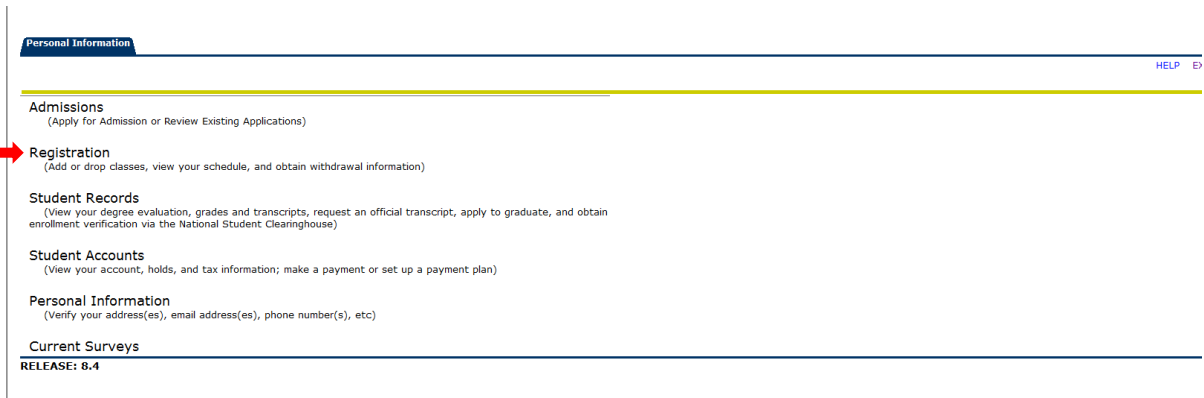


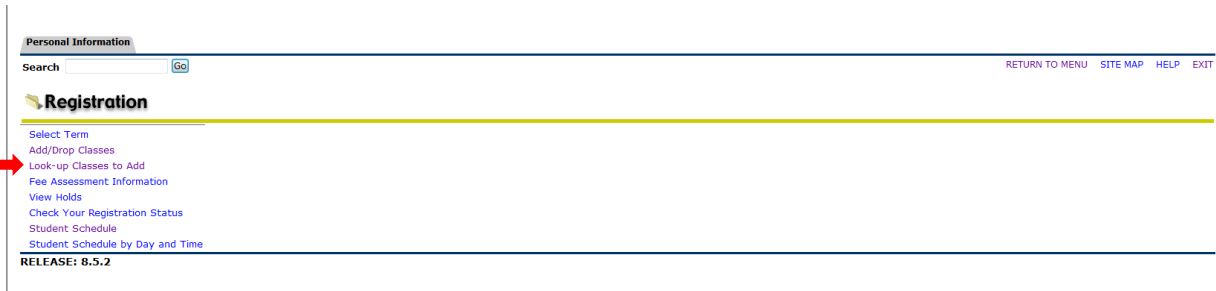
## Looking up a course to add in WebROCK

1. From the WebROCK main menu, select the **Registration** option.



The screenshot shows the WebROCK main menu. At the top, there is a navigation bar with "Personal Information" and "HELP" links. Below this, a list of menu items is displayed. A red arrow points to the "Registration" option, which is described as "(Add or drop classes, view your schedule, and obtain withdrawal information)". Other menu items include Admissions, Student Records, Student Accounts, Personal Information, and Current Surveys. At the bottom, it says "RELEASE: 8.4".

2. Select the **Look -up Classes to Add** option.



The screenshot shows the WebROCK Registration page. At the top, there is a navigation bar with "Personal Information" and "Go" buttons. Below this, a search bar is visible. The "Registration" section is highlighted with a red arrow. The menu items under "Registration" are: Select Term, Add/Drop Classes, Look-up Classes to Add, Fee Assessment Information, View Holds, Check Your Registration Status, Student Schedule, and Student Schedule by Day and Time. At the bottom, it says "RELEASE: 8.5.2".

3. Select the term you are interested in registering for.



The screenshot shows the WebROCK "Select Term or Date Range" page. At the top, there is a navigation bar with "Personal Information" and "Go" buttons. Below this, a search bar is visible. The "Select Term or Date Range" section is highlighted with a red arrow. A dropdown menu is open, showing a list of terms: None, None, Fall 2013 (Sep - Dec), Summer 2013 (Jul - Aug), Spring 2013 (Apr - Jun) (View only), Winter 2013 (Jan - Mar) (View only), Fall 2012 (Sep - Dec) (View only), Summer 2012 (Jul - Aug) (View only), Spring 2012 (Apr - Jun) (View only), Winter 2012 (Jan - Mar) (View only), Fall 2011 (Sep - Dec) (View only), Summer 2011 (Jul - Aug) (View only), Spring 2011 (Apr - Jun) (View only), Winter 2011 (View only), and Fall 2010 (View only). At the bottom right, it says "Aug 12, 2013 04:59 pm".

4. Select the subject of the course you are interested in registering for. Once you have selected a subject, click **Course Search**.

LOOK-UP Classes for

Fall 2013 (Sep - Dec)  
Aug 12, 2013 05:00 pm

Use the selection options to search for the selected term's class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. To select more than one subject, press CTRL while clicking on the subject. You may also use the SHIFT key and arrow up or down to select consecutive subjects. Choose "Class Search" when your selection is complete.

Subject: Accounting  
Art and Culture  
Behavioral Sciences  
Communication  
Computer  
Criminal Justice  
Critical Thinking  
Economics  
Education  
English

Course Search    Advanced Search

[ Student Schedule | Student Detail Schedule | View Holds ]

RELEASE: 8.5.2

5. The next screen will display all courses being offered in that subject for the term you selected. Click any of the **View Sections** buttons to view the details for what time and at what campus each course is being offered.

