Services:

Student Administrative Services is comprised of Registration, Financial Aid and the Tuition Cashier.

Here are some of the services that you may need to contact SAS regarding:

Transcripts and your records:

If you require a transcript, please order your transcript on our online service at:

<http://www.naropa.edu/registrar/transcripts.cfm>

Verification of Enrollment

If you need a verification of enrollment, you can print your certificate of enrollment from your web reg account one week after the drop/add period.

Address Change

If you need to update your address you may do so through web registration.

If you need further assistance please contact 303-546-3500.

Web Registration Problems:

Please contact the Student Administrative Services main line at 303-546-3500 or webreg@naropa.edu

Tuition & Your Bill:

Contact the Tuition Cashier at 303-546-3554 or tuition@naropa.edu

Financial Aid:

If you have questions or concerns about your financial aid please contact the Financial Aid Administrator, at 303-546-3534 or finaid@naropa.edu

Online Courses:

For questions about content, please contact your department. If have trouble with the online aspects to your online course, please contact Nelly Solorsano, Registration Coordinator, at nsolorsano@naropa.edu or 303-546-3511

Policy:

Consult the Naropa Catalog for current policy. Many answers to your questions are there and you are responsible for knowing and understanding the information in the catalog.

Graduation:

If you have questions about graduation, leave of absence or withdrawal as it relates to registration (clearance to graduate, your diploma) please contact the Assistant Registrar at 303-546-3539.

All other registration, tuition or financial aid concerns:

Please contact Student Administrative Services at 303-546-3500.