

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.

The screenshot shows the ULink Registration application interface. At the top, there is a breadcrumb trail: "Student • Registration". Below this is a header section titled "Registration". The main content area is titled "What would you like to do?" and contains six interactive cards arranged in two columns. The first card, labeled with a large red circle containing the number "1", is titled "Prepare for Registration" and includes the subtext "View registration status, update student term data, and complete pre-registration requirements." The second card, labeled with a large red circle containing the number "2", is titled "Register for Classes" and includes the subtext "Search and register for your classes. You can also view and manage your schedule." Other cards include "Plan Your Schedule" (with a calendar icon), "View Registration Information" (with a folder icon), "Browse Classes" (with a magnifying glass icon), and "Browse Course Information" (with a book icon).

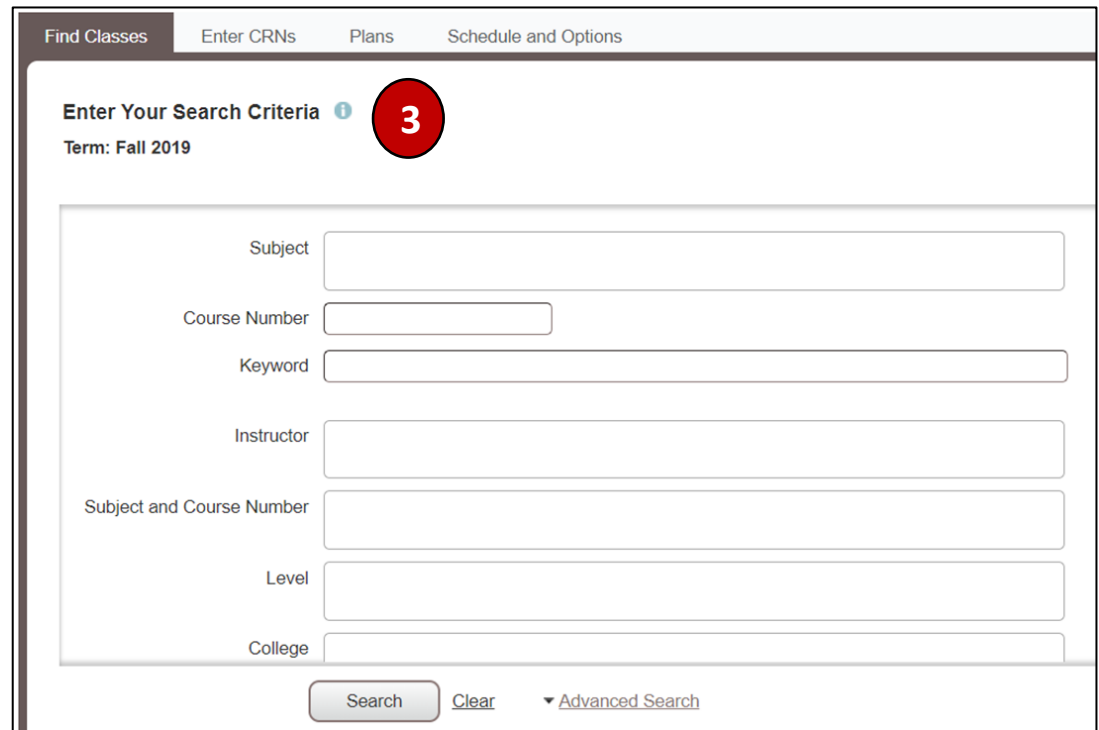
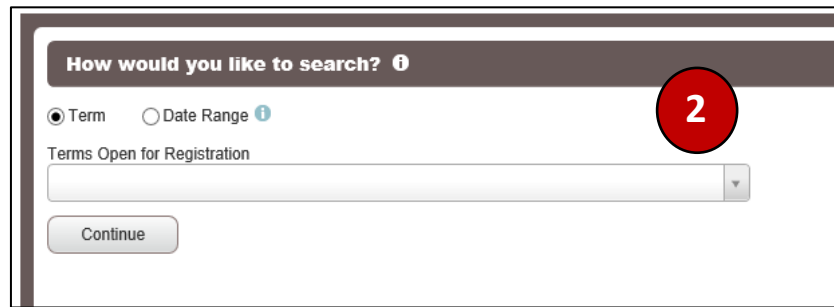
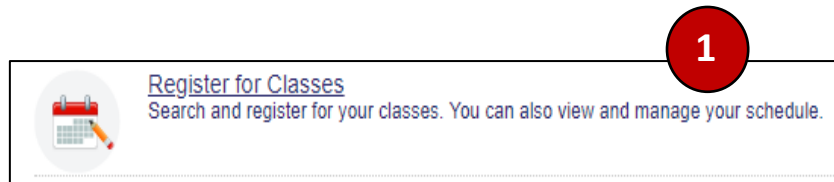
Registration Reminders and Notes

