

Class Registration Reminders

Before you Register for Classes

 **Check your Registration Status.** View your specific registration time ticket on the My Academics tab in AU Access. It is in your best interest to register for classes as soon as possible since class availability diminishes throughout the registration period.

 **Check for and Resolve Holds.** Using the My Academics tab, check to see if you have any holds that will prevent you from registering for classes. Contact the appropriate offices to remove any holds.

- If you are unable to complete your medical form before you register, you can complete an electronic Letter of Understanding (LOU) to clear your medical hold temporarily. This will grant you a temporary exception to the medical hold so you can register for classes. You will have 30 days to register for classes from the later of these two dates: the current date or the first day of your registration time ticket. After that time the medical hold is placed back on your account preventing you from registering for classes or adjusting your schedule until the medical form is complete.
- You will not be able to complete the LOU until registration time tickets have been assigned (usually Mid-March for summer/fall, and Mid-October for spring).
- To access the LOU in AU Access, go to the My Academics tab, click the Student Menu icon, then the Temporary Waiver of Medical Hold link.
- If you have any questions concerning the form, please call the AU Medical Clinic at (334) 844-4416.

Class Schedule Planning

1 Navigate to Tiger Scheduler and select the term.

You can find Tiger Scheduler on the My Academics tab of AU Access.

Once you click the Tiger Scheduler logo, select the term.



2 Enter your desired classes.

You can enter courses by the course code (ENGL 1100), title or instructor.

Step 2
Begin typing a course code or name that you would like to take, then click 'Select'.
Example: **ACCT 2110**, or **ENGL 1120**

Search Course: ENGL 1100

ENGL 1100
English Composition I

3 View the generated results.

You will be able to click through all of the possible options.

Sometimes you may see an error message because you have too many schedule options. See the next step on how to narrow your options before adding another class.

Generated Results
◀ 1 of 115376 ▶

Include schedules containing
 Full classes (●)
 Waitlistable classes (●)
 Online classes (📺)
 On-campus classes

	Mon	Tue	Wed	Thu	Fri
8:00	MATH 1610 LEC	MATH 1610 LEC	MATH 1610 LEC		MATH 1610 LEC
9:00	COMM 1000 LEC		COMM 1000 LEC		COMM 1000 LEC
10:00	ENGL 1100 LEC		ENGL 1100 LEC		ENGL 1100 LEC
11:00	MUSI 2730 LEC		MUSI 2730 LEC		MUSI 2730 LEC
12:00					
1:00					
2:00	HIST 1010 LEC		HIST 1010 LEC		HIST 1010 LEC
3:00					
4:00					
5:00					
6:00					

	Aug	Sep	Oct	Nov	Dec
English Composition I					
Calculus I					
Public Speaking					
Appreciation Of Music					
World History I					

4 Narrow and sort your options.

- › Click and drag times you do not want classes.
 - › Schedules that avoid these times will be prioritized in your results.
- › Pin down class sections you like.
 - › Tiger Scheduler will only show you schedules with that specific section.
- › Sort the results using the drop down menu in the upper right.

The screenshot shows the Tiger Scheduler interface. At the top right, there is a 'Sort preference' dropdown menu set to 'None'. Below it, a 'Generated Results' section shows navigation arrows and the count '321 of 9313'. To the right of the grid is a filter menu titled 'Include schedules containing:' with options for 'Full classes (*)', 'Waitlistable classes (*)', 'Online classes (-0)', and 'On-campus classes'. The main grid displays a weekly schedule from 8:00 to 6:00. The days of the week are Mon, Tue, Wed, Thu, and Fri. The grid shows various class sections with their CRNs and titles, such as COMM 1000 LEC, ENGL 1100 LEC, HIST 1010 LEC, MATH 1610 LEC, and MUSI 2730 LEC. Below the weekly grid, there is a section for 'Aug', 'Sep', 'Oct', 'Nov', and 'Dec' with a list of courses including English Composition I, Calculus I, Public Speaking, Appreciation of Music, and World History I.

5 Add your preferred schedules to your favorites.

Once you find a schedule you like, save it for later by using the Add to Favorites link.

6 Register for your classes.

To get your preferred schedule, you need to enroll for those courses through AU Access.

Copy and paste the listed six digit Course Registration Numbers (CRN) into the Add or Drop Classes Worksheet screen in AU Access.

Then submit the registration request.

You are not registered for the classes until you see ****Web Registered**** on the Add or Drop Classes Worksheet screen.

10914 11820 10409 12175 10350

To get the displayed schedule, you would need to be enrolled for these courses. Access to each course is subject to the usual requirements.

When you are ready to register, first load the [AU Access Add or Drop Classes page](#), then copy/paste CRNs from above into your Add Classes Worksheet. From the Worksheet you can submit registration requests.

Registration Tips:

- › **Have multiple options ready.** Class availability is constantly changing throughout the registration period. It is helpful to have a couple of schedule options and back up classes just in case an option becomes full.
- › **Tiger Scheduler is a planning tool.** You must use AU Access to actually register for the classes. See the next page for more details.
- › **Registration is an ongoing process and your schedule may not be finalized until closer to the start of term.** Students are often making changes, so please do not be discouraged if something is initially full. Persistence is the key to getting a good schedule for any semester. Visit the Academic Calendar (auburn.edu/main/auweb_calendar.html) for specific dates regarding adding or dropping courses. Please note there may be fees associated when dropping courses.
- › **Review the registration information in the pre-orientation module.** The modules include videos for using Tiger Scheduler and explanations for common registration errors.

