Registration User Guide

Accessing Registration
1. Log into ULink (ulink.louisiana.edu) using your Username (ULID) and Password.
2. Click on the Registration tab.
3. Click on the “Register for Classes” link.

Once in the Registration application:
1. Click on the Prepare for Registration link to ensure you’re ready to register. Once there, you can check your registration status, time ticket, and see any holds that prevent registration.
2. Click on Register for Classes to search and register for classes. You’ll also be able to manage your schedule.

Registration Reminders and Notes
• When you attempt to register for a course that you are not eligible for you will get a notification indicating why you can’t register for the course.
• Be sure to check to see if you have any holds on your account. You can check your holds on the Registration tab of ULink using the “Check Holds” link. Remember, some holds may affect your ability to register.
• Be sure to disable any popup blockers in your browser. Doing so will allow the Registration system to function properly.
• After you’ve registered for courses, you can view, print, or email your scheduled classes in the Schedule and Options Tab of the Registration application.
• The first time you register for a term, you’ll need to accept the University’s Financial Obligation Policy. Two notification boxes will appear when viewing the policy. Click Continue to close the first box, click Dismiss to close the second box, and then follow the onscreen instructions to accept the policy.
How to Register for Classes

Adding a Class

1. On the Registration homepage, select **Register for Classes**.
2. From the dropdown menu, select the intended term for registration and click continue.
3. There are several options available to search for courses, including:
   - Subject
   - Course Number
   - Keyword
   - Advanced Search (Includes additional search criteria like Level, College, Instructor, etc.)
   - To search for an online/hybrid course, open the Advanced Search fields, and then filter with the Instructional Methods search field.
   - To add a class using the CRN (Course Reference Number), navigate to the **Enter CRNs** tab and enter the CRN to register.
Adding a Class continued...

- You will see all the courses that meet your search criteria.
  - Clicking the Course Title will display additional course information, such as: Class Details, Course Description, Instructor/Meeting Times, Additional Fees, Prerequisites, and other relevant course information.
- Next, follow steps four through six below to register for classes.

Notes

- You may receive various registration errors after clicking the Submit button. If so, view our Common Registration Errors guide to find a solution.
Dropping a Class

1. If you need to remove a class before the end of the Drop/Add period, navigate to the **Summary** section.
2. Under the **Action** column, click the dropdown menu on the course you wish to remove and select **Drop**.
3. Click the **Submit** button to finalize the schedule adjustment. The course(s) will be removed from your schedule.

Linked Courses

1. Linked courses are two sections of the same course that must be taken together, such as a lecture and a lab section. Linked courses will be indicated on the course search screen.
2. The best method for selecting a linked course is to click the View Linked button for the lecture class you’d like to take. Then, you’ll see all associated lab sections.
3. Once you’re viewing the linked courses, clicking the **Add All** button will add both the lecture and lab.
Corequisite Courses

1. Corequisite courses are two courses that must be taken in the same semester. To identify if a course has a corequisite course attached, click on the course title to bring up additional course details and then check the Corequisite course tab.

2. To register for corequisite courses, simply add both courses (in this screenshot BIOL 220 & BIOL 221) to your Summary section and then click Submit.

3. If you attempt to schedule one corequisite course without the other, then you will receive an error message.

Variable Credit Courses

1. Variable credit courses, like independent studies and thesis hours, have an adjustable range of credit hours available.

2. To adjust the variable hours for a course, first add the course to your schedule and then click the Schedule and Options tab.

3. Then, click on the credit hours number to adjust the numbers of hours for the course. Once adjusted, click the Submit button to finalize the adjustment.