

Registering for GlobalizEdu Courses

Overview

This page explains how to register for GlobalizEdu courses. This includes the Village and Catalyst programs. If you have a question about the registration process, please contact registrarexchange@uwf.edu.

Instructions

Choose the Correct Courses

It is important that you choose the correct courses. GlobalizEdu students can only choose courses that are part of the set program. To see what courses are being offered, find your program below and choose the correct courses.

⚠ Pay close attention to the CRN. The CRN is what makes each course unique

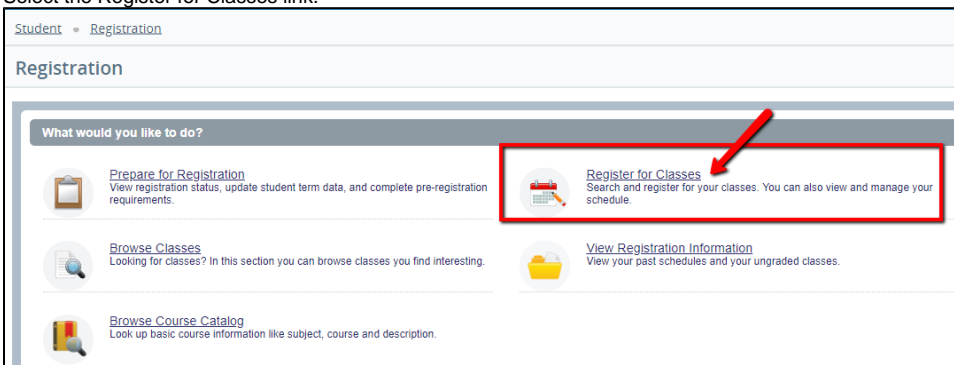
Summer 2019 Catalyst Courses

GlobalizEdu Course Name	UWF Course Name	CRN	Subject	Number
Select First Session Elective London and Paris (Pick One of the Courses Below)				
Raiders: Hunting for the Heart, Soul and Society of the Ancient World in London and Paris Today	Raiders: Hunting for the Heart, Soul and Society of the Ancient World in London and Paris Today	51471	HIS	3990
Madness	Madness	51472	PSY	3905
Mindful Psychology	Mindful Psych	51469	PSY	3990
In the Time of Blitzkrieg: World War Two in London, Paris and on the D Day Beaches	In the Time of Blitzkrieg: World War Two in London, Paris and on the D Day Beaches	51470	EUH	3990
ShutterSPEED: Telling your Visual Story through Art Photography in London and Paris	ShutterSPEED	51770	PGY	3905
Early Modern Literature	Early Modern Literature	51544	ENL	4224
ArtSCOPE: Museum, Street and Public Art in History and Today	ArtSCOPE: Museum, Street and Public Art in History and Today	51474	ART	3905
Select Second Session Elective Berlin and Prague (Pick One of the Courses Below)				
Sexuality	Sexuality	51476	SOP	3905
In the Garden of Beasts	In the Garden of Beasts	51475	HIS	4955
Multiple Exposures: Documentary Photography in Theory and Practice	Multiple Exposures	51477	PGY	3905
Bully Pulpit: Business Branding, Public Relations and Advanced Principles of Mass Communications	Bully Pulpit: Business Branding, Public Relations and Advanced Principles of Mass Communications	51478	MMC	3905
Principles of Mass Communication	Principles of Mass Communication	51479	MMC	2000

