

REGISTERING FOR CLASSES

Ursuline College
School of Graduate and Professional Studies

The registrar's office is the official source for all student academic records in the undergraduate and graduate programs. The Ursuline College Registrar office also handles transcript requests, semester course offerings, final exam schedules, grade reports, and classroom scheduling and transfer credit evaluation.

How to Register for Classes Online

You cannot register for classes online for your first semester. You will need to meet with your academic advisor or program director to schedule your first semester of classes. After your first semester, you are welcome to register for your classes online.

Before registering online:

- Take care of any holds on your account (library fine, account balances, etc.)
- Meet with your academic advisor to select the courses you will be registering for.
- Your academic advisor will grant clearance for your online registering.
- During the registration period you will be able to go online, once you have your advisor's permission, to add or drop courses up until the first day of classes.
- You are officially registered for the courses once you click "Add Courses". Check your course schedule through My Ursuline for detailed information.
- The course schedule is posted on the Registrar's webpage.
- Notify your academic advisor if you change your schedule from what was approved at your advising meeting.

Registration for certain courses must be completed at the Registrar's Office. These include:

- Independent studies
- Internships
- Catalog courses taken independently

Registration Procedures:

- Go to ursuline.edu.
- Click on My Ursuline in the bottom right hand corner of the homepage.
- Sign on to My Ursuline with your username and password.
- Click on the "Students" tab.
- Click on "Course Information" along the left hand side.
- Next you will be prompted to verify two forms: update your personal information and read and accept the Registration Agreement. Once completed you will be able to register online.
- In the Course Schedules box, click "Add/Drop Courses".
- Change the "Term" to whatever term you are registering for. Change division to ALL.
- Below in the area "Add by Course Code", click on the grey box called "Course Search". To search all courses, click the "Search" box located next to "More Search Options" in blue type. At the bottom of the page you can use the letter groupings to jump to different departments. To search a particular course department, use the department drop down arrow. Same for division: Undergraduate or Graduate.
- When you have located the course you want to register for, click in the empty box under the "Add" Column along the left hand side. A check mark will appear.



- Scroll to the bottom and click the box “Add Courses”.
- Continue searching for additional courses or log out once you have completed registering.
- You can check your schedule by clicking “Course Schedule” on the left hand side.

Frequently Asked Questions

What must I do before I can register online?

Make sure you know you log in name and password for My Ursuline. Meet with your academic advisor so that they may approve your course schedule and grant online clearance. Check your student record in My Ursuline. To do this, click on the Student Tab, then Course Information, under Course Schedule is where holds/alerts will be listed. If you have an alert message (in red), your account is not current. Please contact the Student Service Center at 440 646 8309 if you have questions. You will not be able to register online if you owe a balance, have a library fine, have been academically dismissed or are provisionally admitted.

Who is eligible for online registration?

All students with the exception of new incoming students may register online. New students will register at orientation or with their academic advisor/program director.

When can I access online registration?

All students must have met with his or her advisor and have been granted clearance to access online registration. Access to online registration is determined by your current class level.

Can I add or drop classes online?

During the time that they have access, students may add or drop classes online. Students are required to meet with their advisor prior to changing their course schedule that they initially agreed upon. All drops will be processed in the Student Service Center (Mullen 203) after the start of classes.

What if my course is closed?

If a waitlist option exists for the course(s) in question, you may add yourself to the waitlist for the course(s). If space becomes available, the Registrar’s Office will place the next student on the waitlist into the course. You will not be notified. Please check your schedule in My Ursuline to see if you have been added to the course. It is the student’s responsibility to resolve any further conflicts that may occur as a result of the addition of a waitlisted course.

