The Registrar’s Office can help you with:
✓ Registration
✓ Holds Preventing Enrollment
✓ Waitlist Process
✓ Time Conflicts
✓ Credit Overloads
✓ Transcripts/Diplomas
✓ Enrollment Verification
✓ Credit by Exam
✓ Important Dates and Deadlines
✓ Graduation Assistance
✓ Immunization Records
✓ Understanding University Policy

This is your student center. From this screen you can:

- Register for classes
- Check the holds on your account
- Review your enrollment appointment
- Review your financial aid and tuition charges
- Update personal and address information

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When searching for courses:

- You must have the correct term selected.
- Selecting the subject will allow you to find the courses your academic advisor has recommended.
- Some subjects have different initials for undergraduate and graduate courses (ex: math is undergraduate and mat is graduate).
- Course numbers allow you to narrow your search.
- Not all departments enter the instructor names before the start of registration, using that search criteria can limit your results.
- When you wish to add to the waitlist for a course you must uncheck the “show open classes only” check box.
- You have the ability to choose additional search criteria such as mid-semester courses or search for only online courses.
After you select the class section you want added to your shopping cart:

- If you wish to be added to the wait list for a course, ensure that the “wait list if class is full” checkbox is selected
  - This is the only time you will be able to opt onto the waitlist
- Review the class notes to ensure you meet all the prerequisites, corequisites, and that you are aware of any special meeting locations or course fees

Once the course has been added to your shopping cart:

- This does not mean that you are enrolled in the course
- The shopping cart does not save your place in the course
- You must use the “proceed to step 2 of 3” button to register for the courses in your shopping cart
- You can also click the trash can to delete any unwanted courses
- After step two you must use the “finish enrolling” button to complete your request to enroll in the requested courses.
View the results of your request to enroll:

- **A successful** enrollment means that you are now registered for the requested courses. You can view your updated charges in your student center.
- **Requisite error:** If you receive a prerequisite or corequisite error you must contact the department that offers the course. The contact information for the academic departments can be found online at [https://www.unlv.edu/directories/academic-units](https://www.unlv.edu/directories/academic-units)
- **Department Consent:** You should also contact the department (link above) directly if your course requires Department Consent.
- **Time Conflict:** If you receive a time conflict error you may choose a different section of the same course that does not meet at the same time as one of your other courses or complete a time conflict petition with instructor permission.
- **Holds:** If you receive an error that there are holds on your account you must review your student center and contact the appropriate office to resolve the hold.
- **Maximum Credit Limit:** If you wish to have your credit limit raised you must complete the credit overload form here: [https://www.unlv.edu/registrar/forms](https://www.unlv.edu/registrar/forms). It must be approved by your academic advisor.
- **Drop Consent:** Some courses require consent to drop. You should obtain this permission from the department.