

On-Line Registration Using CedarNet (Faculty Version)

1. Go to the Cedarville College Homepage
2. Click on **CedarInfo**.
3. At the **CedarInfo Login** screen.
 - a. Type in your User ID and press the TAB key
 - b. Type in your CedarInfo Access Code; then click on Login
(If you have lost or cannot remember your access code, click on the link marked **Request New CedarInfo Access Code**. A new access code will be sent to you from the Computer Services Office.)
4. After you have logged in to CedarInfo, click on “**Register an advisee for classes**”
5. You should now be at the **CedarInfo: Registration** screen.
 - a. Type in the student’s ID number; press the TAB key
 - b. Verify that the Registration Term is correct; press the TAB key
 - c. Enter the student’s Registration Approval Code; press the TAB key
6. **To create a new schedule:**
 - Identify the synonym numbers for each course that you wish to add and enter in the spaces provided
 - Scroll to bottom of screen and click on “**Verify Synonyms**”
 - When the next screen appears, you should see a box for “**Courses being added:**”
 - Verify course titles and credits; if course information is *incorrect*, click on the ‘**Back**’ arrow at top left corner of screen and make appropriate correction; click on “verify synonyms” again to continue
 - If course being added is a variable hour course (i.e. music lessons, independent studies, etc.), click on the credits box and select the correct number of credits
 - If a course is closed, you will have the option of requesting waitlist status. The default answer to the waitlist question is “No.” Click on the “Yes” button to request waitlisting
 - After verifying the accuracy of the courses and credits, scroll to bottom of screen and click on “**Submit Registration**”
 - You should now see a new screen which tells you that the computer is processing your course requests and instructs you to “**Wait For Confirmation of Your Registration.**” It is important to wait until your computer screen says “**Registration Confirmation**” and lists the student’s courses before proceeding
 - Review schedule as listed on your screen to verify that the student is registered for the correct courses and the courses that you dropped are no longer listed
 - To register another student, click on ‘**Register Another Student**’ to return to the CedarInfo Menu. Return to Step 4 of instructions and repeat registration process. To end the program, scroll to bottom of screen and click on “**End Session**”
7. **To change an existing schedule:**
 - Identify the synonym numbers for each course that you wish to add and enter in the spaces provided.
 - Under “**Adjustments to the current course schedule,**” click the “**drop**” button for each course that you wish to drop from the student’s schedule
 - Under “**Adjustments to waitlisted courses,**” click the “**drop**” button to drop the student from a waitlist
 - Scroll to bottom of screen and click on “**Verify Synonyms**”
 - When the next screen appears, you should see a box for each change that you have requested (Options include: **Courses being added, Courses being dropped, and Removing student from waiting list**)
 - Verify course titles and credits; if course information is *incorrect*, click on the ‘**Back**’ arrow at top left corner of screen and make appropriate correction; click on “verify synonyms” again to continue
 - If course being added is a variable hour course (i.e. music lessons, independent studies, etc.), click on the credits box and select the correct number of credits
 - If a course is closed, you will have the option of requesting waitlist status. The default answer to the waitlist question is “No.” Click on the “Yes” button to request waitlisting
 - After verifying the accuracy of the courses and credits, scroll to bottom of screen and click on “**Submit Registration**”
 - You should now see a new screen which tells you that the computer is processing your course requests and instructs you to “**Wait For Confirmation of Your Registration.**” It is important to wait until your computer screen says “**Registration Confirmation**” and lists the student’s courses before proceeding
 - Review the schedule as listed on your screen to verify that the student is registered for the correct courses and any courses that you dropped are no longer listed
 - To register another student, click on ‘**Register Another Student**’ to return to the CedarInfo Menu. Return to Step 4 of instructions and repeat registration process. To end the program, scroll to bottom of screen and click on “**End Session**”