ONLINE REGISTRATION INSTRUCTIONS

1. **Logon to FoxLink, and select the Registration and Student Records tab**.

2. **Select the "Add or Drop Classes"** link found inside the Registration and Course Planning menu box.

3. **Select a Term** and click Submit.
   - ➢ Fall
   - ➢ Spring, includes Intersession
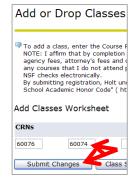   - ➢ Summer, includes Maymester
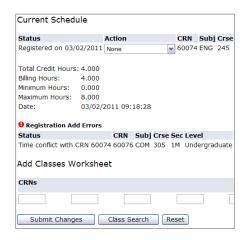

4. **Enter your PIN number** and click Submit.

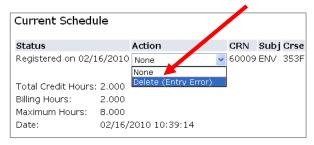5. The **"Add or Drop Classes" page is now displayed.** To add classes to your schedule, **enter the 5-digit course numbers ([CRN; available on posted class schedule](#))** of your selections and click **"Submit Changes."**

6. Your class schedule should now be displayed. If there were errors with one or more of the courses you tried to add (i.e., pre-requisites not met, holds on your student account, restrictions, etc.), those errors will also be displayed on this page. For questions regarding errors, please contact the Office of Students Records at registration@rollins.edu or 407-646-2144. **If a course was closed, i.e., no seats remained, that message will also appear next to the ⛔ error symbol. You will need to follow Step 4 to add a different CRN.**

7. If you make a mistake, change your mind, or need to drop courses from your schedule, go to the "Action" pull-down menu and select "Delete (Entry Error)" from the drop down list and click the "Submit Changes" button. The course will be removed from your record and you may start over with a new CRN or exit.

8. *When you are satisfied with your course selections, simply exit out of FoxLink. Your registration is complete.*

9. **Please remember:**

   - ➢ **To check your schedule via FOXLINK <u>before the end of online add/drop</u> to ensure your registration is accurate.**

   - ➢ **If your schedule is not accurate, <u>you are responsible</u> to make all corrections before the end of the online registration or add/drop session.**