- 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.

Registration tabs to help you manage and view your schedule.

Student • **Registration** • Select a Term

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

4 From the search results, find the course you'd like to add to your schedule.

5 To add a course to your schedule, click the **Add** button.

6 View your added courses in the **Summary** section. You must click the **Submit** button to register your added courses.

Click the **Search Again** button to adjust your search criteria.

Courses added to your **Schedule Summary** will also appear here in a calendar format.

Search Results — 65 Classes
Term: Fall 2019 Subject: History

Title	Subject Descripti	Course N	Section	Hours	CRN	Term	Meeting Times	Instructor	Status	Attribute
Silk Rd: Cntri Asia Wrld Hist Lecture	History	100	001	3	23111	Fall ...	S M T W T F S 11:00 AM - 11:50 AM Type: Class	De La Garza, Andrew (...)	1 of 35 seats re...	Regular
History on TV Lecture	History	100	004	3	24576	Fall ...	S M T W T F S 04:00 PM - 05:15 PM Type: Class	Skilton, Elizabeth (Prim...	4 of 80 seats re... Time Conflict!	Regular
World Civilizations I Lecture	History	101	001	3	20261	Fall ...	S M T W T F S 08:00 AM - 08:50 AM Type: Class	Begnaud, Jordan (Prim...	1 of 35 seats re...	Regular
World Civilizations I Lecture	History	101	002	3	20263	Fall ...	S M T W T F S 09:00 AM - 09:50 AM Type: Class	De La Garza, Andrew (...)	FULL: 0 of ...	Regular
World Civilizations I Lecture	History	101	003	3	20266	Fall ...	S M T W T F S 10:00 AM - 10:50 AM Type: Class	Begnaud, Jordan (Prim...	FULL: 0 of ...	Regular

Schedule | Schedule Details

Class Schedule for Fall 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Directed Individual Study	ENGL 597, 001	3	25028	Independ...	Registered	None
Stude in Ery Amer Literature	ENGL 549, 001	3	24533	Lecture	Registered	None

Total Hours | Reg

Submit

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.

Summary Tuition and Fees						
Title	Details	Hours	CRN	Schedule Type	Status	Action
History on TV	HIST 100, 004	3	24576	Lecture	Registered	None
Introduction to Academic Writing	ENGL 101, 005	0	20250	Lecture	Deleted	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 20

Submit

Action

None

None

None

DROP

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.

1 25 of 26 seats re... Regular 2 View Linked Add

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.

3 Add All

Status	Attribute
23 of 26 seats remain. LINKED	Regular

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.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Survey Of Human Anat&Phys ...	BIOL 221, 010	1	22101	Lab	Pending	**Web Registered**
Survey Of Human Anat&Phys	BIOL 220, 001	3	22100	Lecture	Pending	**Web Registered**

Class Details for Survey Of Human Anat&Phys Biology 220 001

Term: 202020 | CRN: 22100

Class Details	Subject	Course Number	Title
Bookstore Links	Biology	221	Survey Of Human Anat&Phys Lab
Course Description			
Attributes			
Restrictions			
Instructor/Meeting Times			
Enrollment/Waitlist			
Corequisites			

BIOL 220 CRN 22100: Corequisite BIOL 221 required

Variable Credit Courses

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

Title	Subject Description	Course Number	Section	Hours
Dissertation Dissertation	English	699	006	3 TO 24

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

Find Classes Enter CRNs Plans **Schedule and Options**

Summary

Term: Fall 2019

Title	Details	Hours
Dissertation	ENGL 699, 007	3

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.