



# ONLINE REGISTRATION INSTRUCTIONS

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

Registration and Student Records Student Life Employee

Registration and Course Planning  
Advising information is now found in DegreeWorks.

- Petition to Graduate
- Request to Change Major, Minor or Advisor
- Course Schedule
- My Schedule
- Add or Drop Classes
- Look Up Course Book(s)
- Order Books from Follett

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

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3. Select a Term and click Submit.
  - Fall
  - Spring, includes Interession
  - Summer, includes Maymester

Select a Term: Spring 2012 - A&S/Holt

Submit

4. Enter your PIN number and click Submit.

Please enter your Alternate PIN to access registration.

Alternate PIN:

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."

Add or Drop Classes

To add a class, enter the Course #

NOTE: I affirm that by completion agency fees, attorney's fees and any courses that I do not attend NSF checks electronically. By submitting registration, Holt and School Academic Honor Code\* ( ht

Add Classes Worksheet

CRNs

60076 60074

Submit Changes Class S

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 [regis@rollins.edu](mailto:regis@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.

Current Schedule

| Status                   | Action | CRN   | Subj | Crse |
|--------------------------|--------|-------|------|------|
| Registered on 03/02/2011 | None   | 60074 | ENG  | 245  |

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Minimum Hours: 0.000  
Maximum Hours: 8.000  
Date: 03/02/2011 09:18:28

Registration Add Errors

| Status             | CRN       | Subj  | Crse | Sec | Level            |
|--------------------|-----------|-------|------|-----|------------------|
| Time conflict with | CRN 60074 | 60076 | COM  | 305 | 1M Undergraduate |

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

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.

Current Schedule

| Status                   | Action | CRN   | Subj | Crse |
|--------------------------|--------|-------|------|------|
| Registered on 02/16/2010 | None   | 60009 | ENV  | 353F |

Total Credit Hours: 2.000  
Billing Hours: 2.000  
Maximum Hours: 8.000  
Date: 02/16/2010 10:39:14

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