REGISTERING FOR CLASSES USING INFONLINE

INFOOnline is your source for searching for, registering for, dropping of, and checking on your grade for any professional development class you intend to take or are presently taking.

LOG into INFOOnline and click on “Employees”.

Once the Employee’s Page opens, click on “Register for Sections”

A window will open with five options. At this point, you will choose one of the first two options: “Search and register for sections” OR “Express registration”.
USING “SEARCH AND REGISTER FOR SECTIONS”

Unless you know the exact subject, course number, and section (or synonym) of the sections for which you wish to register, choose the “Search and Register for sections” option. The “Search for Classes” window will open. You MUST first select the TERM you are interested in.
Once the TERM is selected, scroll to the bottom of the screen until you reach “ACADEMIC LEVEL”. Click on the arrow and then click on “PD – Professional Development.”

Click on SUBMIT.

Once you click on SUBMIT, INFOline will conduct a search for all available sections for classes which meet your criteria and show the results.
NOTE the pertinent information under each column heading on this page.

If you require more information about a particular class, simply click on the “Section Name and Title” of the course you are interested in. A window will open with more explicit information about the class.

Move through the list until you find the course/s you are interested in registering for and then click in the box under “SELECT” which coincides with the course. You can select more than one course if you so desire. If you accidentally click in the wrong box or you change your mind, simply click on the box again to remove the checkmark.

When complete, click on “SUBMIT”.

The “REGISTER AND DROP SECTION” page will open.

There are several options open to you on this page:

- If you wish to REGISTER for all courses that you previously selected, go to the “Action for ALL Pref. Sections” box, click on the arrow, and choose **RG - Register**

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Action for ALL Pref. Sections (or choose below)
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- If you wish to register for each class you selected separately, click on the “ACTION” box next to the course and after clicking on the arrow, choose **RG – Register**

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Action Term Section Name and Title
RG - RG Register Summer 2008 ZCERT-050-700 (67933) Curriculum/Course Construction
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- Near the bottom of the page, note the **If one of my choices is not available** box. If this box is set to “ALL”, and one of the courses you wish to register for is full or not available, you will be returned to the “Registration and Drop” page at which time you must make new selections of courses.

If you choose the “PART” option on this drop-down menu, **you will automatically be registered for the classes which are open after clicking on SUBMIT** and when the next page, “Registration Results” opens, any course registration which was unsuccessful will be displayed with appropriate errors and warning messages.

- After making all of your selections, click on SUBMIT.

The **REGISTRATION RESULTS** page will now open. Scroll down this page to view the results of your registration process. You will see which requests have been processed and all the sections for which you are currently registered.

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/ Fail/Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 20XX</td>
<td>Dropped from the section</td>
<td>20100-201 203</td>
<td>07/29/13</td>
<td>Milwaukee Campus</td>
<td>8/8/2010-8/13/2010 Staff Development Building 152 South 13th Street</td>
<td>E. J. Sorenson</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** There is a “HELP” button available to you on many of the pages involved in the registration process. You will find this button in the top menu of the INFOnline page opened at the time. By clicking on it, you will access valuable information about the page you are working on at that time.

**That completes registration using the “Search and Register” link.**

**Click on OK to return to the INFOnline HomePage.**
USING “EXPRESS REGISTRATION”

As mentioned earlier, the second option on the “Register for Sections” page is “EXPRESS REGISTRATION”.

If you know the synonym OR subject, course number, and section number of the course/s you wish to register for, you may use this option to register. Fill in the specified information INCLUDING the TERM you are interested in.

When complete, click on SUBMIT.

The “REGISTRATION RESULTS” page will now open. Scroll down this page to view the results of your registration process. You will see which requests have been processed and all the sections for which you are currently registered.

That completes registration using the “Express Registration” link.

Click on OK to return to the INFOOnline HomePage.
PRINTING YOUR SCHEDULE

To get a HARDCOPY of the classes you are registered for, click on the “EMPLOYEE” picture on the HomePage. and then click on SUBMIT. Your schedule for the designated term will open. You can now print your schedule.

Then click on “Class Schedule”.

When the “CLASS SCHEDULE” page opens, select the TERM you are interested in and click on SUBMIT. Your schedule will appear and you can now print it.
DROPPING A COURSE

If at any time you wish to DROP one of the courses you’ve registered for, click on the “Drop Sections” link found in the Employee Menu.

The REGISTER AND DROP SECTIONS page will open. Scroll down to the “CURRENT REGISTRATIONS” box and click in the DROP box next to the course you wish to drop.

After clicking on SUBMIT, a RESULTS screen will open verifying that you dropped the designated course.
The following request(s) have been processed:

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/ Fail/ Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2008</td>
<td>Dropped from this section</td>
<td></td>
<td>SPH 031 - 700</td>
<td>Minnewaska Campus</td>
<td>08/03/2008 - 07/22/2008 8:00AM - 8:00PM Main Building Room 1002</td>
<td>M. Sonnen</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

Here are all the sections for which you are currently registered:

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
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<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
</table>

Here are all the sections for which you are not registered (not registered):

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/ Fail/ Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
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</thead>
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Click **OKAY** to return to the INFOline HomePage and **LOG OUT**.