



# COIN Tips

## Preparing for Registration

### **Registration for Spring 2008 has arrived!**

Here are some steps to help you prepare for Registration using COIN.

Log into COIN Student Self Service and look at the following:

- **Do I have any Holds?** A HOLD screen now appears on the Learner Services Homepage. Visit the appropriate departments to address your holds so they can be removed. Advising Holds will be removed by your academic advisor after your advising session is completed.
- **When do I Register for Spring 2008 classes?** Look under Academics, then View Enrollment Appointment; choose the appropriate semester link. This is the time you will be allowed to begin registering for classes for Spring 2008. Enrollment Appointments were previously called Invitations to Register.
- **Who is my Advisor?** Look under Academics, then View My Advisors. Contact the advisor and make an advising appointment. If you do not have an advisor listed, visit the department of your major for details. You must be advised before being able to register.
- **What Requirements am I Missing?** Look under Academics, then UMASS Dartmouth/Lowell Degree Progress Report. This will help you decide what classes you will need to take to fulfill requirements.  
NOTE: This report is only valid for students who have entered UMass Dartmouth beginning in the Fall of 2003 and forward. Students who entered prior to the Fall of 2003 should run an Unofficial Transcript and cross reference it with a Curriculum Requirements sheet which can be found in your department.
- **How can I search for classes?** Look under Course Catalog and Schedule, then View Schedule of Classes. Hint: for Spring 2008, enter the term as 1730. Click the Advanced Search button. When you find the classes you like, in addition to noting the Subjects, Catalog Numbers, and Section numbers, also note the Class Nbr (a 4 or 5 digit number). This will help you save time when enrolling in classes. See the example on the next page. Bring your Degree Progress Report or Unofficial Transcript and your tentative selection of classes to your advising session.

Class Search										
Class Search Results										
Academic Institution:		UMDAR University of Mass Dartmouth				☆ indicates an enrollment section.				
Term:		1530 2006 Spring				Status: A class may be closed if students are on the wait list. Enrollment restrictions may apply to open classes.				
<a href="#">Basic Search</a>			<a href="#">Advanced Search</a>			<a href="#">Select Institution and Term</a>				
Class Sections										Find 1-6 of 6
Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait	
4380	CHM	152	01	Princ Modrn Chemistry II	3	LEC	Open	89	0	
Session: Regular										
Time: 8:00AM		8:50AM		MWF	Room: Dion Sc&En T-115		Dates: 01/30/2006 - 05/24/2006		Instructor: Staff	
4381	CHM	152	01R1	Princ Modrn Chemistry II	0	REC	Open	29	0	
Session: Regular										
Time: 1:00PM		1:50PM		M	Room: TextileBld M GR3-201		Dates: 01/30/2006 - 05/24/2006		Instructor: Staff	
4382	CHM	152	01R2	Princ Modrn Chemistry II	0	REC	Open	30	0	
Session: Regular										
Time: 2:00PM		2:50PM		W	Room: TextileBld M GR3-201		Dates: 01/30/2006 - 05/24/2006		Instructor: Staff	
4383	CHM	152	01R3	Princ Modrn Chemistry II	0	REC	Open	30	0	
Session: Regular										
Time: 3:00PM		3:50PM		W	Room: TextileBld M GR3-201		Dates: 01/30/2006 - 05/24/2006		Instructor: Staff	

**Note regarding classes with associate labs or recitations:** In the above example, CHM 152-01 is a class (Enrollment Section ☆) with associated recitations CHM 152-01R1, CHM 152-01R2, CHM 152-01R3 (Non-enrollment sections). Be sure to note the Class Nbrs for Enrollment sections AND Non-enrollment sections, as they must be used together when enrolling.

In addition to this view of the Schedule of Classes in COIN, additional views are available from the Course Listings link on the COIN website, [www.umassd.edu/courselistings](http://www.umassd.edu/courselistings). Use these versions during hours when COIN is not available. The important information to note is the Class Nbr, regardless of which view you are using. The Course Listings page also provides information on General Education requirements.

- **Who removes my Advising Hold?** Visit your advisor. After your academic advising session is complete, the advisor will remove your advising hold. You then will be ready to register for classes when your Enrollment Appointment begins. Note: Some department advisors will register students for classes as part of the advising process.
- **What about Permission Numbers?** Registering for classes will require a Permission Number if: they are listed as “By Permission of Instructor Only,” or the class is full. Visit the professor teaching such a class to request a Permission Number, as it will be needed during the Registration process.

Students can contact the Student Help Desk for help with preparing for Registration using COIN. Call x8884 or drop by the LCC Lab (Library Lower Level) for help.

**Good Luck preparing for Spring 2008 Registration!**