Fall 2013 (Sep - Dec)

**Psychology**

501	Introduction to Psychology	<a href="#">View Sections</a>
508	Child Development	<a href="#">View Sections</a>
509	Human Development	<a href="#">View Sections</a>
521	Language Acquisition	<a href="#">View Sections</a>
602	Theories of Personality	<a href="#">View Sections</a>
603	Crisis Intervention	<a href="#">View Sections</a>
604	Counseling Theories	<a href="#">View Sections</a>
605	Principles of Assessment	<a href="#">View Sections</a>
609	Cognition and Learning	<a href="#">View Sections</a>
615	Psychology of Adulthood	<a href="#">View Sections</a>
616	Psych of Occupational Stress	<a href="#">View Sections</a>

[ Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment ]

RELEASE: 8.5.2

Trusted sites | Protected Mode: Off

- Select the course you would like to register for by checking the box to the left of the course listing. Click the **Register** button. This will register you for the course you have selected.

LOOK-UP Classes for Fall 2013 (Sep - Dec)  
Aug 12, 2013 05:04 pm

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet to register for classes.

**Sections Found**  
**Psychology**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	10343	PSY	509	10L	Z	4.000	Human Development		TBA	Joleen Rae Fernald (P)	09/09-12/06	OIC	
<input type="checkbox"/>	10202	PSY	509	C1	5	4.000	Human Development	W	05:30 pm-09:00 pm	Barbara Ann Christina (P)	09/11-12/04	GSCCWY	
<input type="checkbox"/>	10281	PSY	509	M1	8	4.000	Human Development	M	05:30 pm-09:00 pm	Joel B Green (P)	09/09-12/02	GSCMAN	
<input type="checkbox"/>	10390	PSY	509	R1	R	4.000	Human Development	T	05:30 pm-09:00 pm	Patricia Haneman Cox (P)	09/10-12/03	GSCROC	

[ Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment ]

RELEASE: 8.5.2

- To register for another course, repeat this process by clicking the **New Search** button (see purple arrow above). This will take you back to term selection screen (see step 3) – repeat steps 3-6 for all courses you would like to register for.
- To verify that you have successfully registered for a course return to the mail menu in WebROCK. Select the **Registration** link.

**Personal Information**

Search   SITE MAP HELP EXIT

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**Admissions**  
(Apply for Admission or Review Existing Applications)

**Registration**  
(Add or drop classes, view your schedule, and obtain withdrawal information)

**Student Records**  
(View your degree evaluation, grades and transcripts, request an official transcript, apply to graduate, and obtain enrollment verification via the National Student Clearinghouse)

**Student Accounts**  
(View your account, holds, and tax information; make a payment or set up a payment plan)

**Personal Information**  
(Verify your address(es), email address(es), phone number(s), etc)

**Current Surveys**

RELEASE: 8.4

- Under the registration menu select **Student Schedule**.

**Personal Information**

Search   RETURN TO MENU SITE MAP HELP EXIT

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**Registration**

- Select Term
- Add/Drop Classes
- Look-up Classes to Add
- Fee Assessment Information
- View Holds
- Check Your Registration Status
- Student Schedule
- Student Schedule by Day and Time

RELEASE: 8.5.2

10. The student schedule will display the current week. Select the **Detail Schedule** link at the bottom of the page.

Student Schedule for Aug 13, 2013 10:53 am

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Classes which have not been scheduled or fall within a different date range than the normal term are listed at the bottom.

Go to (MM/DD/YYYY):


[Previous Week](#)
**Week of Aug 12, 2013** (20 of 36)
[Next Week](#)

**No courses with assigned times this week.**

---

[ [Select Term](#) | [Add or Drop Classes](#) | [View Fee Assessment](#) | [Look-up Classes to Add](#) | [Detail Schedule](#) ]

RELEASE: 8.3.0.3



11. The **Student Detail Schedule** will show you the details for all courses you are registered for.

Student Detail Schedule for Fall 2013 (Sep - Dec)  
Aug 13, 2013 10:54 am

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Total Credit Hours: 8.000

**The Human Brain - SCI 600 - M1**

**Associated Term:** Fall 2013 (Sep - Dec)  
**CRN:** 10283  
**Status:** \*\*Registered\*\* on Jul 09, 2013  
**Assigned Instructor:** Charles M. Bagley

**Grade Mode:** Normal Grading Mode  
**Credits:** 4.000  
**Level:** Undergraduate degree  
**Campus:** Manchester

**Scheduled Meeting Times**

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 5:30 pm - 9:00 pm T	GSC, Manchester	Sep 10, 2013 - Dec 03, 2013	Credit course	Charles M Bagley (P)

**Introduction to Sociology - SOC 501 - O1**

**Associated Term:** Fall 2013 (Sep - Dec)  
**CRN:** 10185  
**Status:** \*\*Registered\*\* on Jul 09, 2013  
**Assigned Instructor:** Craig D. Nevins

**Grade Mode:** Normal Grading Mode  
**Credits:** 4.000  
**Level:** Undergraduate degree  
**Campus:** Concord

**Scheduled Meeting Times**

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 5:30 pm - 9:00 pm M	GSC, Concord	Sep 09, 2013 - Dec 02, 2013	Credit course	Craig David Nevins (P)

[Return to Previous](#)

[ [Select Term](#) | [Add or Drop Classes](#) | [View Fee Assessment](#) | [Look-up Classes to Add](#) ]

RELEASE: 8.3.0.3

Done Trusted sites | Protected Mode: Off