On-Line Registration Using CedarNet
(Student Version)

1. Go to the Cedarville University Homepage

2. Click on **CedarInfo**.

3. At the **CedarInfo Login** screen:
    - Type in your User ID and press the TAB key
    - 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 yourself for classes**"

5. You should now be at the **CedarInfo: Registration** screen.
    - Verify that the Registration Term is correct; press the TAB key
    - Enter your **Registration Approval Code** (obtained from advisor); 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 your courses before proceeding
    - Review schedule as listed on your screen to verify that you are registered for the courses that you want and the courses that you dropped are no longer listed
    - When finished, 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 your schedule
    - Under **"Adjustments to waitlisted courses,"** click the **"drop"** button for each course for which you want to be dropped from the 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 your courses before proceeding
    - Review schedule as listed on your screen to verify that you are registered for the courses that you want and the courses that you dropped are no longer listed
    - When finished, scroll to bottom of screen and click on "**End Session**"