

Contents

Meeting with your Advisor.....	2
Financial Responsibility Agreement	3
Holds	5
Assigned Registration Time Slot	6
Registering for Courses	7
Emailing Your Academic Advisor	10
Primary Advisor	10
Warning Email for Courses Not Approved	11
Dropping Courses	11
Full Courses & Wait-listing	12
Prerequisite Error	13
Co-Requisite Error	14
Time Conflicts	14
Credit Overloads	15
Course Repeat	15

Meeting with your Advisor

Each student meets with their [primary advisor](#) before their registration period opens. Your advisor will most likely reach out via email to see when you can meet to discuss courses for the next semester.

- Make an **appointment** with your advisor to review your class choices.
- **Check your email** for information from the Registrar's Office.

Each student will receive an email like the one below. Be sure to read carefully, and keep the email for future reference:



Register for Fall and Summer Classes in 3 Steps!

STEP 1—PREPARE

1. Courses will be available to view on Campus Web beginning on **Monday, February 24, 2020.**
2. Log onto Campus Web. Look under Registration and accept the Financial Responsibility Agreement for the Rindge 2020/21 Fall Semester.
3. Now you will be able to see if you have any holds. Holds, such as a financial hold with Student Financial Services, may prevent your ability to select courses, and must be settled prior to registering. Holds will not appear under Registration until you have accepted the Financial Responsibility Agreement.
4. Browse Courses to check for available courses. Under the Students tab, click Advising/Registration on the left-hand side to find your Course Needs/Advising Worksheet. Your Curriculum Guide can be found in the [Academic Catalog](#).
5. Make an appointment with your advisor to discuss course selection.

CLASS LEVEL	REGISTRATION
All credits are credits earned towards graduation as of today	This is for each class level, your individual time will be emailed to you on February 18th!

Financial Responsibility Agreement

BEFORE you can register, you must read and accept the Financial Responsibility Agreement. You must do this for each term in which you plan to register for courses. You should do this as soon as possible after the advising period opens to ensure you have enough time to finish all steps (including clearing holds).

FranklinPierce UNIVERSITY

Home Students Academics Admissions NECHE Campus Life TEST My Pages

NETWORK NOTICE: All Rindge Campus members wishing to continue using wireless devices must be using the new wire

You are here: [Home](#) > [Home](#) > [Registration](#)

CampusWeb

Home

Quick Links

- My Pages
- Browse Courses
- FPU homepage
- eRaven
- E-mail
- Canvas

CampusWeb

Registration - Add/Drop Courses

Add/Drop

Term: Rindge 2018/19 Spring Semester

Add Period Open / Drop Period Open

Financial Responsibility Agreement

You must complete the Financial Responsibility Agreement for every semester/term in which you enroll.
(Formerly known as the Registration Agreement).

[Complete the Financial Responsibility Agreement form](#)

CampusWeb

Home

- [Welcome](#)
- [Registration](#)

Quick Links

My Pages

- [Browse Courses](#)
- [FPU homepage](#)
- [eRaven](#)
- [E-mail \(STU & FAC\)](#)
- [Canvas](#)

CampusWeb

Registration

[Add/Drop](#) > >

Financial Responsibility Agreement

Introduction

Before being able to access the Add/Drop Courses screen, you must accept the Financial Responsibility Agreement conditions stated below.

Instructions

Please read the following terms carefully and indicate your acceptance by selecting the "I agree" radio button below and clicking the **Submit** button.

Response to Financial Conditions

1. PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at Franklin Pierce University or receive any service from Franklin Pierce University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Franklin Pierce University is providing me

STUDENT AGE

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by Franklin Pierce University are a necessity, and I am contractually obligated pursuant to the "doctrine of necessities."

*Required

- I agree
- I decline

Submit

Hold

Before you can register for courses, you need to be clear of any registration holds. The most common holds are for financial/billing purposes, but you might also see athletics or missing transcript. After you sign the Financial Responsibility Agreement, the hold will display in the middle of the add/drop window.

