

Registration on Our.Crown

- 1) Go to our.crown.edu (no www)
- 2) Log in to Our.Crown using your Crown network/email username and password



A login form with a purple header bar. On the left is a user icon. The form contains two input fields: "Username" and "Password". To the right of the "Password" field is a purple "Login" button with a magnifying glass icon.

- 3) Click on "Students" in the menu bar (unless it's automatically directing you)
- 4) Click on the "Register for Classes" icon under the Academics heading



ACADEMICS



Advising Worksheet



Catalog



GPA Calculator



Online Forms



Register for Classes

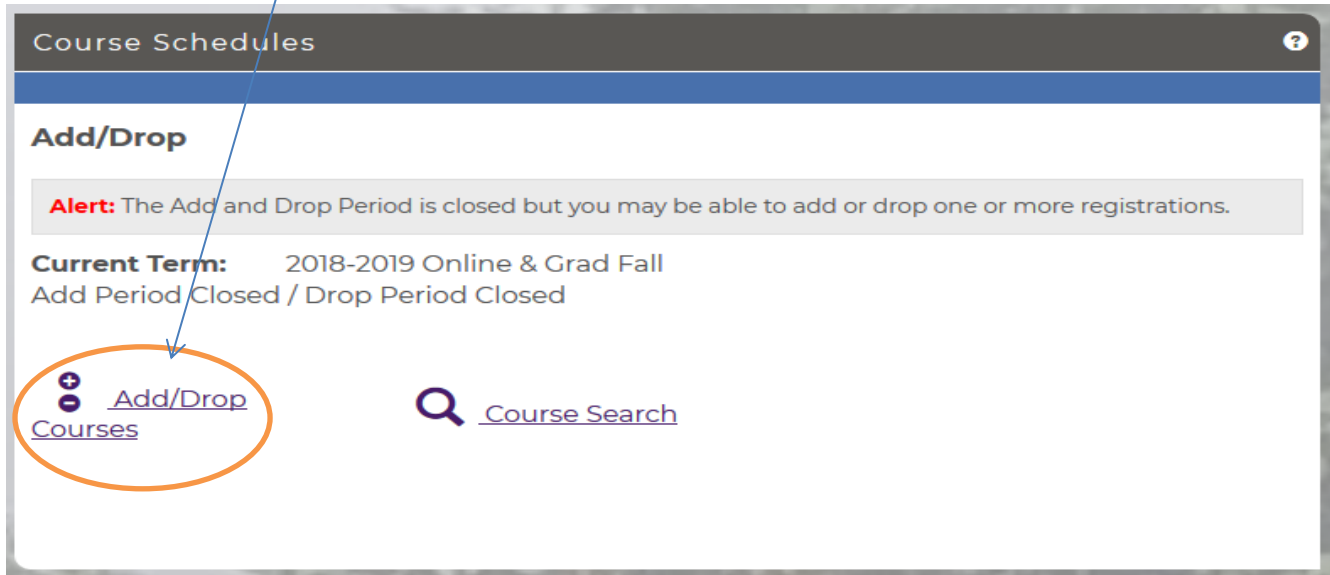


Schedule



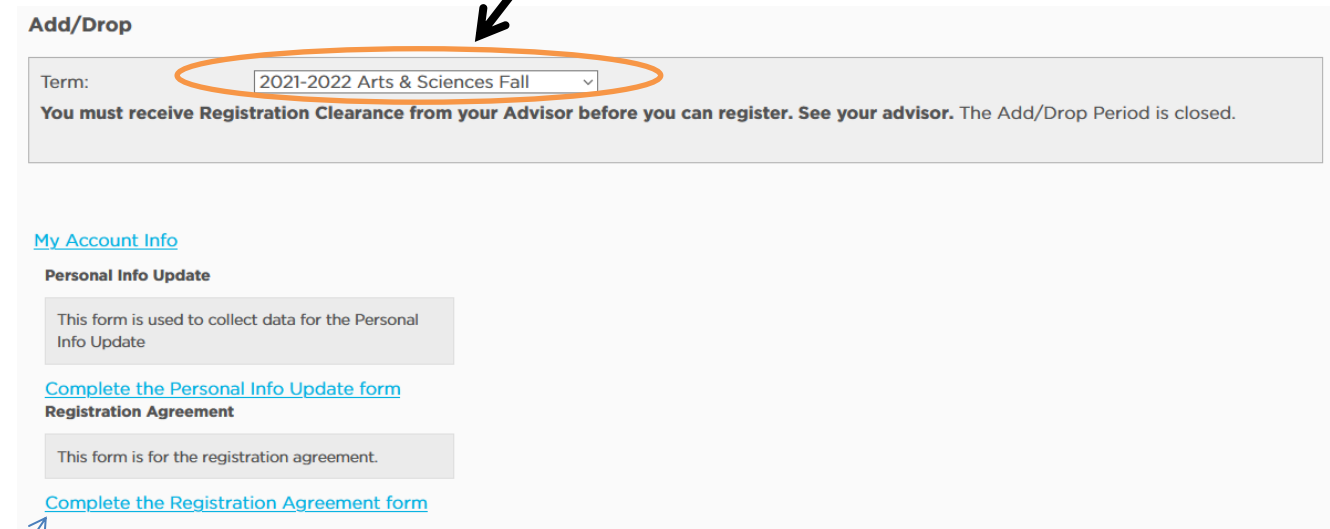
Transcript/GPA

- 5) Registration instructions are listed on the top left. Scroll down to the Course Schedules and click Add/Drop Courses.



Verify that the Term is **2020-2021 Arts & Sciences Summer OR 2021-2022 Arts & Sciences FALL** or select by clicking the drop down.

You will be required to submit the Personal Info Update (demographics, emergency contact and privacy information) and the Registration Agreement before moving on.



Click on "Complete the Registration Agreement form"
Read the information and respond by clicking Yes or No and then Submit.

Course Schedules

Registration Agreement

Introduction
 Before being able to access the Add/Drop Courses screen, you must accept the Registration Agreement conditions stated below and may be required to update personal information.

To accept the conditions stated, select the 'Yes' radio button and click the Save button.

Instructions
 As a Crown College student, I understand that I assume responsibility for all educational related expenses such as tuition, fees, college housing and other related charges. I further understand that it is my responsibility to be familiar with all College policies and procedures that appear in the [College Catalog](#) and to be aware of all important dates related to registration and payment of financial obligations.

