

REGISTRATION INSTRUCTIONS USING VIRTUAL BRYN MAWR

Rev. 3/16/2011

In addition to the instructions below, please Read and Follow Additional On-Screen Directions.

To Find Your Enrollment Date and Time (Enrollment Appointment)

From the **Main Menu**:

1. Under the **Self Service** menu, select **Enrollment**, and then click on **Enrollment Dates**.
2. Under **Select Term**, click to select the term for which you are registering, then click on **Continue**. Your **“Enrollment Appointment”** date and time will display.

NOTE: At the bottom of the screen, you can click on the **“Add Classes”** button to create or access your Shopping Cart, or if your Enrollment Appointment is open, you may begin registering. See instructions below: To Create Your Shopping Cart OR Steps to Add Classes OR To Add Classes from your Shopping Cart during Registration.

Using Shopping Cart Prior to Registration

You can use the Shopping Cart feature to design your class schedule *prior to registration*. You can choose to be Wait Listed if a class you select is full. When your registration date and time opens, you can save time by adding classes directly from your Shopping Cart.

To Create Your Shopping Cart

1. Under the **Self Service** menu, select **Enrollment**, then click on **Add Classes**.
2. Select the **term** and click **“Continue.”**
3. In the **“Add to Cart”** box, enter the **4-digit Virtual Bryn Mawr Class Number** (provided in registration materials) or search for Class Number (see search details below. Click **“Enter”** or the green button,
4. The class you selected will appear and should indicate that the class is Open (green circle). Click the **“Wait List”** box if you want to be wait-listed if the class is full when you try to enroll during registration.
5. Click **“Next.”**
7. The system will display that the class has been added to your Shopping Cart. Repeat to add additional classes. Once you have finished adding classes to your Shopping Cart, you may **log out** of virtual.brynmawr; the system will save your selections until your enrollment date and time.

To Add Classes from your Shopping Cart during Registration

During your Enrollment Appointment, you may retrieve your Shopping Cart that you created prior to registration.

1. Under the **Self Service** menu, select **Enrollment**, and then click on **Add Classes**.
2. Select the **term** and click **“Continue.”**
3. Before proceeding to confirm your enrollment, review your schedule and delete any classes in your cart that you no longer want, by clicking on the trash can icon next to the class.
4. When the cart displays only classes in which you wish to enroll, click the green button, **“Proceed to Step 2 of 3.”**
5. Confirm Classes by clicking the **“Finish Enrolling”** button.

Remember to click on “My Class Schedule” to view the classes in which you are enrolled or wait listed (see “status” under the class title).

To Enroll in Classes during Registration (Enrollment Period)

Under the **Self Service** menu, select **Enrollment**, and then click on **Enrollment: Add Classes** link. Proceed to Steps to Add Classes below.

Steps to Add Classes:

1. **Select the term** for which you are registering. Click on “**Continue.**”
2. **MAKE SURE THE PROPER TERM DISPLAYS.** (*Classes for which you have been pre-enrolled will display.*)
3. Enter the **4-digit Virtual Bryn Mawr Class Number** (provided in registration materials) then click “**Enter.**” *If you do not know the code, choose the “search” option. See below for how to search for a class.*
4. Information about the class will display. Check that this is the class and section you want and click the “Wait List” box if you want to be wait-listed if the class is full. Click the “**NEXT**” button. Remember to check your class status icons to see if the class or wait list is open (see below).
5. Click on the “**Proceed to Step 2 of 3**” button at the bottom of the page to move to the next step to view and confirm your choice/s.
6. Click the “**Finish Enrolling**” button. Your classes will be displayed. All classes with a green check have been added to your schedule. A red X means an error has occurred; the error will be described in the Message box. Follow the instructions in the message box. (Also see additional instructions below **to wait list a class.**)
NOTE: If you receive the Error Message below*, and there is a blue square, indicating the class is closed, that means that the wait list is also closed. If there is a yellow triangle, that means there is space on the wait list and you can proceed as instructed.
* **Error:** *Class 2019 is full. If a wait list is available, click Fix Errors to return to step 1. Click the Class link, select the wait list option and resubmit your request.*
7. Once you have added your classes, your schedule will display. At the bottom of the page there are links to “**My Class Schedule**” “**Add.**” “**Drop.**” and “**Swap**” classes.

Enrollment References

To Search for a Class Number

When you do not know the **4-digit Class Number**, use the **Search for Classes** option.

1. Clicking the **Search** button will take you to a short search screen.
2. Click in the **Course Subject** box and type “S”. A list will display; select “**Social Work and Social Research**” from the list.
3. In the **Course Number** box*, enter the course catalog number. (All course catalog numbers are preceded by a “B” for Bryn Mawr; e.g., B319).
4. In the **Course Career** box, click on the down arrow; select: “G Social Work/Social Research”
5. Click **Search**.

***NOTE:** *If you wish to see a list of all Social Work classes, leave the “Course Number” box blank and click Search. If a class does not appear, it may be full. If you want to try to **wait list** a class, uncheck the “show open classes only” box on the search screen before you click “Search.”*

To Wait List a Class

1. Select the class you want to wait list by entering the **4-digit class number** provided in registration materials, or search for the number (see above).

When a class is full, but there is space on the wait list, a yellow triangle icon will appear to the right of the class catalog number, and left of the “Wait list if class is full” check box. If there are no more spaces on the wait list, a blue

square icon will appear indicating the class and the wait list are “closed.” Also, the check box option “Wait list if class is full” will not appear.

2. Click in the “**Wait list if class is full**” box, a check will appear, and then click the “**Next**” button.
3. Review classes, then clicked the “**Finish Enrolling**” button.
4. You should see a message to the right of the class you attempted to wait list. If successful, there will be a *green check* (✓) indicating you are enrolled on the wait list. The message will indicate that the class is full and you have been placed on the wait list. The message will also indicate your position on the wait list.

Class Status icon: (located to the right of class catalog number)

A *green* circle indicates an **open class**.

A *blue* square indicates the **class and the wait list are closed**.

A *yellow* triangle icon indicates when a class is full, but **there is space on the wait list**.

Class Number Code:

The class number is a **4-digit code**. To save time searching for a Class Number, enter the 4 digit Virtual Bryn Mawr Class Number provided in the registration materials.

More Enrollment Actions

Adding a class:

Click on the Add link; you can either enter the class number or search for the course as above.

Swapping a class:

If you want to drop a class and add a class simultaneously, you can use Swap. Click on the Swap link. Verify your swap by clicking on the My Class Schedule link.

Dropping a class: Click on the Drop link. All of the courses for which you are registered will display in a grid. Select the course you want to drop by clicking in the Select box to the left of the course title, and then click the “Drop Selected Classes” button. Confirm your selection on the next page, and click on “Finish Dropping.”

Check Your Registration: After each action it is a good idea to click on the My Class Schedule link and review the changes you have made. The system will display the courses for which you are registered or wait listed, along with additional course information.

Class Schedule display: From the Main Menu, click on My Class Schedule (under Enrollment); select term. To see your courses displayed in a weekly grid, click on Weekly Calendar View.

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Logging Out

To protect your privacy **remember to log out** of Virtual Bryn Mawr.

1. When you are finished, click “**Sign out**” in the upper right hand corner.