Registering through AU Access

1 Navigate to My Academics tab of AU Access.

› Log into AU Access (auburn.edu/auaccess). This will take you to the My Academics tab.

2 Go to the Add or Drop Classes Screen.

- › Click Add or Drop Classes in the Registration and Advising Section.
- › Select your term from the drop down menu.
- › You may be asked to enter a PIN. Your advisor will give you this number once you have completed the pre-orientation modules and the Transfer Plan of Study (if you are a transfer student).
- › You will then see this Add or Drop Classes Screen



Add or Drop Classes

› To add a class, enter the Course Reference Number in the Add Classes section. You may drop a class using the Action will be charged a \$100 Resignation Fee. If you received financial aid for the term and you drop your last class, your aid

Current Schedule

Status	Action	CRN	Subj	Crse Sec Level	Cred	Grade Mode	Title
Web Registered on Mar 10, 2016	None	17440	MATH	1000 161	Undergraduate 3.000	Standard Grades	College Algebra
Web Registered on Mar 10, 2016	None	16032	UNIV	1050 027	Undergraduate 1.000	Standard Grades	Success Strategies
Web Registered on Mar 10, 2016	None	10370	HIST	1010 001	Undergraduate 3.000	Standard Grades	World History I
Web Registered on Mar 10, 2016	None	16244	ARTS	1510 001	Undergraduate 3.000	Standard Grades	Looking at Art: Appr Interpretation
Web Registered on Mar 10, 2016	None	10437	COMM	1000 018	Undergraduate 3.000	Standard Grades	Public Speaking
Waitlist on Mar 23, 2016	None	17438	ENGL	1100 087	Undergraduate 3.000	Standard Grades	English Composition I

Total Credit Hours: 13.000
Billing Hours: 13.000
Minimum Hours: 0.000
Maximum Hours: 16.000
Date: Mar 23, 2016 09:54 am

› Any classes that you are registered for will be at the top.

3 Find the class.

› To add classes, enter the Course Registration Number (CRN) here and click Register.

OR

› Click the Class Search button at the bottom of the Add or Drop Classes screen. When looking up classes, select the subject then the course number. You will then see all of the section options.

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

4 Add the class.

- › Closed classes are indicated with a C and open classes with a checkbox. When you find an open class, click the checkbox and click Register.
- › Once you see ****Web Registered**** you have successfully added the class.

Sections Found

English

Select	CRN	Subj	Crse Sec Cmp	Cred	Title	Days	Time
<input type="checkbox"/>	11972	ENGL 1100 085	A	3.000	English Composition I	TR	05:00 pm-06:15 pm
<input type="checkbox"/>	17437	ENGL 1100 086	A	3.000	English Composition I	MWF	08:00 am-08:50 am
<input type="checkbox"/>	17439	ENGL 1100 088	A	3.000	English Composition I	TR	02:00 pm-03:15 pm

Register Add to WorkSheet New Search

Current Schedule

Status	Action	CRN	Subj	Crse Sec Level	Cred	Grade Mode	Title
Web Registered on Mar 10, 2016		17440	MATH	1000 161	Undergraduate 3.000	Standard Grades	College Algebra
Web Registered on Mar 10, 2016		16032	UNIV	1050 027	Undergraduate 1.000	Standard Grades	Success Strategies
Web Registered on Mar 10, 2016		17438	ENGL	1100 087	Undergraduate 3.000	Standard Grades	English Composition I

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 16.000

Please note: If you have completed the pre-requisite for an open class but are unable to register, contact your advisor for information on the articulation status of your pre-requisite.

5 If a class is closed, use the waitlist.

- › Getting on the waitlist does not guarantee you will get in the class. If a seat opens up, you will be notified by email and will have 24 hours to claim the seat.

Rules of the waitlists:

- › If you are enrolled in a course, you cannot get on the waitlist of another section of the same course.
- › You can only waitlist one section of a course at a time.

When choosing between sections, it may be helpful to see how long the waitlist is:

- › WL Cap = the capacity of the waitlist for that class.
- › WL Act = number of students on the wait list
- › WL Rem = number of waitlist spots still available



Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
C	15956	ENGL	2250	003	A	3.000	Survey of American Literature I	MWF	10:00 am-10:50 am	30	30	0	10	9	1

To get on a waitlist, enter the CRN of the course.

- › In the error message, you will see a dropdown menu to select Waitlist.
- › Then click Submit Changes.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	Waitlist	17438	ENGL	1100	087	Undergraduate	3.000	Standard	Grades	English Composition

Add Classes Worksheet

CRNs

<input type="text"/>									
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Submit Changes Class Search Reset

If no waitlist is associated with the class and section you want, contact the appropriate department for more information. Phone numbers are online for each department.

After Registering for Classes

- › **Make sure you attend SOS.** You must attend SOS in order to keep your schedule. More information can be found at auburn.edu/sos.
- › **You are financially responsible for your classes.** Visit auburn.edu/sfs to view the billing schedule and check your Auburn email for notification of your eBill. If you decide not to come to Auburn, you must let the University know by emailing your withdrawal to decline@auburn.edu.
- › **View your schedule anytime.** Navigate to the My Academics tab, and click either the Week at a Glance link or the Detail Schedule link.
- › **Send Final Transcripts:** Once final grades from your previous university or college have been posted to your transcript, please send the final transcripts to:

Enrollment Operations
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