Students who receive financial aid are also responsible for the information contained in the Financial Aid Award Letter Information Sheet. Students who enroll in the College of Arts & Sciences are responsible to be familiar with the policies in the [Student Handbook](#).

Students in the School of Arts & Sciences can ensure that their current contact information is accurate and up-to-date by reviewing and submitting the Personal Information Update Form prior to registration. Students in the School of Online Studies & Graduate School may check their contact information under *Personal Info/ Biographical Info* (next to Logout) and submit the Name/Address Change Request if updates are necessary.

If you accept these conditions and the financial obligations incurred as a result of registering for courses, select the Yes radio button below and click the Submit button.

Response to Registration Conditions

I, By registering online, I acknowledge responsibility for the requirements and financial obligations associated with registration at Crown College. I accept these conditions.

*Required

Yes

No

Submit Cancel

6) Once you have successfully submitted the Registration Agreement, you will be able to begin the registration process. You have 2 options to register: Add by Course Code or Course Search

7) To Add by Course Code, enter the Course IDs for the classes you chose in consultation with your advisor. **Be careful to select the correct section** since that determines the day/time of the class. You can enter up to 6 Course IDs and then click Add Course(s).

Add by Course Code | Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:

1.

2.

3.

4.

5.

6.

Add Course(s)

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
No Current Courses for the selected Term and Division.					

8) If you meet all the pre-requisites and the class times are all different, you should get a message that the classes have been successfully added to your registration record. Your registered schedule will appear at the bottom of the page.