The screenshot shows the Franklin Pierce University CampusWeb interface. At the top left is the university logo. A navigation bar contains buttons for Home, Students, Academics, Admissions, NECHE, Campus Life, TEST, and My Pages. A red network notice banner is present. Below the navigation is a breadcrumb trail: "You are here: Home > Home". A left sidebar menu includes "CampusWeb" (with a sub-menu for Home), "Quick Links" (with sub-links for My Pages, Browse Courses, FPU homepage, eRaven, E-mail, and Canvas), and a red arrow pointing to the "Holds" section in the main content area. The main content area is titled "CampusWeb" and contains a "Registration" section. Under "Add/Drop", there is a red alert: "Alert: The Add/Drop Period is closed. You have holds and are not allowed to Add and Drop courses." Below this, the "Current Term" is "Rindge 2018/19 Spring Semester" and "Add Period Closed / Drop Period Closed". The "Holds" section is highlighted in yellow and states: "You have a hold on your record. Contact Registrar's Office (603--899-4068) or registrar@franklinpierce.edu." At the bottom of the main content area are links for "Add/Drop Courses" and "Course Search".

Assigned Registration Time Slot

Each student will receive an **individualized email** from the Registrar's office with the details of their registration period. The email includes the date/time range within which the you can register. You must open and read the email. DO NOT DELETE because you will need to reference it as your registration period approaches. Example below:

Hello Candy,

Please DO NOT DELETE this email.

Your assigned registration period for the Spring 2017 semester is: **November 16 at 6 p.m. to November 17 at 4 p.m.**

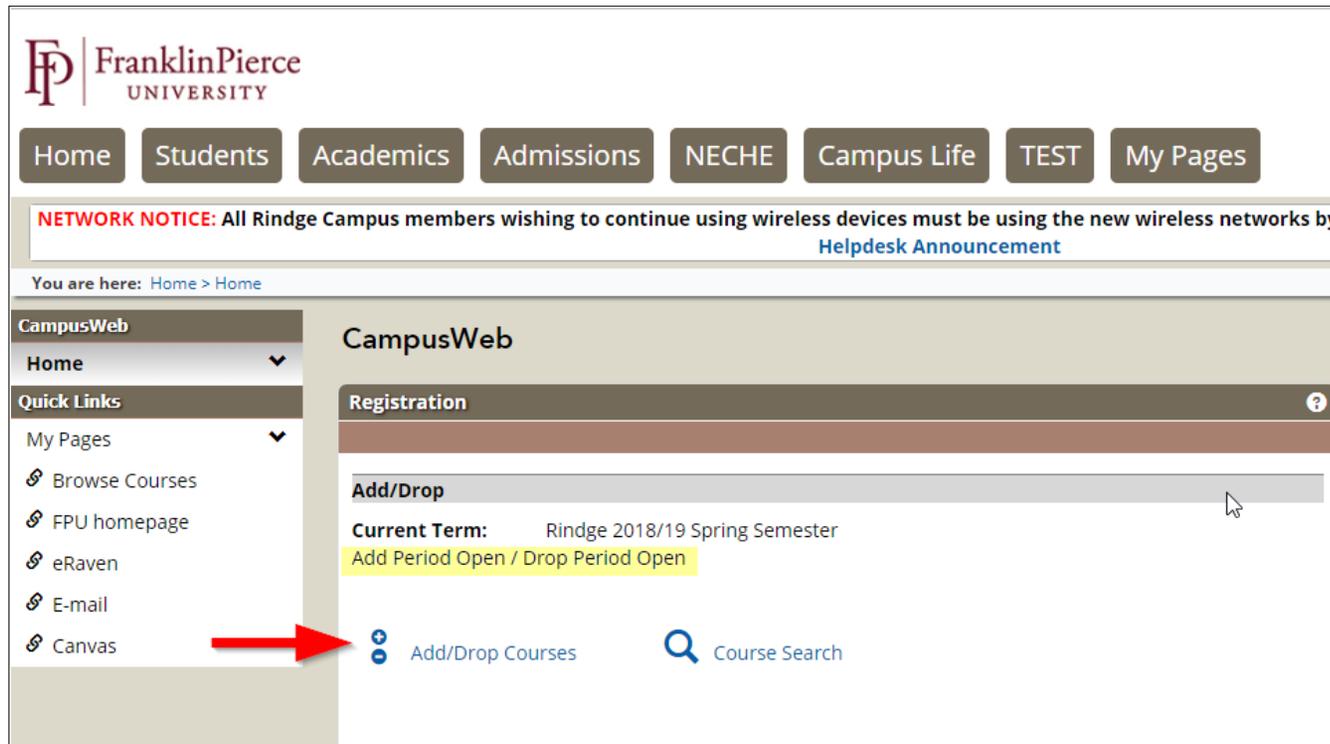
- Keep this email in a safe place so you can refer to it as registration opens.
- If you miss your assigned registration period, regardless of the reason, you must wait until open registration.
- Open Registration dates for ALL students is **Monday, November 28 at 6 p.m. through Friday, December 2 at 4 p.m.**

If you have any questions, please see your advisor.