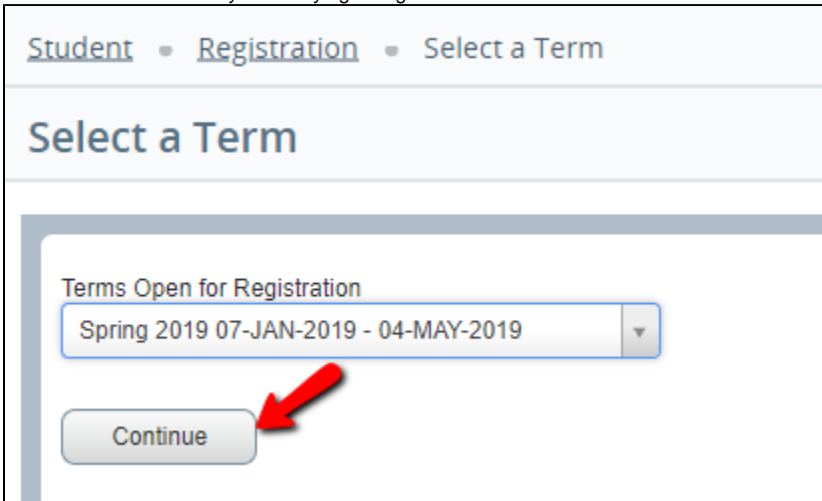
Registering

1. Search for, then select the **Registration Menu** app in MyUWF.
2. Click on the Registration link.

3. Select the Register for Classes link.



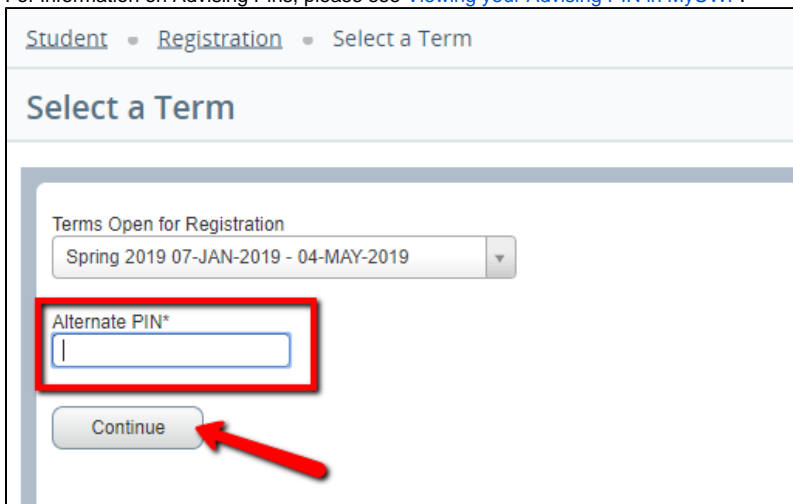
4. Select the term for which you are trying to register. Then select Continue.



5. Enter the Alternate PIN assigned to you by your advisor (degree-seeking students ONLY).

a. Click Continue.

For information on Advising Pins, please see [Viewing your Advising PIN in MyUWF](#).



b. If you already know the 5 digit CRN for the courses you plan to register for, you can enter each CRN directly.

i. Click on the tab "Enter CRNs".

- ii. Enter the 5-digit CRN directly into the CRN box and click the Add to Summary button.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2019

CRN

[+ Add Another CRN](#) **Add to Summary**

- c. The course will then appear in the Registration Summary. To complete the registration for the course, Click on the Submit button.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2019

CRN

[+ Add Another CRN](#) **Add to Summary**

Summary

Title	Details	Hour	CRN	Schedule	Status	Action
Research Methods I	PSY 3213 ...	3	10099	Class ...	Pending	Registered (Web)

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

1. To search for courses, click the Find Classes tab.

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Spring 2019

Open Sections Only

Level

Subject

Course Number

Keyword

Departments

Instructor

Attribute

Part Of Term

[Clear](#) [Advanced Search](#)

2. Use the Basic Course Search or the Advanced Search to find classes. For further instruction on how to search for classes, review [Searching for Course Offerings](#) for further details.

a. Courses with the "Add" icon next to them have seats available for registration.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 30 Classes
Term: Spring 2019 Subject: ACG - Accounting: General

Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Reserved Seats	Action
Principles of Finance - Class Lecture	A...	2...	01	3	1...	S...	Cooper, Marisa	09:30 AM - 10:45	M...	50 of 50 s... 5 of 5 wal...			<input type="button" value="Add"/>
Principles of Finance - Class Lecture	A...	2...	03	3	1...	S...	Cooper, Marisa	11:00 AM - 12:15	M...	50 of 50 s... 5 of 5 wal...			<input type="button" value="Add"/>
Principles of Finance - Class Lecture	A...	2...	04	3	1...	S...	Cooper, Marisa	01:00 PM - 02:15	M...	50 of 50 s... 5 of 5 wal...			<input type="button" value="Add"/>

i. The following codes may also appear in the "Select" column:

- The "Add" icon is grey: Closed Class or you are already registered for the class.

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 30 Classes
Term: Spring 2019 Subject: ACG - Accounting: General

Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Reserved Seats	Action
Principles of Finance - Class Lecture	A...	2...	01	3	1...	S...	Cooper, Marisa	09:30 AM - 10:45	M...	FULL			<input type="button" value="Add"/>
Principles of Finance - Class Lecture	A...	2...	03	3	1...	S...	Cooper, Marisa	11:00 AM - 12:15	M...	FULL 4 of 5			<input type="button" value="Add"/>
Principles of Finance - Class Lecture	A...	2...	04	3	1...	S...	Cooper, Marisa	01:00 PM - 02:15	M...	50 of 50 s... 5 of 5 wal...			<input type="button" value="Add"/>
Principles of Finance - Class Lecture	A...	2...	05	3	1...	S...	Jackson, Kathr	06:00 PM - 08:45	M...	40 of 40 s... 5 of 5 wal...			<input type="button" value="Add"/>

- The course CRN, subject, course number, credit hours, title, meeting days & times, total number of seats, number of students currently enrolled, seats remaining, waitlist capacity, number of student currently on the waitlist, cross-list information, instructor(s), dates the course will run through, and location (building, room number) can be found on this page

- To add a course to your worksheet without registering for the course, select the "Add" box next to the section you wish to add, scroll to the bottom of the page and select "Submit".

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Plans' and 'Schedule and Options'. Below that is a 'Search Again' button. The main area is a table of courses with columns for Course ID, Section ID, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, and Reserved Seats. One course is highlighted in blue, and its 'Add' button is circled in red. Below the table is a 'Summary' box with a table containing course details. At the bottom right of the interface, the 'Submit' button is highlighted with a red box and a red arrow.

- Once the course is added to your worksheet, you will see a Save Successful popup. The CRN of the course should now appear with a Green "Registered" icon next to the Course in the Summary box.

The screenshot shows the 'Register for Classes' interface after successful registration. A green 'Save Successful' popup is visible at the top, with a red arrow pointing to it. The main area is the same table of courses as in the previous screenshot, but the 'Add' button for the highlighted course is now highlighted in blue. Below the table is the 'Summary' box, which now shows the course status as 'Registered' in green text. A red arrow points to the 'Registered' status in the Summary box. At the bottom right, the 'Submit' button is visible.