9) If you have any time conflicts or missing pre-requisites, you will receive a message about the registration error. You will need to choose a different class. Contact the Registrar's Office if you need assistance.

Messages

BIB 135X 02 - Successfully added to registration record.

Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

BIB 330 01	
Error:	Time Conflict with BIB 135X 02, A prerequisite for this course has not been met
<input type="button" value="OK"/>	

<input type="button" value="Add by Course Code"/>	<input type="button" value="Course Search"/>
Title: <input type="text" value="Begins With"/>	
Course Code: <input type="text" value="Begins With"/>	
Term: <input type="text" value="2012-2013 Spring"/>	
Department: <input type="text" value="All"/>	
Division: <input type="text" value="Undergraduate"/>	
<input type="button" value="Search"/> <input type="button" value="More Search Options"/>	

Your Schedule (Registered)							
Drop	Code	Title	Schedule	Location	Location		Credits
<input type="checkbox"/>	BIB 135X 02	Old Testament H	TR 12:15 PM - 1:30	Main Campus (MN - St. Bonifacius)	Main Building	E109	3.00

If the class has a co-requisite requirement, you see a message that you need to choose a co-requisite course. Click the button to Add Co-requisite Course(s) and then check the box to select the course and click Add Co-requisite Course(s) again.

EDU 241 01	
Course Info:	MWF 9:00 AM-9:50 AM
Error:	EDU 241 01 - A corequisite for this course has not been met
Resolution:	This course requires one or more courses to be registered along with it. Once you have chosen a section for all the corequisites listed here, you can register for all the courses at once.
<input type="button" value="Add Co-requisite Course(s)"/> <input type="button" value="Do not Add"/>	


EDU 241 01 is a course with a Corequisite. To register for EDU 241 01 , you must select one of the Corequisite groups listed here. Check the Add box and click the Add Requisite Course(s) button.

Corequisite Courses	
Add	Corequisite
<input checked="" type="checkbox"/>	<input type="checkbox"/> EDU 241F 01

10) If you choose to search for courses rather than enter in the course IDs, you can click on the Course Search tab and then narrow the criteria from there.

[Add by Course Code](#) | **Course Search**

Title:

Course Code: 

Term:

Department:

Division:


[More Search Options](#)

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	BIB 135X 02	Old Testament H	TR 12:15 PM - 1:30	Main Campus (MN - St. Bonifacius) Main Building E109	3.00

11) A list of courses that meet the criteria will appear with additional information about days/times/open seats, etc. Click the box on the left in the Add column to choose classes that you'd like to add to your schedule. Then click Add Courses at the bottom of the list.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		BIB 135X 01	Old Testament H	Korthals, Lisa M	60/60	O	TR 8:00 AM-9:15 AM; Main Campus (MN - St. Bonifacius), Main Building, Simpson Auditorium	3.00	1/7/2013	5/3/2013
<input type="checkbox"/>		BIB 135X 02	Old Testament H	Korthals, Lisa M	59/60	O	TR 12:15 PM-1:30 PM; Main Campus (MN - St. Bonifacius), Main Building, Classroom E109	3.00	1/7/2013	5/3/2013
<input checked="" type="checkbox"/>		BIB 136X 01	New Testament H	Ingolfsland, Dennis E	60/60	O	TR 9:25 AM-10:40 AM; Main Campus (MN - St. Bonifacius), Main Building, Simpson Auditorium	3.00	1/7/2013	5/3/2013
<input type="checkbox"/>		BIB 136X 02	New Testament H	Ingolfsland, Dennis E	60/60	O	MWF 11:00 AM-11:50 AM; Main Campus (MN - St. Bonifacius), Main Building, Simpson Auditorium	3.00	1/7/2013	5/3/2013
<input type="checkbox"/>		BIB 231 01	Principles Bibl	Erickson, Dean M	40/40	O	TR 10:50 AM-12:05 PM; Main Campus (MN - St. Bonifacius), Main Building, Simpson Auditorium	3.00	1/7/2013	5/3/2013
<input type="checkbox"/>		BIB 231 02	Principles Bibl	Erickson, Dean M	40/40	O	TR 1:40 PM-2:55 PM; Main Campus (MN - St. Bonifacius), Main Building, Classroom W243	3.00	1/7/2013	5/3/2013
<input type="checkbox"/>		BIB 233 01	Gospel of John	Trujillo, Marc	44/44	O	TR 8:00 AM-9:15 AM; Main Campus (MN - St. Bonifacius), Main Building, Classroom W109	3.00	1/7/2013	5/3/2013
<input type="checkbox"/>		BIB 233 02	Gospel of John	Trujillo, Marc	44/44	O	TR 9:25 AM-10:40 AM; Main Campus (MN - St. Bonifacius), Main Building, Classroom W243	3.00	1/7/2013	5/3/2013