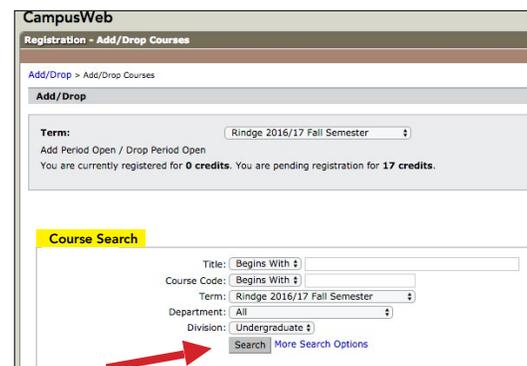
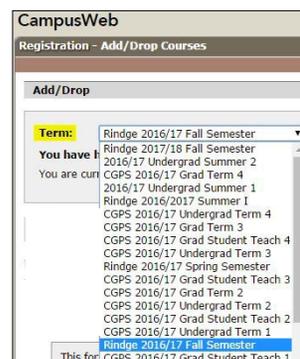
Thank you,
Registrar's office

Registering for Courses

After accepting the Financial Responsibility Agreement, and once your assigned registration time slot has arrived (Add Period Open/Drop Period Open), you may begin to register for courses.



The term will default to either fall or spring; if you need a different term, select from the dropdown menu.



To register, check the box* to the left of the course you want. See the **Status** column to ensure the course is open for enrollment; also, check the **Schedule** to avoid registering for classes at the [same day/time](#). *If you have no checkboxes, there is either a hold on your account or your assigned registration period is closed.

CampusWeb  

Registration - Results

[Add/Drop](#) > Results

Search Results

[Search Again](#) Term: Division: Other previously selected search criteria still apply.

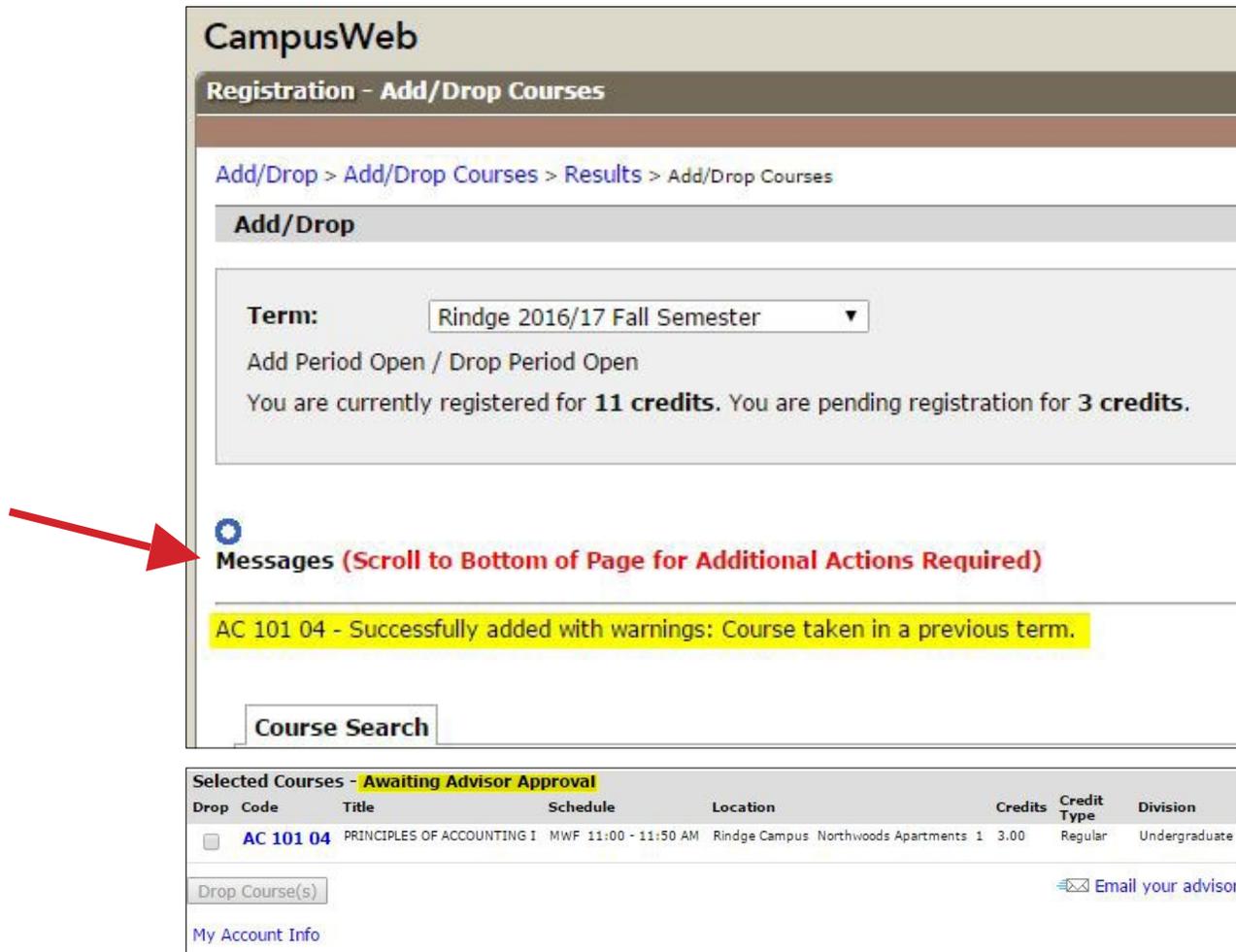
Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		AC 001 01	COMPETENCY EXAM IN ACCOUNTING	Betts, Christine	23/30	Open	To Be Announced; Rindge Campus, Bldg Undecided	0.00	8/30/2016	12/15/2016
<input checked="" type="checkbox"/>		AC 101 01	PRINCIPLES OF ACCOUNTING I	Lane, Tiffany J	1/28	Open	TR 8:00 AM-9:15 AM; Rindge Campus, Fitzwater Center, Classroom	3.00	8/30/2016	12/15/2016
<input type="checkbox"/>		AC 101 02	PRINCIPLES OF ACCOUNTING I	Betts, Christine	0/28	Full	MWF 9:00 AM-9:50 AM; Rindge Campus, Marcucella Hall, Geology Lab /Classroom	3.00	8/30/2016	12/15/2016



[AC - AN](#) | [AN - BI](#) | [BI - CH](#) | [CH - CO](#) | [CO - ED](#) | [ED - EN](#) | [EN - ES](#) | [ES - FA](#) | [FA - FA](#) | [FA - FM](#) | [FM - GL](#) | [GL - GL](#) | [GL - GL](#) | [GL - GL](#) | [GL - GS](#) | [GS - IB](#) | [IB - MN](#) | [MN - MT](#) | [MT - MU](#) | [MU - PH](#) | [PH - PS](#) | [PS - PS](#) | [PS - SP](#) | [SP - TH](#) | [TH - WL](#) [Next Page -->](#)

As you register, your courses held for advisor approval. Pay VERY close attention to the **Messages** – you will be told a variety of things here. For example:

- [Course Repeat](#)– you’ve taken this course before, do you really want to take it again?
- [Time Conflicts](#) – you may not be able to take this course without special permission
- [Prerequisite Error](#) – you are missing the prerequisite for this course; you may request a waiver
- [Co-Requisite Error](#) – you are missing the co-requisite for this course; you may request a waiver
- [Full Courses & Wait-listing](#) – this course is full, there is no seat available for you
- [Credit Overloads](#) – without additional approval, you may not enroll in more than 17 credits
- Your course doesn’t count for your program(s) and may affect financial aid (see *Student Financial Services with questions*)



CampusWeb

Registration - Add/Drop Courses

Add/Drop > Add/Drop Courses > Results > Add/Drop Courses

Add/Drop

Term: Rindge 2016/17 Fall Semester ▼

Add Period Open / Drop Period Open

You are currently registered for **11 credits**. You are pending registration for **3 credits**.