12) Once your classes are successfully submitted, you will see a message that it's waiting for Advisor Approval.

13) If you add a class and then decide to drop it, click the Drop box next to the class on your schedule. The click Drop Selected Courses.

Add by Course Code | **Course Search**

Title: **Begins With**

Course Code: **Begins With** BIB

Term: 2012-2013 Spring

Department: All

Division: Undergraduate

[More Search Options](#)

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	BIB 135X 02	Old Testament H	TR 12:15 PM - 1:30	Main Campus (MN - St. Bonifacius) Main Building E109	3.00
<input checked="" type="checkbox"/>	BIB 136X 01	New Testament H	TR 9:25 - 10:40 AM	Main Campus (MN - St. Bonifacius) Main Building SA	3.00

14) If the drop is successful, you will receive a message and the class will disappear from your schedule of registered classes.

Messages

BIB 136X 01 - Successfully dropped from registration record.

Add by Course Code | **Course Search**

Title: **Begins With**

Course Code: **Begins With** BIB

Term: 2012-2013 Spring

Department: All

Division: Undergraduate



[More Search Options](#)

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	BIB 135X 02	Old Testament H	TR 12:15 PM - 1:30	Main Campus (MN - St. Bonifacius) Main Building E109	3.00

15) For more information about a course, click on the Course ID. This will bring up the course description, pre-requisite requirements, etc.

<input type="checkbox"/>	BIB 434 01	Romans	Gianoulis, George C	30/30	O	TR 10:50 AM-12:05 PM; Main Campus (MN - St. Bonifacius), Main Building, Classroom E115	3.00	1/7/2013	5/3/2013
<input type="checkbox"/>	BIB 434 02	Romans	Gianoulis, George C	30/30	O	MWF 2:00 PM-2:50 PM; Main Campus (MN - St. Bonifacius), Main Building, Classroom W109	3.00	1/7/2013	5/3/2013

Romans (BIB 434 02) Add this course BackInstructor(s): Gianoulis, George C 

2012-2013 Spring, Undergraduate	3.00 Credit(s)
Dept: BIB	Clock Hours: 0.00
Status: O (30 out of 30 seats)	

This course has other requirements. [Course Requisites](#)**Note:** No note is available for this course.**Course Schedules**

Day & Time	Date(s)	Location
MWF 2:00 PM-2:50 PM	1/7/2013 - 5/3/2013	Main Campus (MN - St. Bonifacius), Main Building, W109

Course Description

The course is designed as an exegetical investigation of the English text with comments on the Greek text where applicable. The course endeavors to acquaint the student with the theological teaching of the letter and assumes awareness of theological thought and procedures. Prerequisite: BIB 233, THE 231 or 331

All courses in the Department, Undergraduate Division

Cross-listed Courses

Course	Type	Title	Capacity	Enrollment	Waitlisted
BIB 434 02	Parent	Romans	30	0	0
Totals:			30	0	0

16) For additional assistance with registration, contact the PSEO Coordinator at dualenroll@crow.edu.