 **Messages (Scroll to Bottom of Page for Additional Actions Required)**

AC 101 04 - Successfully added with warnings: Course taken in a previous term.

Course Search

Selected Courses - Awaiting Advisor Approval

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	AC 101 04	PRINCIPLES OF ACCOUNTING I	MWF 11:00 - 11:50 AM	Rindge Campus Northwoods Apartments	1 3.00	Regular	Undergraduate

Drop Course(s) [Email your advisor](#)

[My Account Info](#)

Emailing Your Academic Advisor

Courses will remain in reserved status until your **advisor approves** (advisor has 7 calendar days). To notify your advisor, you must scroll to the bottom of the Registration Results screen and click on Email Your Advisor – **just once** – after you are finished adding all of your courses. If you have more than one advisor, select your **primary** major advisor.

Selected Courses - Awaiting Advisor Approval									
Drop	Code	Title	Schedule	Location		Credits	Credit Type	Division	
<input type="checkbox"/>	AC 101 04	PRINCIPLES OF ACCOUNTING I	MWF 11:00 - 11:50 AM	Rindge Campus Northwoods Apartments	1	3.00	Regular	Undergraduate	
<input type="button" value="Drop Course(s)"/>									<input type="button" value="Email your advisor"/>
My Account Info									



Primary Advisor

Your Primary Advisor is your major advisor. If you have a second major, your Primary was selected upon declaration. If you are unsure, select the advisor with whom you planned out your schedule. **If you click "send email" without checking any of the boxes, no email will be sent.**

Select Advisor(s)

You have more than one advisor. Please select the advisor(s) to whom you want to send notification about your schedule.

Faculty, Test

FACULTY, DEPARTMENTAL

Warning Email for Courses Not Approved

Your advisor has 7 calendar days from the time you add your courses to approve your reserved courses. If your advisor does not approve by day 5, **YOU** will get a reminder email. If you get this reminder, you should contact your advisor immediately. If your courses are not approved, they will be system-dropped and you may not be able to re-register for them.

Advisor Approval for Course - Reminder

registrar@franklinpierce.edu

Sent: Sun 2/26/2017 3:27 PM

To: [REDACTED]

Mary Doe,

This is to remind you that a course for which you have reserved a seat (EN 115 02 - BANNED BOOKS for Rindge 2016/17 Fall Semester) is about to be dropped at 02/28/2017 02:45 PM. You must get your Advisor's approval by the noted time. Please contact your advisor for an appointment.

Registrar's Office

Dropping Courses

You may drop courses and re-arrange your schedule during your assigned registration period. If you choose to do this, please note that your advisor may have already approved the first set. Further, any new courses you add, you will need to make sure you inform your advisor as soon as possible. You may use the "[email my advisor](#)" block again, but should also communicate directly so that your advisor doesn't think it is a duplicate message.

Selected Courses - Awaiting Advisor Approval								
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division	
<input checked="" type="checkbox"/>	AC 102 01	PRIN OF ACCOUNTING II	TR 9:25 - 10:40 AM	Rindge Campus Fitzwater Center 102	3.00	Regular	Undergraduate	

[Drop Course\(s\)](#)

[My Account Info](#)

Full Courses & Wait-listing

If you are looking to register for a course that is full, you have the option to place yourself on the wait-list. If a seat becomes open, the Registrar (registrar@franklin Pierce.edu) will email you to let you know that you have been moved into the course.

✖ 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).

AC 101 02	
Course Info:	MWF 9:00 AM-9:50 AM
Error:	This course is full or students are already waitlisted Note: Course taken in a previous term., Approval Required: This course requires Advisor's approval before it can be confirmed. Unless it is approved by 03/07/2017 10:18 AM, it will be dropped.
Resolution:	This section is full, but there is a waitlist you can join. Currently there are 0 student(s) on the waitlist. To join the waitlist, click the "Add to Waitlist" button below. Otherwise you can (Check for other sections) if you want to try and find one that isn't full that you could register for immediately.
<input type="button" value="Add to Waitlist"/> <input type="button" value="Do not Add"/>	
<input type="button" value="Clear All Alerts"/>	

If you choose to be wait-listed*, you will be added to the list in chronological order. During the pre-registration period, wait-lists are managed in the Registrar's office.

- If a seat becomes available for you, you will be registered and notified.
 - Your wait-listed course does not officially count toward your total enrollment credits for the semester, however Student Financial Services will prepare your bill as if you were registered for the wait-listed course(s).
- If a seat doesn't become available for you, you will be notified when the wait-lists are purged (typically the Friday before the semester begins).
 - At that point, the ability to register for a full course is up to the instructor of the course; you would need to email him/her requesting a **Capacity Authorization**.
 - If you are granted a **Capacity Authorization**, the instructor will tag your record on CampusWeb and you will be able to register for the course yourself on CampusWeb (and request approval from your advisor as noted above).
 - If you are not granted a **Capacity Authorization**, you will need to select another course.

*Some lecture/lab courses do not allow wait-listing; some courses have wait-listing disabled until sophomore or freshman registration week.

Prerequisite Error

A prerequisite is a course that must be taken and successfully passed* before registering for the next course. Example: GLE110 must be completed before registering for GLE120. If the course you are attempting to add displays a prerequisite error, you should check the course's prerequisite (click on the course code).

**If you are currently enrolled in the prerequisite course, you will be able to register for the next course.*

✖ 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).	
AC 474 01	
Course Info:	MWF 1:00 PM-1:50 PM
Error:	A prerequisite for this course has not been met Note: This course does not contribute to the academic program and will not count towards the financial aid enrollment status. It may impact the financial aid award., Approval Required: This course requires Advisor's approval before it can be confirmed. Unless it is approved by 03/07/2017 10:25 AM, it will be dropped.
Resolution:	You are missing a requisite for this course or are otherwise unable to register for it. You can use the Course Search to search for a different course.
<input type="button" value="OK"/>	
<input type="button" value="Clear All Alerts"/>	

If you do not have the prerequisite(s) and you believe you still qualify for registration in the course, you must email the instructor and request a **Course Requisite Authorization**. If s/he approves, an authorization to bypass the prerequisite will be attached to your record by the instructor allowing you to then add the course to your schedule on CampusWeb. You will then need to seek out your [advisor](#) approval to complete the process.

Co-Requisite Error

A co-requisite is a course that must be taken at the same time as another. Example: BI101 must be selected and added at the same time as BI101L. This is most common with lecture/lab combinations.

 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).	
BI 101 38	
Course Info:	T 4:00 PM-5:50 PM
ERROR →	Error: BI 101 38 - A corequisite for this course has not been met
RESOLUTION →	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"/>	
<input type="button" value="Clear All Alerts"/>	

If you cannot take the co-requisite simultaneously, you will need to email your advisor and the instructor and ask for permission. If the instructor approves, forward that email approval to the [Registrar \(registrar@franklinpierce.edu\)](mailto:registrar@franklinpierce.edu). The Registrar will complete the registration.

Time Conflicts

If the course you are attempting to add displays a time-conflict error, you may email both course instructors to see if one would allow you to either leave early or arrive late. Please note that the course overlap is **10 minutes maximum**.

AC 102 04	
Error:	AC 102 04 - Time Conflict with AN 216 01,
AN 216 01	
Error:	AN 216 01 - Time Conflict with AC 102 04,

If you and the instructors have worked out a solution, please forward that email thread to the [Registrar \(registrar@franklinpierce.edu\)](mailto:registrar@franklinpierce.edu). The Registrar will complete the registration.

Credit Overloads

If you are looking to register for 18 or more credits, you need to fill out a paper [add/drop form](#), have it signed by the appropriate people then bring it to the Registrar's Office.

✖ 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).

GLE 210 31

Error: **GLE 210 31 - Adding this registration would create an overload, A prerequisite for this course has not been met**

OK

Clear All Alerts

Course Repeat

You will be warned if you attempt to retake a course you've previously passed. Students may repeat only those courses taken at Franklin Pierce University from which they withdrew or have earned a grade of D, D- or F. Courses with an earned grade of D, D- or F may be repeated twice; withdrawn courses may be repeated without limit*. However, since course repeats may impact financial aid eligibility, students are highly encouraged to contact Student Financial Services (SFS) prior to repeating a course (See Academic Catalog for full details on repeating a course).

**All withdrawn courses count as attempted credits.*



 **Messages (Scroll to Bottom of Page for Additional Actions Required)**

AC 101 04 - Successfully added with warnings: Course taken in a previous term.